

Roles and Responsibilities of the Company Secretary

Pursuant to Section 89/15 of the Securities and Exchange Act B.E. 2535 (including any subsequent amendments), the Board of Directors is required to appoint a Company Secretary to be responsible for and act on behalf of the Company or the Board. The appointee must be selected from individuals who hold a degree in law or accounting or who have completed training in courses relevant to the duties of a Company Secretary.

Duties and responsibilities of the Company Secretary are as follows:

1. Inform relevant executives of the resolutions and policies established by the Board of Directors and shareholders, and provide the Board with preliminary consultation and recommendations in accordance with the Company's regulations and corporate governance practices.
2. Prepare and maintain the following documents:
 - (a) Register of Directors
 - (b) Notices of Board meetings, Board meeting minutes, and the Company's annual reports
 - (c) Notices of Shareholders' meetings and Shareholders' meeting minutes
3. Monitor that directors and executives prepare reports on their own and related parties' interests in accordance with legal requirements, maintain these reports, and provide copies to the Chairperson of the Board and the Chairperson of the Audit Committee.
4. Organize and manage meetings of the shareholders, the Board of Directors, and its sub-committees, ensuring compliance with the law, the Company's Articles of Association, each committee's charter, and the applicable code of conduct, including recording meeting minutes and monitoring compliance with the resolutions.
5. Ensure the disclosure and reporting of information within the scope of responsibility to the relevant agencies.
6. Communicate with shareholders to ensure they are informed of their rights.
7. Oversee the affairs of the Board of Directors, act as a coordinator between the Board and management, and provide directors with information and updates on matters relating to the company's business, including reporting any significant changes.
8. Arrange for the performance evaluation of the Board of Directors and all sub-committees, including individual self-assessments, and report the results of these evaluations to the Board of Directors.
9. Undertake any other necessary actions to ensure compliance with the Securities and Exchange Act, as well as other applicable laws and regulations.
10. Perform other duties as assigned by the Board of Directors.

This shall be effective from July 19, 2018 onwards.

Committees

Absolute Clean Energy Public Company Limited