

## Corporate Governance Policy

### Kiatnakin Phatra Bank Public Company Limited

#### Introduction

Realizing its responsibility towards all stakeholders, the Board of Directors of Kiatnakin Phatra Bank Public Company Limited has continually run the business in line with corporate governance principles.

The Board of Directors has therefore regularly reviewed and approved the revision of the Bank's Corporate Governance Policy on an annual basis (Latest update on November 11, 2021) in order to maintain practical guidelines in the business operation and improve the standard of the Group's corporate governance to be more comparable with international standards. The Bank's Corporate Governance Policy is comprised of five sections as follows:

Section 1: Rights of Shareholders

Section 2: Equitable Treatment of Shareholders

Section 3: Role of Stakeholders

Section 4: Disclosure and Transparency

Section 5: Board Responsibilities

The Board of Directors strongly believes that good corporate governance will enable the Bank and the Group companies to have a proper management system with efficiency, transparency, accountability and fairness to all related parties and allow the Group to build trust and increase competitiveness under a system of good ethics and social responsibility. This will build strong stability and a long-term foundation for the Group. For that reason, the practice of Corporate Governance Policy is one of the prime missions of the Board of Directors, executives and employees in order to benefit the Bank, the Group, shareholders, clients, stakeholders, the community and the overall society.

## Section 1: Rights of Shareholders

The Board of Directors has realized and emphasized the importance of rights of shareholders. The statutory rights of shareholders embrace the right to attend and vote in the shareholders' meeting, the right to appoint a third party as a proxy for attending and voting in the shareholders' meeting on his/ her behalf, the right to vote on the election or removal of each individual director, the right to vote on directors' remuneration annually, the right to appoint external auditors and fix their remuneration, the right to obtain information, participate and vote in the shareholders' meeting if there are any significant corporate changes - capital structure, controlling authority or major asset transfer of the Bank. In addition, the Bank provides shareholders the right to express their opinions and raise questions during the shareholders' meeting, the right to perceive regulations and procedures of the shareholders' meeting, the right to propose agenda items for the shareholders' meeting, the right to nominate directors, the right to be involved in improving the Bank's business performance, the right to share in the Bank's profit and the right to receive sufficient and up-to-date information in a timely manner. Meanwhile, the Board of Directors aims to encourage all shareholders to fully exercise their rights. The Bank will not execute any tort affecting or derogating the rights of shareholders.

### Practical Guidelines

In order to protect the shareholder's rights and facilitate the shareholders to exercise their rights, the Board of Directors establishes the practical guidelines as follows:

#### 1. Shareholders' meeting

##### 1.1 Meeting schedule and venue

- The Annual General Meeting of Shareholders ("AGM") is held within four months from the end of the Bank's fiscal year or as stipulated by law.
- The Board of Directors may call an Extraordinary General Meeting of Shareholders ("EGM") to consider a special agenda item. On the other hand, shareholders have the right to submit the joint letter to the Board of Directors to call an EGM at any time as prescribed by the Bank's Articles of Association. In this case, the Board of Directors will call the meeting within forty-five days from the joint letter submission date.
- The Board of Directors fully facilitates all shareholders, including institutional shareholders, to attend the shareholders' meeting, which is not held on a commercial bank holiday. The

shareholders' meeting is set up at the Bank's office or any other place, which offers convenience in transportation for shareholders, or as stipulated by law.

#### 1.2 Notice of shareholders' meeting

- The notice of shareholders' meeting shall clearly indicate the meeting date, time, venue, agendas, the fact and reason. Moreover, the proposed agendas are clearly identified as either for acknowledgement, approval or consideration (case by case). The Board of Director's opinion is fully presented together with the criteria and procedures for attending the meeting and voting in each agenda.
- The Bank fully endeavors to deliver the notice of shareholders' meeting by post to shareholders at least twenty-eight days prior to the shareholders' meeting date. In addition, the Bank discloses the information on AGM on its website at least thirty days prior to the shareholders' meeting date in order for shareholders to have enough time to consider the meeting information in advance prior to receiving the notice of shareholders' meeting in a hard copy format.
- The notice of shareholders' meeting is publicized in daily newspapers not less than three days prior to the shareholders' meeting date for three consecutive days.
- The Bank also prepares the notice of shareholders' meeting in English version and publishes at the same time as the Thai version to facilitate foreign shareholders.

#### 1.3 Granting proxy to attend the shareholders' meeting and vote

- The Bank allows shareholders who are unable to attend the shareholders' meeting to appoint a third party as their proxies and vote on their behalf.
- The Bank encourages shareholders to use the proxy form on which shareholders are able to specify their votes by providing such proxy form together with the notice of shareholders' meeting. Shareholders can also download such proxy form from the Bank's website
- The notice of shareholders' meeting clearly informs shareholders of all necessary documents for granting proxy. The Bank avoids requiring any condition which makes proxy granting be complicated.
- The Bank proposes at least one independent director as an option for shareholders, who cannot attend the shareholders' meeting in person, to appoint as their proxies.

#### 1.4 Rights of shareholders in AGM

- The Bank allows shareholders to submit questions in advance prior to the AGM date and discloses the criteria for submission of questions in advance on its website.
- The Bank facilitates shareholders and proxies in attending the shareholders' meeting. On the meeting date, the registration will be open not less than two hours before the meeting commences. The Bank gives shareholders and proxies, who show up after the meeting has started, the chance to vote on agenda items still under deliberation.
- The Bank arranges sufficient staffs and technology to review each shareholder's document and facilitate the exercise of shareholders' right in participating the meeting and voting.
- Before the meeting commences, shareholders will be informed about the number and ratio of meeting attendants, meeting rules, and voting and vote-counting procedures.
- Voting cards are used in all voting agendas. Vote-counting in each agenda item shall be open and within an appropriate time by counting one share for one vote. The majority vote or a vote required by law for that agenda is the resolution. The voting cards will be kept for later inspection for an appropriate period of time.
- The Bank allows an independent person to jointly examine the voting in the shareholders' meeting with the Bank's staff.
- In the shareholders' meeting, the Chairman of the meeting will run the meeting in accordance with the agenda items prescribed in the notice of meeting without adding any other agenda item which is not notified to shareholders in advance.
- The Bank allows shareholders to vote for director election individually.
- The Bank allows shareholders to consider and approve the directors' remuneration, both in the form of monetary remuneration and other benefits, as well as presents the policy and guidelines for fixing directors' remuneration for shareholders' consideration.
- During the meeting, the Chairman of the meeting will allow shareholders to express their opinions and make inquiries within an appropriate time and request relevant directors or executives to clarify and provide complete information to shareholders.

#### 1.5 Agenda proposal for the shareholders' meeting and director nomination

- The Bank provides opportunity for shareholders to propose agenda items, which are considered important, for the AGM and nominate qualified candidates to be elected as the

Bank's directors to the Nomination and Remuneration Committee and the Board of Directors for consideration.

- The Bank discloses details, criteria and procedures for proposing the shareholders' meeting agendas and nominating directors, including required qualifications of directors and Independent directors, on its website in order to ensure that shareholders are equitably treated.
- The Bank announces via the SET's channels and its website in advance for at least three months prior to the end of its fiscal year the opportunity to propose the agenda items and nominate directors for the next AGM.

#### 1.6 Participation of directors and executives in the shareholders' meeting

- The Board of Directors gives the importance on the shareholders' meeting. Thus, it encourages directors, Chairman and members of the sub-committees, executives, related head departments, and auditor to attend the shareholders' meeting to answer questions to shareholders.

#### 1.7 Resolution and minute of the shareholders' meeting

- Comprehensive minute of the shareholders' meeting is recorded. It includes names and proportion of attendance and non-attendance directors, voting and vote-counting procedures, key discussion issues, questions raised, clarifications, comments, resolution results and complete voting results (for approve/ against/ abstaining and voided cards) of each agenda item.
- The Bank discloses the resolutions of the shareholders' meeting with voting results within the following business day of the shareholders' meeting date through the SET's channel and on its website.
- The Bank ensures that minute of shareholders' meeting is submitted to regulators within specified period of time and encourages the disclosure of the minute of shareholders' meeting on its website within fourteen days from the meeting date so that shareholders can review.

## 2. Dividend payment

- The Board of Directors establishes the dividend payment policy by considering on its financial position, business trend, industry outlook and demand for capital usage. Dividend will be paid out from the net profit after deducting all capital reserves under relevant laws. Dividend payment policy includes the annual dividend and interim dividend and can be changed upon the capital plan or other necessities and appropriation in the future.

- For the dividend agenda, the Bank will present to shareholders its dividend payment policy, proposed dividend amount, supporting reasons and other information for consideration. In the case the dividend is proposed to be omitted, the Bank shall also disclose the reasons and information for consideration.
  - The Bank will rapidly notify the resolution of the shareholders' meeting or the Board of Directors' meeting to shareholders regarding a dividend payment through the SET's channel and on its website and make a dividend payment within thirty days from the date on which the shareholders or the Board of Directors have approved.
3. Appointment of auditor
- The AGM appoints auditors and approves their remuneration annually. The auditors and auditors' remuneration, proposed to the shareholders' meeting for approval, must be pre-approved by the Audit Committee and the Board of Directors.
  - The Bank shall disclose complete details of proposed auditors, such as auditors' names, audit firm and background as well as their audit and non-audit fees in order for shareholders to consider their competency and appropriateness.
4. Request for the Bank's information
- The Bank provides channels for shareholders to contact and request for the Bank's information directly from the Bank's corporate secretary or investor relations officer.
5. Share repurchase
- The Bank will comply with related regulations on share repurchase and conduct the share repurchase (if any) in a transparent manner.
6. Communications among shareholders
- The Bank will not obstruct or block any communications among shareholders.

## Section 2: Equitable Treatment of Shareholders

The Board of Directors respects and values the importance of equitable treatment of shareholders.

### Practical Guidelines

To ensure that shareholders are equally treated and protected for their basic rights, the Board of Directors establishes the practical guidelines as the follows:

1. The Bank treats shareholders equitably for participating in the shareholders' meeting, receiving information and voting by one share for one vote. Shareholders who have a special business stakeholding in any agenda item shall not have the right to vote on such agenda item.
2. The Bank facilitates shareholders by allocating appropriate time and opportunity to express their opinions and raise questions during the meeting.

## Section 3: Role of Stakeholders

The Board of Directors is beholden to shareholders. Each director is considered a representative of shareholders in the administration of the Bank and the Group by being independent and free from bias, ensuring the benefits of shareholders. In its operations, there are many stakeholders, namely the shareholders, clients, employees, counterparties, competitors, creditors, as well as community, society and environment. Every group of stakeholders shall be justly treated and fairly receive treatments according to their statutory rights and agreements.

### Practical Guidelines

1. The Bank's and the Group's websites have been developed so that they can become channels through which the stakeholders can participate to enhance the operation of the Bank and the Group. Stakeholders can make suggestions and give advice through the websites. This promotes cooperation among the Bank, the Group and its stakeholders to create financial stability and sustainability of the business.
2. The Bank has arranged for reporting channels for whistleblower, e.g. the report on the inaccuracy of financial reports, deficient internal controls or any illegal or unethical activities or any suspected corruption or improper behavior of all employees. Employees and other stakeholders can communicate these actions to the Bank through various channels, e.g. electronic email to independent directors or KKP Contact Center. Moreover, employees can directly contact the Chairman of the Board of Directors, the Chairperson of the Audit Committee, the Chief Executive Officer (CEO), the President or the Head of the Internal Audit Office to file complaints on such wrongdoing.

The Bank has set the whistleblower protection process and will not commit any unfair treatment to all employees, temporary staff or contract staff who report any suspected acts. The Bank realizes the importance of keeping whistleblower's information, reported information and evidence confidential. Such information will be acknowledged only among the responsible parties or only be disclosed by law as stipulated. In addition, the whistleblowers can submit a complaint confidentially. The Bank will handle complaints according to the Bank's whistleblowing process as well as investigation and disciplinary regulation.

3. To ensure all stakeholders are well and fairly treated according to their statutory rights and agreements, the Board of Directors has defined treatment guidelines for various stakeholder groups as follows:

#### 3.1 Role, practice and responsibilities of the Group towards shareholders

The Group strives to conduct business in a careful and cautious manner so as to obtain a good performance, competitive capability and steady and sustainable growth and takes into account the current and future risks in order to add value to shareholders in the long term. The Group has duties to operate businesses, disclose information transparently and fairly to all shareholders for the utmost benefit of shareholders as a whole and try its best to protect the assets and reputation of the Group.

### 3.2 Role, practice and responsibilities of the Group towards employees

All employees are valued resources and a key success factor in the business operation. Therefore, the Board of Directors has defined guidelines for employee treatment as follows:

- Trainings are continually provided on a regular basis throughout the organization to encourage the development of knowledge, skills and working capabilities of employees. The Group also supports employees to partake in external trainings and seminars arranged by specialists.
- The Group arranges for a system of remunerations and benefits accordingly and equivalent to standards of other firms in the same industry and also provides retirement compensation adequate for a secure life.
- The Group has in place a system of appointment, transfer as well as rewards and punishments based on the knowledge, capability and suitability of employees.
- The Group respects the rights of every employee by treating each employee and individual with dignity and maintaining secrecy on personal information. The Group does not tolerate discrimination on the grounds of race, nationality, religion, gender, age, disability, sexual orientation and any other forms of illegal maltreatments.
- The Group supervises, manages and justly treats all employees with kindness, politeness and respect and provides working opportunities for employees at every level. Also, the Group strives to develop a positive corporate culture and working atmosphere.
- In terms of safety and health, the Group sets up a working environment taking into account safety, health and environment suitable for employees to work. The Group provides all employees with medical care and yearly health check-up with accident and medical insurance coverage.
- The Group sets up the Guidelines for Business Conduct Policy prescribing the framework for employees in business dealings so as to obtain the best value as required by the Group and

set standard of behaviors with a sense of honest. The Group arranges for the dissemination of the Guidelines for Business Conduct Policy to be used in conjunction with the employees' rules and regulations of which the compliance is to be reviewed periodically.

- The Group communicates with employees on its objectives, goals, culture and strategies so that they have the same target in creating corporate value.
- The Group sets up regulations and procedures in connection with complaints from employees.

### 3.3 Role, practice and responsibilities of the Group towards clients

The Board of Directors realizes that clients' satisfaction and trust in the Bank and the Group are essential, therefore, the Board of Directors has defined guidelines for client treatments as follows:

- The Group strives to initiate innovation in product and service development including process improvement to provide best-quality products and services to clients by keeping in mind their needs and benefits.
- The Group provides complete and accurate information about products and services without any distortion of fact, bearing in mind the clients' benefits.
- The Group does advertising and public relation activities responsibly without misrepresentation or exploitation of clients' misunderstanding to avoid promoting undesirable behavior.
- The Group implements market conduct without any practice which is unjust and ensures that clients are consistently treated in accordance to the terms agreed with care and honesty.
- The Group respects clients' information privacy and does not release client information to third parties, except upon clients' authorization or when permitted or required by law. The Group will not make profit by selling clients' personal information. Employees do not discuss on their clients with any other employees not relating to the matter. Furthermore, the Group abides by all legal regulations and additional rules in regard to clients' information. In the event of doubt, employees must consult with their direct supervisors or the Legal and Compliance Group.
- The Group carries out client satisfaction surveys, monitors its result, and welcomes clients' complaints on products and services. Upon receipt, such complaints are investigated and remedial actions are provided promptly.

#### 3.4 Role, practice and responsibilities of the Group towards counterparties

- The Group treats all counterparties equally and justly in all transactions.
- The Group shall strictly adhere to all terms of any agreement. In the event that the Bank or the Group companies fail to do so, the counterparties will be informed immediately in order to find a reasonable and mutually-acceptable solution.
- The Bank and the Group companies have their procurement policy and implement a procurement system in which the selection process for seller, counterparties and consultants must be based on the premise that the Bank/ the Group will receive maximum benefit. This is done in a transparent manner, free from any bias and able to be audited. Employees are not allowed to receive any benefit from parties entering the bidding process. If there is evidence of dishonest request or benefit receipt, counterparties will be informed so the problem will be fairly solved in a timely manner.
- The Group has in place an audit system which will not permit the disclosure of any information of counterparties or the use of such information for conducting business in any illegal manner.
- The Group uses a proper form of agreement for each case. This is to be administered and reviewed to ensure that all conditions of the agreement have been met.
- The Group does not cooperate or encourage any person or entity related with illegal conduct or threat to society and the security of the nation or any activity connected with corruption.

#### 3.5 Role, practice and responsibilities of the Group towards competitors

The Bank and the Group companies conduct the business ethically and in accordance with rules and regulations. The Bank and the Group companies avoid any search for confidential information of business competitors by dishonest or improper means and refrain from tarnishing competitors' reputation without truth.

#### 3.6 Role, practice and responsibilities of the Group towards creditors including creditor guarantees

- The Bank and the Group companies strictly abide by all terms and conditions as stipulated in agreements with creditors and creditor guarantees in respect to the purpose and utilization of loan, repayment and proper maintenance of collateral in compliance with related laws and regulations.
- The Bank and the Group companies provide correct and honest status and financial reports to creditors periodically and in the event that the Bank/ the Group companies are unable to

comply with any conditions of agreement, the Bank/ the Group companies will immediately inform the creditor so as to find a reasonable and mutually- acceptable solution. The Bank and the Group companies strive to maintain good relationships and mutual trust with creditors.

- The Group has established a strategy in the treasury function to promote security and strength in capital management to prevent the Group from experiencing difficulties in repaying creditors. There is also a liquidity management on debt repayment to meet the maturity in a timely manner.
- The Risk Oversight Committee is responsible for planning, monitoring and controlling the Group's capital to ensure its sufficiency while considering the Group's position and business activities. In doing so, the Group has an appropriate Internal Capital Adequacy Assessment Process (ICAAP) which is able to cover the Group's significant risks under normal circumstances or crisis and is in accordance with the capital management standards under Pillar II of the Bank of Thailand (BOT).

### 3.7 Role, practice and responsibilities of the Group towards the community, society and the environment

The Board of Directors places importance on the responsibility for the community, society and environment, therefore, the following guidelines are defined.

- The Group acts as a responsible citizen, supporting democracy under the demo-monarchy system and remains unbiased in politics. Employees are permitted to exercise their rights and political freedom, which is an individual right, but are not permitted to do so under the name of the Bank/ the Group.
- The Group strictly conducts the business under relevant laws and regulations.
- The Group will not take part in any activity which causes harm to the community, society or the environment and will not partake of any profit which can arise from burdening society.
- The Group stands firm in its commitment to the synergy of the benefit of organization, employees, clients and shareholders with economic development and financial and capital markets of Thailand. The Group strives to keep growing together with Thailand's financial and capital markets.
- The Group tries to assist the financial and capital and securities markets to steadily grow.

- The Group supports the use of knowledge and expertise of the Bank, the Group companies and its employees on different fields, such as management, financial and investment management, systems implementation, law, etc. for the benefit of society and the community.
  - The Group supports employees at every level in developing their skills with periodic training seminars to instill a sense of responsibility towards the community, society and the environment. The Group promotes and creates awareness among employees of the need for natural resources and energy conservation and how to use them wisely.
  - The Group supports and encourages employees to volunteer and participate in social activities and charity works.
  - The Group sets aside an appropriate budget for community, social and charity works without being limited to projects which can be used for tax reduction purpose only.
  - The Group supports projects which help maintain culture and traditions as well as promotes religious activities.
  - The Group supports the strengthening of the community in which it is located as well as other communities so that they can become self-reliant, help each other, improve the quality of life and live with happiness.
- 4 The Bank and the Group companies have implemented internal policies and guidelines ensuring stakeholders and society, in which the Bank and the Group companies are conducting businesses, are fairly treated, such as:
- 4.1 Prevention of the use of internal information of the Bank for illegal purposes or for their own personal gain or others
- The Group has issued a written directive forbidding the use of internal information for personal or others' gain, which will be taking advantage of others. The Group forbids directors, executives, employees and related persons including spouse, children and adopted children who are under the legal age to use any undisclosed information which can affect the change in the value of the shares or for securities trading of the Bank.
  - The Bank forbids any directors, executives and employees, who are aware of the important information and financial statements, to trade the Bank's shares seven days prior to the end of quarter until at least one trading session has elapsed after the Bank's financial statements have been made available to the public.

- Directors, executives and employees, who can access such undisclosed information, must ask for approval prior to trading shares of the Bank at least one day and the approval is valid from the next business day until the end of the third business day.
- Reports on the changes in the Bank's shares and derivatives holding of directors and executives are presented to the Board of Directors' meetings at least quarterly.
- The Group continually provides information on the practices of the usage of internal information among directors, executives and employees at all levels throughout the entire organization, so that they are aware of the duties and responsibilities as set out in the regulations.

#### 4.2 Protection against conflict of interest

- "Conflict of interest" occurs when an individual's private interest interferes in anyway or even appears to interfere with the interest of the Group as a whole.
- Directors, executives and employees of the Group must avoid activities, interests or associations which may interfere with the independent exercise of their judgement or the best interests of the Group, clients, shareholders or the public or activities which are unethical or can damage the Group's good reputation.
- The Group puts in place measures to protect against any conflict of interest which may arise by creating awareness so that directors, executives and employees of the Group avoid any contacts with individuals who may cause a conflict of Interest with the Group. However, the Group may not be able to foresee all circumstances and in the event that incidents do occur, the matter shall be conducted with ethics and responsibility.

#### 4.3 Connected transactions

- The Group does not encourage any transactions entered into between the Group and directors, executives, major shareholders or related persons. This is to avoid any potential conflict of interest. However, in the course of doing business, it may be necessary for the Group to enter into such transactions. This is to be done within the procedures and framework of regulations of such matters.
- The Group has established the guidelines relating to connected transactions and transactions which may lead to a conflict of interest. In order for the Group to enter into any connected transaction and where there is the possibility of a conflict of interest, this transaction must go through a rigorous process of consideration, which must be clear, free from bias and within

the boundaries of good ethic practices, keeping in mind the importance of its being beneficial to both the Group and overall shareholders.

- Directors and executives, who have an interest in any transaction or matter affecting the Group, are required to report such interest and not participate in the decision-making process on such issue for the utmost benefit of the Group.
- The Bank's Audit Committee has an authority in considering and disclosing the connected transactions or transactions which may lead to a conflict of interest to ensure that they are in compliance with the laws and the SET's regulations, reasonable and for the highest benefit of the Group.

#### 4.4 Securities trading by directors and executives

- Directors and executives have to maintain their securities trading accounts with the securities companies in the Group, unless they are exempted under the specified regulations. The securities trading transactions with directors and executives must be on an arm's-length basis without taking unfair advantage of anyone through unethical or illegal means. The transactions must be entered into in the ordinary course of business on substantially the same terms as those prevailing at the time for comparable transactions with other similarly situated clients.

#### 4.5 Engaging in business outside the Bank/ the Group companies

- Directors, executives and employees may engage in any outside business of the Bank/ the Group companies. Outside business activities and interests include serving as a partner or shareholder in another business, an officer in a family-owned corporation or an outside director of another company. The appropriateness of engaging in these and other types of outside business activities depends on several factors, such as the nature and extent of the outside interest, the relationship between the Bank/ the Group companies and the outside entities and the duties involved.
- Prior to taking up a post as director or executive in any other business, directors, executives and employees must receive written approval from the unit assigned by the Bank and be in accordance with the Bank's regulations.
- Directors, executives and employees must strictly abide by the policy and regulations governing outside interests, such as reporting all of their outside business dealings, including partnerships or shareholdings in other companies, to the Bank/ the Group companies in order to consider for any conflict of interest that may arise.

#### 4.6 Respect intellectual property

- The Group respects the intellectual property of other parties and complies with the intellectual property laws.
- The unauthorized use of another party's patented, trademarked or copyrighted (audio, video, text) materials is strictly prohibited; regardless of their sources. In addition, the Group does not permit the use of software or other devices whose primary purpose is the circumvention or violation of another's intellectual property rights.

#### 4.7 Anti-corruption and anti-bribery

- The Group intends and is committed to taking a stand against corruption in any form by adhering to the Anti-corruption Policy and regulations according to Thai laws on anti-corruption.
- The Group discloses its Anti-corruption Policy to the public and will not cooperate or support any person or entity involving in illegal activity, corruption or threat to society and nation security.
- The Group communicates its Anti-corruption Policy and regulations with employees and regularly arranges training courses for directors, executives and employees to reiterate on anti-corruption.
- The Group arranges for reporting channels for complaints and whistleblowing on any suspected corruption or improper behavior of employees of the Bank and the Group companies. The Group also sets the whistleblower protection process and realizes the importance of keeping reported information and evidences confidential.

## Section 4: Disclosure and Transparency

The Board of Directors realizes the importance of important information disclosure, both financial and non-financial. The information disclosure must be conducted properly, accurately, transparently and promptly through the channels that are easily accessible and trustworthy and under the regulations of the SEC, the SET and the BOT.

### Practical Guidelines

In order to ensure that important information will be disclosed completely, with transparency and promptly, the Board of Directors has defined the following guidelines:

1. All important information, both financial and non-financial, is disclosed correctly, accurately, on a timely basis and in a transparent manner through the SET's channel, the annual registration statement/ annual report (Form 56-1 One Report), the website in both Thai and English as well as through public media (in some circumstances) so that shareholders can equally receive information.
2. The information disclosure will not cause damage to the relationship between clients and the Bank/ the Group or in any way infringe on the right to secrecy of the clients, shareholders and other stakeholders.
3. In discharging duty in respect to communications of confidential information, every employee must follow the regulations.
4. The Bank publicizes the Corporate Governance Policy and the guidelines and policies on conducting business with social responsibility including its practices through various channels, such as the Form 56-1 One Report, website, etc.
5. The Bank discloses the responsibility of the Board of Directors to the financial report, which is signed by the Chairman of the Board of Directors and the CEO, together with a report from the auditor, in the Form 56-1 One Report .
6. The Bank ensures that its Form 56-1 One Report and management discussion and analysis (MD&A) reflect its financial status and performance adequately and encourages the disclosure of MD&A on a quarterly basis together with the disclosure of financial statements.
7. The Bank discloses the duties and responsibilities of the Board of Directors and sub-committees, number of meetings, attendant record, opinion in performing duties, as well as reports of sub-committees in the Form 56-1 One Report.

8. The Bank discloses the process, criteria and result of the Board of Directors' and sub-committees' performance evaluation in the Form 56-1 One Report.
9. If any advisor to the Nomination and Remuneration Committee is appointed, its independency will be disclosed in the Form 56-1 One Report.
10. The Bank discloses in its Form 56-1 One Report the remuneration policy and guidelines for the Board of Directors and executives which reflects their duties and responsibilities, directors' remuneration structure, directors' remuneration received from holding directorship at subsidiaries, audit and non-audit fees, related party transactions, shareholding structure of the Group, guidelines and process on selecting directors and executives and other information of directors and executives, such as direct and indirect shareholding, directorship in other listed companies, trainings, etc.
11. The Bank discloses the duties, responsibilities and experiences of the Bank's corporate secretary in the Form 56-1 One Report.
12. The Bank discloses the important information relating to corporate governance to shareholders and the public to promote and demonstrate that the Bank is committed to good corporate governance in the Form 56-1 One Report
13. The Bank discloses in its Form 56-1 One Report/ Sustainability Report the policy and practices relating to environmental management of the Bank and the Group companies. This is to reflect the commitment to reduce negative impacts on various environmental issues, such as energy, water, garbage, waste, pollution and mitigation of greenhouse gas problems (if any).
14. The Bank discloses in its Form 56-1 One Report the information relating to important changes and major developments of the Group, as well as the developments of innovation in work processes, products and/ or services (if any), in order to demonstrate the continuing development to serve the needs of stakeholders and prepare for economic, social and environmental changes.
15. The Bank discloses in its Form 56-1 One Report the risk management policies and plans to demonstrate that the Bank monitors and assesses the risks affecting the achievement of its vision, objectives, goals or business strategies. Current and emerging risk factors, including measures for controlling such risks to be in an acceptable level, are also disclosed.
16. All disclosed Information, as well as that made public to shareholders and investors, is disseminated through websites of the Bank/ the Group, which are upgraded, regularly updated and made bilingual to benefit shareholders.
17. The CEO, the President and any other personnel that have been assigned as investor relations officer will be responsible for the relationship with investors and providing information to shareholders,

securities analysts and others with interest in shares of the Bank. This is another channel through which investors and shareholders may communicate with the Bank. The Bank and the Group companies have set proper protocol for information disclosure, which must be followed in both normal and urgent circumstances.

18. The CEO, the President and any other personnel, who have been authorized by the CEO or the President, have the authority to issue press release or publicize important information about the Bank/ the Group. However, the CEO or the President may assign executives of each business group to disclose the information relevant to its particular business.
19. The Group ensures that its staffs, who are responsible for arranging and disclosing information of the Bank and the Group, such as high level executive of accountancy and finance, investor relations officer and corporate secretary, possess proper knowledge and are sufficient in number.

## Section 5: Board Responsibilities

The Board of Directors has an important role in administering and governing operations of the Bank and the Group Companies. The proper structure and the well-defined duties of the Board of Directors are essential to their performance quality. The elected directors of the Bank must be faithful to their duties, visionary, skillful and willing to devote their time so as to perform their duties to the fullest extent. They must also be independent and free to make their decisions in order to benefit the Bank, the Group and the shareholders. Furthermore, to obtain the best performance of the Board of Directors, the Bank has set up sub-committees to assist in administering, studying and scrutinizing the work as needed.

### Practical Guidelines

The structure of the Board of Directors must be appropriate for conducting businesses and the framework of the authority, duties and responsibilities of the Board of Directors needs to be clearly defined, making benefit to its performance. Therefore, the Board of Directors has defined the following guidelines:

#### 1. Board structure

##### 1.1 Board composition

- The Bank's Board of Directors is comprised of no less than five directors and no less than half must have a domicile in Thailand.
- The ratio of independent directors to the total number of directors on the Board should be at least 1:3 with no less than three independent directors. Also, at least half of the Board members must be independent directors or non-executive directors.
- The Chairman of the Board of Directors must be an independent director or non-executive director, unless approved otherwise by the BOT.
- The Board members must be varied in skills, specialized experiences, gender, age, etc., which commensurate with size, complexity, business nature, risks and strategies of the Group. There must be at least one non-executive director who has experience in main business of the Bank and at least one director on the Board who has knowledge or experience in IT field.

##### 1.2 Director qualification

- Directors need to be knowledgeable, skilled and experienced in conducting a business, understand the business obstacles that can arise, be capable in performing their duties

proficiently and in consistent with both short- and long-term business strategies, as well as able to offer a different perspective relating to important risks. These factors will benefit the Bank and the Group and create competitive advantage in the industry.

- Directors must be honest, truthful and have ethics.
- All directors must have these above-mentioned attributes and none of the characters considered to be illegible under the regulations governing listed companies as well as government agencies. In the case of independent directors, they must have qualifications that meet those of the Bank, the BOT and those set by the Capital Market Supervisory Board.
- Directors must devote time to the Bank and the Group and prepare to attend all meetings of the Bank.

### 1.3 Term of directorship

- At every AGM, at least one-third (1/3) of the directors shall be retired from their positions. Should the number of directors not be divisible into three equal parts, the nearest number to one-third shall retire from office. Directors retiring by rotation can be re-elected as directors.
- Independent directors can hold their positions for no more than nine consecutive years. For any independent director who has held the position for nine years and wants to be re-appointed as an independent director, such director must have been discharged from the position at least two years before the day the appointment request is submitted to the BOT (effective on May 2, 2022).
- For any independent director who has held the position for less than nine years, if he/ she has been discharged from the position, such independent director may be re-appointed as an independent director. Yet, the term of directorship of such independent director must all be counted.

### 1.4 Director nomination

- Through the Bank's website, the Bank allows shareholders to nominate persons to be elected as the Bank's directors to the Nomination and Remuneration Committee and discloses the required qualifications for the directors and independent directors so shareholders can propose candidates with complete qualifications as specified.
- The Nomination and Remuneration Committee is responsible for selecting and determining appropriate persons with experiences, knowledge and competencies beneficial to the Bank and the Group to be nominated as the Bank's directors, independent directors or Audit Committee

members and to be proposed to the Board of Directors or the shareholders' meeting in accordance with the Bank's Articles of Association.

- In case the Nomination and Remuneration Committee nominates the existing director to be re-elected, the previous performance of such director should be also considered.
- For nominating new directors, the Bank prepares the board skill matrix or may use a consultancy firm or a director pool to determine qualifications of new directors by considering competencies, skills and experiences, which are necessary but still lacking for the Board of Directors and in line with the Bank's and the Group's business strategies .
- When the term of an independent director of the Bank is complete or there is a need for a new election, the Nomination and Remuneration Committee will recruit the appropriate candidate based on experiences, knowledge and competencies beneficial to the Bank and the Group and the Bank's required qualifications and propose to the Board of Directors' or the shareholders' meeting for consideration and election in accordance with the Bank's Articles of Association.
- In the event that any directorship becomes vacant prior to the completion of the term and the remaining term is no less than two months, the Nomination and Remuneration Committee may nominate a candidate with required qualifications and without any legal provisions to the Board of Directors for consideration. The resolution to appoint a director requires the votes of not less than three-fourths of the remaining number of directors and such director will be in the post for the remaining term of the directorship that is vacated.

#### 1.5 Directorship in other companies of directors

- The Bank is well aware of the value of the experience the directors will gain by being directors of other agencies. Nevertheless, in order to allow executive directors to have sufficient time to perform their duties to the fullest extent, the position held at other agencies must be under the condition that they will not have an adverse effect on the performance of their duties as directors of the Bank.
- The Bank's directors may hold the position of Chairman of the Board, executive director or authorized director, one or more of these positions, at no more than three business groups. If the company in which a director holds a title is a single company, then it will be counted as one group. If the company is acquired through debt restructuring, it will be considered as the company in the same group of the Bank.

- The Bank's directors can serve as directors of other listed companies on the SET and overseas stock exchanges for no more than four companies, excluding listed companies on the SET acquired through debt restructuring.
- The Bank's executive directors shall be director of no more than two listed companies outside the Group.
- The Bank's directors may not be partner or director in any private or public company which operates in the same industry and is considered in direct competition with the Bank, unless the shareholders' meeting has been informed prior to being elected.
- Prior to taking up the post of director, officer or employee in any other business, the Bank's executive director must receive approval from the Bank. If the Bank's executive director wishes to take up a post of director in a listed company in Thailand or overseas, he/ she must receive pre-approval from the Executive Committee of the Bank. This is in order to prevent any conflict of interest which may arise.
- All new directors must disclose all activities and interests outside the Bank/ the Group and all directors are duty-bound to disclose any changes to the status of their interests outside the Bank/ the Group to the Bank.

## 2. Roles, duties and responsibilities of the Board of Directors

- 2.1 Determine short and long-term business directions and strategic goals of the Group for both financial and non-financial aspects and efficiently allocate significant resources within the Group to ensure objectives and goals are achieved. The Board of Directors shall consider and approve the Group's business plans, proposed by the Executive Committee, by taking into account all changes to the Group's ecosystem and factors and define and approve policies which are required by laws and regulators and oversee and monitor the implementation of those policies through the Executive Committee to ensure that they are carried out efficiently and effectively in order to protect the benefits of the Group and its shareholders and for business sustainability.
- 2.2 Oversee to ensure adequate and efficient allocation of significant resources, for instance, capital investment, personnel, technology, etc. and promote the utilization of innovation to create business opportunities, improve business operation and risk management and enable the Bank to achieve key business objectives and goals. The Board of Directors shall also define the proper remuneration structure to incentivize employees to fully perform their duties with honesty and consistent with its risk culture. The Board of Directors may delegate the authority to other

committees or designated persons to carry out and report the result to the Board of Directors as appropriate.

- 2.3 Ensure that the Bank's Guidelines for Business Conduct, including business ethics and ethics for directors, controlling persons and employees, are in place. These principles are to be adopted as practice guidelines for management and employees in the organization.
- 2.4 Define or approve the effective risk governance framework to support business operations in accordance with the specified directions and objectives under the rapidly changing business environment. The Board of Directors shall define the appropriate risk appetite level for the Bank's business operation, monitor the business so it is operated within such specified risk appetite level, ensure that the Bank has a system and risk management process which can address the overall and significant risks (Comprehensive Risk Management Policy and Process) and ensure that the Bank, through the Risk Oversight Committee, establishes policies, procedures and controls relating to risk management. These policies, procedures and controls, at the minimum, shall include credit risk, market risk, investment risk, liquidity risk, operational risk, reputational risk, legal risk, strategic risk and information technology risk, as well as risks which may arise from the launch of new products and certain significant business changes. The Board of Directors shall approve such policies and review them regularly or immediately after any significant changes. Furthermore, the Board of Directors has the duty to oversee the Group's risks, ensure that the Group's business is operated within specified risk management policies and strategies, support the building of risk culture, as well as ensure the communication of such policies and strategies throughout the organization.
- 2.5 Ensure that the Bank and the Group companies have effective control, oversight and audit mechanism, adequate and proper internal control and internal audit systems, as well as the organizational structure which promotes independent and effective control, oversight audit functions (three lines of defense) to make certain that transactions are made efficiently and in accordance with the specified policy and system and relevant laws and regulations.
- 2.6 Study and understand the shareholder structure and relationship, which may affect business management and operation, and oversee that the checks and balances of power between the management and/ or major shareholders is suitable. This should be done with emphasis on creating a good proportion of independent directors among Board members.
- 2.7 Appoint and specify roles and duties of committees as appropriate to support its oversight responsibility, such as the Audit Committee, Nomination and Remuneration Committee, Risk Oversight Committee, Compliance and Governance Committee and Executive Committee, etc. The review of committees' roles and responsibilities should be regularly conducted at least once a year.

- 2.8 Ensure that committees require the management to define and implement a system for the Bank's corporate governance in accordance with applicable laws and business nature. Consider and approve the corporate governance system including monitoring the effectiveness of the Bank's corporate governance system and give advice on further improvement.
- 2.9 Ensure that the management inform and update the Board of Directors on any important matters so that the Board of Directors has sufficient information to be able to perform its roles and carry out its duties and responsibilities efficiently.
- 2.10 Approve the Bank's annual financial reports, which are audited by an external auditor and reviewed by the Executive Committee and Audit Committee, prior to proposing to the shareholders' meeting for approval. In addition, the Board of Directors shall receive recommendations through the Management Letter provided by the external auditor and recommendations provided by the Executive Committee.
- 2.11 Define policy for risk assessment, capital adequacy and liquidity of the Bank and strategy and guideline to maintain the Bank's capital consistent with the approved risk appetite level. Define the stress test policy which is in line with the Bank's transactions and material risks.
- 2.12 Appoint the CEO nominated by the Nomination and Remuneration Committee and determine the performance evaluation criteria for the CEO which aligns with the business performance. Perform or delegate authority to the Nomination and Remuneration Committee to perform the annual performance evaluation of the CEO and approve the remuneration according to the pre-determined criteria. Such remuneration should incentivize competency to perform duties to achieve the Group's long-term key objectives and goals.
- 2.13 Appoint and establish the scope and authority of executives of the Bank and the highest-level executive of KKP Capital Public Company Limited as recommended by the Nomination and Remuneration Committee.
- 2.14 Ensure that the Bank has in place policies on loans and investment with related parties.
- 2.15 Review and approve, through committees, the management's proposal relating to the authorization on lending, investments, commitments or any transactions with loan-like characteristics, as well as purchasing and management expenditures. This is for the benefit of the Bank and in compliance with related laws and regulations.
- 2.16 Regularly review the Board of Directors' roles and responsibilities at least once a year to be in line with the changing business environment, industry, relevant factors, regulations and laws, as well as enable the Bank to adapt in an appropriate and timely manner. Perform an annual performance evaluation of the Board of Directors.

2.17 Oversee that the Bank discloses important corporate governance information at the shareholders' meeting and to the public.

2.18 Ensure that each individual director participates in no less than 75% of all Board of Directors' meetings held in a year, unless with reasonable grounds or necessity.

Furthermore, the Board of Directors may seek further professional opinion from external consultants on the operations of the Bank and the Group companies with the expenses borne by the Bank or the Group companies.

In order to separate out the responsibilities and duties of the Board of Directors and that of the management, the Chairman of the Board of Directors and the CEO will not be the same individual.

The Board of Directors provides recommendations in relation to planning, proposing strategies and providing oversight of the administration of the management, ensuring that the appropriate policies and procedures are being used in a proficient manner. Its duties also include administering the performance of the management to be due care and honest, providing the best benefits for the Bank and stakeholders, and increasing the economic value of the Bank and the Group.

The Chairman of the Board of Directors is responsible for leading the Board. The Chairman's duties shall at least cover the following aspects:

- 1) Oversee, monitor, and ensure that the Board of Directors efficiently carries out its duties to achieve its objectives and main goal;
- 2) Ensure that all directors contribute to the Bank's ethical culture and good corporate governance;
- 3) Set the Board meeting agendas by discussing with the CEO and ensure that important matters are included;
- 4) Allocate sufficient time for management to propose topics and for directors to debate on important matters thoroughly. Encourage directors to exercise independent and careful judgement; and
- 5) Promote a culture of openness and debate through ensuring constructive relations between executives and non-executive directors and between the Board and management.

The management under the supervision of the CEO has the duties and responsibilities to manage the day-to-day operations of the Bank and the Group companies. The Board of Directors will not interfere in the performance of these duties. The relationship between the Board of Directors and the management is one of collaboration.

The Executive Committee is responsible for presenting the direction and the overall strategic goals of the Bank and the Group companies to the Board of Directors for approval. The Executive Committee reviews the policies and plan as proposed by the CEO prior to proposing to the Board of Directors and oversees that the performance of the CEO is efficient and according to the approved policies.

### 3. Leadership and Vision

The Board of Directors shall be ethical and performs for the benefit of the Bank and the Group by considering on stakeholders and impact to society and environment. Directors should be independent in making decisions and expressing opinions and understand and aware of their duties and responsibilities as the leaders of organization in order to manage the sustainable business of the Bank and the Group and appropriately adapt to changes, which will create value for the Bank, the Group and the shareholders in long term.

### 4. Board meeting

- Each year the Bank schedules regular meeting dates and agendas for the Board of Directors' meetings in advance and the corporate secretary will inform the Board members of those meeting schedules and agendas for the coming year. Each director must have at least 75% attendance of all Board meetings held in a year, unless with reasonable ground or necessity.
- The number of Board meetings shall be consistent with the duties and responsibilities of the Board of Directors and no less than six times per year. In the event that there is no monthly meeting, non-executive directors may request a monthly performance report from the management or the corporate secretary so that they can monitor the performance of the management continually and promptly.
- In case any director is not able to attend a meeting, the corporate secretary is to be notified of the reason for not attending prior to the meeting so that minutes of the meeting may be forwarded to the absent director.
- The Chairman of the Board of Directors and the CEO will jointly be responsible for compiling the important and necessary agendas to be discussed during the meeting. However, any director may freely request to add any agenda item for consideration.
- Directors will receive the notice of the meeting along with documents pertaining to the agendas at least five days prior to the meeting date so that they will have ample time to review them in detail.
- In order to make the most benefit from the Board meetings, the meeting agendas are prioritized as matters to be followed through (sequel), matters for consideration and finally matters to be

acknowledged. The Chairman of the Board of Directors will arrange for ample time so that directors may use it at their discretion and debate the important problems cautiously. Directors are able to exchange their ideas and independently arrive at their decisions.

- The quorum of the Board meeting, while making the decision at the meeting, must consist of no less than two-thirds of the total number of directors of the Bank. The meeting's resolutions must be passed by a majority vote of the Board members attending the meeting and the Chairman of the Board of Directors does not have the casting vote.
- The Board of Directors encourages the CEO to invite senior executives to attend the Board meetings to present additional information and get acquainted with the Board members so that they can use it when considering a succession plan.
- Directors may meet with management of the Bank and the Group companies as deemed appropriate, request for information and reports directly or ask the corporate secretary to coordinate or contact the persons concerned. Furthermore, directors may seek further professional opinion from independent consultants with the expenses borne by the Bank.
- In the event that any director has a conflict of interest in any matter, directly or indirectly, he/ she must disclose it to the Board of Directors before that matter is considered and must not take part in the decision-making process of such matter and it will be recorded in the minutes of the meeting.
- Non-executive directors may meet at least once a year or as deemed appropriate to discuss among themselves on matters relating to the management of the Bank/ the Group companies without the presence of the management and report the results of the meeting to the Board of Directors.
- Corporate secretary is responsible for recording the minutes of the meeting, which encompasses queries, answers and opinions, in a clear manner. Especially for the case where any director is not in agreement with the decision of the meeting, such director may request the corporate secretary to record his/ her objection in the minutes of the meeting.

#### 5. Reports of the Board of Directors

The Board of Directors is well aware of its duties and responsibilities to arrange for the annual financial statements to be presented to the shareholders' meeting, accompanied with the report from the auditor in the Form 56-1 One Report, so that stakeholders can assure that the financial reports are in accordance with the regulations of the SET and relevant laws.

The Board of Directors has assigned the Audit Committee to oversee the accuracy and adequacy of its financial reports and correctly disclose any connected transactions or transactions which may have any conflict of interest.

6. Performance evaluation of the Board of Directors and sub-committees

- The Bank arranges for a performance evaluation of the Board of Directors, as a whole and individually, and sub-committees once every year. The results will be reported to the Board of Directors and used for their self-improvement.
- The Bank is in agreement with the use of the performance evaluation form as collated by the Nomination and Remuneration Committee for the Board of Directors. The evaluation of the Board of Directors and sub-committees can be done as a whole and/ or on specific matter.
- The Board of Directors encourages for its self-assessment as an individual by both self-evaluation and cross-evaluation.
- The Nomination and Remuneration Committee may use the services of external consultants to provide guidelines and point out certain criteria in the performance evaluation of the Board of Directors and sub-committees as deemed appropriate.

7. Remuneration of directors and executives

- The Nomination and Remuneration Committee has the duty to initially review the remuneration packages of directors prior to proposing to the Board of Directors for consideration and to the AGM for approval. The directors' remuneration is reviewed by considering on the duties, responsibilities, related risks and performance of the directors and financial status of the Bank and shall be comparable with that of other companies in the same industry.
- The Nomination and Remuneration Committee has the duty to review the remuneration and benefits of the CEO and present them to the Board of Directors. Also, the Nomination and Remuneration Committee shall define the remuneration policy for other senior executives, from the level of Executive Vice President and above, to be a guideline for the Human Resource Management Committee to determine the executives' remuneration and benefits.

8. Development of directors and executives and succession plan

- The Bank encourages its directors and executives to participate in seminars and training courses relating to their duties so that they will continuously improve their performance.

- Upon taking up position as a director of the Bank, each director will be briefed on important information related to the Bank and the Group and the framework of authorities, duties and responsibilities of the Board of Directors of the Bank. Directors will receive advice on legal issues, regulations and other conditions in being a director of a listed company in the SET as well as information on the Bank's and the Group's businesses.
- The Nomination and Remuneration Committee has been assigned with the duty of succession planning and recruiting candidates for the position of Executive Vice President and above for proposing to the Board of Directors.
- The management development and succession plan is periodically reported to the Board of Directors as deemed appropriate.

9. Director protection

- To enhance the performance quality of directors, the Bank offers them protection so long as they act in good faith without any misconduct and undue negligence.

10. Directorship in other companies of executives

- The Bank is well aware of the value of the experiences the CEO and the President of the Bank will gain by being directors of other agencies. Nevertheless, the positions held at other agencies must be under the condition that they will not have an adverse effect on the performance of their duties. The CEO and the President of the Bank must not serve as a full-time employee of other organizations, unless the BOT considers that it does not affect the effectiveness of their duties at the Bank.
- The CEO and the President of the Bank may hold the position of Chairman of the Board, executive director or authorized director at no more than three business groups. If the company in which they hold title is a single company, then it will be counted as one group. If the company is acquired through debt restructuring, it will be considered as the company in the same group of the Bank.
- The CEO and the President of the Bank can serve as directors of other listed companies on the SET and overseas stock exchanges for no more than four companies, excluding listed companies on the SET acquired through debt restructuring.
- The CEO and the President of the Bank may not be partner or director in any private or public company which operates in the same industry and is considered in direct competition with the Bank.

- Prior to taking up the post of director, officer or employee of any other business, the CEO and the President of the Bank must receive written approval from the Legal and Compliance Group. In the case where the CEO or the President of the Bank takes up the post of director in a listed company in Thailand or overseas, he/ she must be pre-approved by the Executive Committee of the Bank in order to avoid any conflict of interest which may arise.
- Upon entering employment with the Bank, all senior executives must disclose all activities and interests outside the Bank/ the Group and are duty-bound to inform the Bank of any changes in status of interests outside the Bank/ the Group.

#### 11. Executive performance evaluation

- The Bank conducts a performance evaluation of the CEO at least once a year and the result will be taken into account in determining the remuneration of the CEO and served as feedback to the CEO reflecting the needs to review strategies, policies and management approaches to improve the management effectiveness and efficiency.
- The evaluation result shall be shared with the CEO by the Chairman of the Board of Directors to establish mutual understanding on expectations of the Board of Directors.

#### 12. Corporate secretary

- The Bank has appointed the corporate secretary to facilitate the work of the Board of Directors with respect to laws and regulations that they need to know and ensure that the resolutions of the Board of Directors have been carried out.
- Corporate secretary must have appropriate qualifications and experiences to perform his/ her duties. He/ she may have a degree in law or accountancy or have undergone a training course for corporate secretary. Such qualifications and experiences of the corporate secretary shall be revealed in the Form 56-1 One Report.
- The Bank encourages the corporate secretary to continually undergo further trainings in law, accountancy or duties of the corporate secretary.