

## **Policy of the management of internal information that may affect share price**

In business procedure, the committees, administrators, staff, and stakeholders must analyze and receive information that could have impact on share price and could not disclose to shareholders, investors, or general people. Hence, the company internal information usage is very important matter that should be managed properly to avoid information leakage, information misuse, and prevent from taking advantage of other people. These actions not only considered to be illegal but also affect company's reputation.

Nowadays, the company has provided internal information management guidelines in many documents: code of conduct, corporate governance guidebook, staff regulation, and regulatory restrictions. Due to the Securities and Exchange Law amendment in 2015 that attached new guidelines of internal information, the Board of Directors totally agreed to compile those guidelines and develop written internal information management policy by commanding the committees, administrators, and every staff to uphold and communicate accurately.

### **Policy**

1. The company upholds the law regarding the stock trading by internal information, which may affect share price, of the country, in which the company is running business or going to run business.
2. The committees, administrators, staff, and outsiders who perceive or possess the company internal information must
  - 2.1 Preserve internal information carefully and safely in order to prevent company internal information leakage
  - 2.2 Not disclose internal information to any people that do not involve in operation in order to prevent the misuse of internal information for one's own benefit or othersSince may affect share price or share value of listed company or other listed company that involve with internal information and may affect investment decision making.
3. The committees, administrators, staff, and outsiders who perceive or possess the company internal information must not trade the securities of the Company that involve with internal information that has not yet been made public. Therefore, those actions will be considered from taking advantage of other people who do not perceive internal information.
4. The company must prohibit any person to trade the securities of the Company during Blackout Period\* to prevent risk from internal information misuse.
5. The company must provide internal information management system to ensure that the internal information will not leak or be used for one's own benefit or others.
6. The operation must follow this policy, and everyone must uphold the code of conduct, corporate governance, and internal information management guideline in their operation.
7. Any action against this policy will be considered the code of conduct violation.

Remark \* The company's Blackout Period "The Committees, administrators, and staff that involve with internal information (as well as their spouses or cohabiting couples and minor children) are prohibited from trading the securities of the Company or other listed companies related to insider information before one month of the public disclosure of quarterly and annual financial statements and until 24 hours after the disclosure of the information.

Besides, in case, Committees, administrators, and staff in the section involved with internal information (as well as their spouses or cohabiting couples and minor children) become aware of the undisclosed information that could have any impact on the listed Company or related companies' share price, that person must not make any transaction with the shares of the said companies until 24 hours past the time the information become disclosed to the public."