

**RULES OF PROCEDURE FOR THE NOMINATION COMMITTEE  
OF TOTAL ACCESS COMMUNICATION PUBLIC COMPANY LIMITED**

(as adopted by the Board of Directors on 19 October 2012 and as amended by the Board  
of Directors No. 7/2016 on 20 October 2016 )

**1 PURPOSE**

The Board of Directors (the "**Board**") of Total Access Communication Public Company Limited (the "**Company**") has adopted these rules of procedure (the "**Rules**") to be used as (a) the working procedures of the Nomination Committee of the Company (the "**Committee**"), (b) the general instructions regarding the allocation of work between the Board and the Committee and (c) the general guidelines on the scope of duties and responsibilities of the Committee.

In addition to these Rules, the Committee shall observe and comply with any additional requirements as may be instructed by the Board from time to time and any applicable laws and regulations of the Securities and Exchange Commission and the Stock Exchange of Thailand.

**2 COMPOSITION, ELECTION AND RETIREMENT**

The Committee shall comprise at least three (3) members, the majority of whom, including the Chairman, shall be independent directors.

Members of the Committee are elected by the Board.

Members of the Company's management are not eligible for election.

A member shall cease to be a member of the Committee upon such member's retirement, resignation or dismissal from the Board.

If any member wishes to resign from the Committee, he/she shall give a notice to the Board at least one month in advance.

**3 NOTICE OF MEETINGS**

By November each year, the Secretary of the Committee shall, after consultation with the Chairman of the Committee (the "**Chairman**"), provide a proposal for a meeting plan including the main items on the agenda for the meetings for the next calendar year.

A meeting of the Committee shall be called by the Chairman, or someone appointed by him/her.

If a member is unable to attend a meeting, he/she shall inform the Chairman or the Secretary of the Committee without delay.

A meeting shall be called with a minimum of seven (7) day's prior written notice, or shorter if the Chairman deems it appropriate.

#### **4 PRIOR PROCESSING**

The Chairman and the Secretary shall be responsible for preparing necessary documents for consideration by the Committee.

The documents shall contain sufficient information to provide members with an adequate basis to deliberate, and reach a decision on, the issue in question.

#### **5 MEETINGS**

A majority of the members of the Committee attending the meeting in person shall constitute a quorum.

However, if the Chairman finds that a meeting can be adequately deliberated without a physical meeting, and this is within the limits of applicable law, he/she can decide that attendance may take place via video or telephone conference, or that the issues can be submitted in writing or be dealt with in another manner.

The Chairman, or someone appointed by him/her, shall be responsible for presenting each individual agenda to a meeting.

#### **6 DECISIONS**

A decision by the Committee requires the majority of the votes cast by the members attending the meeting (in person, via video, telephone conference or in writing as determined by the Chairman in accordance with Section 5 above).

The Chairman shall not have a casting vote.

#### **7 MINUTES**

Minutes of meetings shall be recorded (by the Secretary of the Committee).

As a minimum, the minutes shall specify the date, time and place, the participants, a summary of the issues discussed and the resolutions.

The minutes shall also specify whether a decision was unanimous or who voted for and against the proposal, and those who vote against a proposal are entitled to have their comments recorded in the minutes.

The minutes shall be prepared in English and sent to the Committee for approval as soon as possible after the meeting took place.

The minutes shall be signed by the Chairman and the Secretary.

## **8 ISSUES TO BE DEALT WITH BY THE COMMITTEE**

The Committee shall be responsible for making recommendations to the Board on the following matters: -

- (i) the Committee shall make recommendations on qualified candidates for election as directors of the Company and all subsidiaries. The appointment of Board members in all subsidiaries shall be approved by dtac's Board at majority votes upon recommendation by Nomination Committee;
- (ii) the Committee shall make recommendations on qualified candidates for election as Chief Executive Officer and Chief Financial Officer of the Company and its subsidiaries;
- (iii) the Committee shall review the structure, size and composition of the Board taking into account the current requirements and future development of the Company, and make recommendations to the Board with regard to any adjustments as deemed necessary. The composition of the Board should ensure that the Board can attend to the interests of all shareholders and meets the Company's need for expertise, capacity and diversity;
- (iv) the Committee should pay attention to the Board self-assessment evaluation and recommends any improvement as it deems necessary;
- (v) the Committee shall monitor that steps be taken to ensure that shareholders have the opportunity to propose candidates for the Board;
- (vi) the Committee shall, when assessing candidates, always take into consideration if the candidates have the necessary experience, qualifications and capacity;
- (vii) the Committee shall consider if a rotation of the members of the Board is necessary;
- (viii) the Committee must be able to justify its recommendations and thus any dissenting votes must be stated in the recommendation;
- (ix) the Committee shall ensure the Company's compliance with relevant laws and regulations regarding nomination and qualifications of directors;
- (x) the Committee shall satisfy itself with regard to succession planning for the Board and key management appointments;
- (xi) the Committee shall ensure appropriate disclosure of information on its activities; and

(xii) the Committee shall carry out an evaluation once a year of its work, functions, performance. The Chairman is responsible for the execution of the evaluation.

## **9 DIVISION OF WORK BETWEEN THE BOARD AND THE COMMITTEE**

The Committee shall adhere to the guidelines and instructions provided by the Board, including these Rules.

The Committee shall ensure that these Rules are in accordance with applicable laws, rules and regulations of the Securities and Exchange Commission and the Stock Exchange of Thailand, and where necessary, makes proposal for changes to the Board from time to time.

At least once a year or as often as the Board deems it necessary, the Committee shall, either in writing or in a meeting, report to the Board on its work, functions and performance, as well as any other matters as determined by the Board.

## **10 DISQUALIFICATION**

Members are not permitted to take part in the decision making process if they have interest on the matter or if the candidates are closely related to them such that they must be regarded as having a distinct personal or financial interest in the issue.

## **11 CONFIDENTIALITY**

All information and documentation received by the Committee shall be treated as confidential.

All members are responsible for ensuring that any material received is properly protected and remains confidential.

If any information shall be provided to third parties, this shall be provided by the Chairman of the Board or the Chairman of the Committee if so agreed with the Chairman of the Board.

The confidentiality obligation shall continue to apply after the member ceases to be a member of the Committee.