

**BRR**

บริษัท น้ำตาลบุรีรัมย์ จำกัด(มหาชน)  
BURIRAM SUGAR PUBLIC COMPANY LIMITED

**Order**

**Buriram Sugar Public Company Limited**

**Ref. BRR 032/2561**

**Subject: Investigation Committee**

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Regarding the order appointing the Investigation Committee, Ref. BRR 055/2559 on August 11, 2016, the Board of Directors had resolved to appoint the Investigation Committee in order to perform duties and responsibility as specified in the announcement. However, some directors of the committee resigned. In doing this, this is to amend the Investigation Committee by specifying only positions instead of appointed names in order to facilitate and ensure the consistent works and actions, such positions as listed below:

**Chairman of the Investigation Committee:**

- Executive Deputy Managing Director/ Senior Executive Deputy Managing Director in Procurement and Domestic Sales

**Director of the Investigation Committee:**

- Deputy Managing Director/ Senior Deputy Managing Director in Finance and Operation Group
- Manager/ Senior Manager of Human Resources and Administration
- Manager/ Senior Legal Manager
- Manager/ Senior Manager of Risk Management Office

**Director and Secretary of the Investigation Committee:**

- Manager/ Senior Manager of Internal Audit Office

The investigation procedures and scope of duties of the Investigation Committee are subject to the order appointing the Investigation Committee, Ref. BRR 055/2559 on August 11, 2016. Thus, this amendment is effective from August 14, 2018 onwards.

Order at August 14, 2018.

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(Mr. Prachuab Chaiyasan)

Chairman of the Board of Directors



**Order**

**Buriram Sugar Public Company Limited**

**Ref. BRR 055/2559**

**Subject: Investigation Committee**

Regarding the Declaration of Intent- Thailand's Private Sector Collective Action Coalition Against Corruption (CAC), the company has the commitment to conduct business with honesty, integrity, transparency, and fairness. The corporate social responsibility and stakeholder treatment are in compliance with the good corporate governance principles and code of conduct in order to operate business as determined and pave the way for employees of Buriram Sugar Group to be aware of ethical and good conduct, as well as enhance the consciousness and value against any corruption towards Buriram Sugar Group's employees.

Moreover, the Board of Directors has considered and decided to appoint the Investigation Committee by assigning to perform investigation procedures, assess the facts, scrutinize the evidence and other related matters for further appropriate process and management. Thus, the Investigation Committee is as follows;

Miss Chittima Tangtrongwechakit, Director	Chairman
Mr. Kodchapun Saisang, Senior Human Resources and Administration Manager	Director
Miss Anchalee Aimoch, Senior Account and Finance Manager	Director
Mr. Meta Suparattanapong, Legal Manager	Director
Miss Kaynica Tanawechayasiri, Assistant Risk Management Office Manager	Director
Miss Porntip Winyupakorn, Internal Audit Office Manager	Director/Secretary

The Investigation Committee must conduct investigation, gather facts, laws, and relevant witness and evidence, and pass such concerns and conclude the evidence given to the accused person for acknowledgment. Then, the committee must be informed the explanation of the accused person, gather such information as an inquiry, and submit the inquiry form and investigation report with opinions to a person who appoints such investigation committee or the Chairman of the Board of Directors. This process must be completed within 60 days from the date of notifying the Chairman.

The Investigation Committee is responsible for investigating, considering in line with the criteria, methods, and due time in order to identify the facts of the whistle-blowing issues, and monitor the investigation procedures based on fairness as a whole. Such committee gathers the records of the accused persons as necessary for additional consideration, and records in every process of the investigation details. In addition, the investigation process must not allow other person to be involved except for the interrogative approach.



1. The Chairman calls for the first meeting of the Investigation Committee within 7 days from the date that the Chairman is notified such concerns. In the event that the meeting cannot be arranged within the due time, the reasons and necessity must be indicated to the person who appoints such committee.
2. At the Investigation Committees' meeting, such members determine issues and investigation methods, and gather all evidence. Then, the Investigation Committee must conduct the following procedures;
  - 2.1 Gather all facts, laws, and relevant witness and evidence, not only adhere to the excuses or evidence of the accuser or the accused person.
  - 2.2 Notify the concerns and conclude all supporting evidence given to the accused person for acknowledgement.
  - 2.3 Provide an opportunity to the accused person to explain and defend himself or herself.
  - 2.4 Scrutinize and provide opinions about the investigation.
  - 2.5 Prepare the investigation report with opinions to the person who appoints the Investigation Committee.
3. Interrogate the accused person or witness individually. Such process must include investigation directors at least half of the total number of the investigation committee. In case of the half of such committee more than 3 directors; this can be not at least 3 directors for investigating the accused person or witness.
4. Regarding the interrogation, it is to record the words in the specified form, and read such words to the deponent, or the deponent reads them to ensure the correctness. Then, the deponent, recorder, and investigation directors sign in the form as the evidence. If many pages, the deponent and one of the investigation directors sign together at every single page. Such records must not be rubbed, deleted, or written over the words. If any words need to be corrected or added, it is to strikethrough such words and add new words with the signatures of the deponent and one of the investigation directors. If the deponent does not want to sign, the reasons must be stated.
5. Interrogation process must not allow other person to be involved, except for the investigation directors for the advantage of the investigation or except for a lawyer or consultant of the accused person as the investigation directors deem appropriate to invite in the interrogation process.
6. The investigation directors are prohibited to conduct or order any actions indicating promises, threats, cheats, forces, or any wrongdoings to persuade the accused person or witness give any words required by the directors.
7. The accusation and supporting evidence summary must be recorded in facts and actions of the accused person: wrongdoing, day and time, how, type of misconduct. Then, such supporting evidence is concluded, with or without the witness' name, as well as the Investigation Committee notifies the rights of the accused person to explain or defend himself or herself in the letter, the rights of showing the evidence or claim for other evidence to be identified and inform the accused person, by preparing 2 letters with the same words adhered by the signatures of the Chairman and at least 1 director.



8. The Investigation Committee sends the calling letter to the accused person to meet at the date and time specified by the committee to inform the accused person about the accusation and the supporting evidence. When the accused person meets the Investigation Committee, such committee indicates such accusation and evidence. Then, the accused person signs the acknowledgement letter with date indicated. Regarding the 2 letters, one is given to the accused person, and another is filed in the inquiry form.

Thus, the appointed Investigation Committee must perform duties with honesty, integrity, transparency and fairness and in compliance with the good corporate governance principles and code of conduct.

This order is effective from August 11, 2016 onwards.

Order at August 11, 2016.

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(Mr. Prachuab Chaiyasan)

Chairman of the Board of Directors