



COMMUNICATION AND INFORMATION DISCLOSURE POLICY

Bangkok Aviation Fuel Services Public Company Limited

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Approved by	Resolution of the Board of Directors' Meeting, No. 5/ 2019, dated 16 December 2019
 (Mr.Palakorn Suwanrath) Chairman

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1. Principle and Reason

Bangkok Aviation Fuel Services Public Company Limited (“Company”) realizes an importance of business operation according to the good governance principle. In this regard, the Company shall disclose both financial and non-financial material information to its stakeholders, rightfully, timely, adequately and equally in accordance with the relevant rules, standard and practice guidelines.

2. Objective

To enable the Company to have practice guidelines relating to communication and information disclosure equally in compliance with the good governance principle, rules, terms of disclosure of the Stock Exchange of Thailand (“SET”) and the Office of the Securities and Stock Exchange of Thailand Commission (“SEC”).

3. Scope of Enforcement

This policy shall apply to Bangkok Aviation Fuel Services Public Company Limited. However, the existing and applicable policies, rules, practices and orders shall be further enforceable to an extent that such policies, etc. does not contravene or in contrast to this Policy.

4. Definition

Terminology	Definition
Company	Bangkok Aviation Fuel Services Public Company Limited
Subsidiary	a company or juristic person in which Bangkok Aviation Fuel Services Public Company Limited (BAFS) holds more than 50 percent of the shares.
Board of Directors	Board of Directors of Bangkok Aviation Fuel Services Public Company Limited
Executives	President, Vice President and directors of various departments of the Company
Policy	Communication and Information Disclosure Policy

5. Role, Duty and Responsibility

5.1 Board of Directors'

- To formulate the Company Communication and Information Policy
- To supervise the Executives in determining direction and to support an investor relations work to carry out its operation effectively

5.2 Executives

- To formulate practice guidelines and rules and practice relating to the Policy
- To follow up, monitor and supervise the relevant units in implementing the policy as formulated

6. Communication and Information Disclosure

- 6.1. Information to be disclosed shall be accurate, complete according to the relevant rules, standards and practice guidelines via the communication channels to which the stakeholders can access easily, equally and credibly;
- 6.2. Regarding disclosure of material information and information being necessary for investment decision, the Company shall immediately disclose such information according to the rules and terms on information disclosure of SET and SEC;
- 6.3. The Company may consider to delay the disclosure of information until it is an appropriate time to do so in case where the Company has its business terms, or immediate disclosure of such information will result in negative effect against the Company's operation or against a business advantage.

7. Person having duty to share information

- 7.1. Chairman of the Executive Board or President has the duty to share the material information to the stakeholders, in case there is any emergency or rumor which may result in negative effect against rights and benefits of the Company's shareholders, investment decision, change in Company's securities prices;
- 7.2. Chairman of the Executive Board or President, highest-rank executive of the Accounting and Finance Function, investors relations unit, Company's secretary or the designated person shall be the person sharing Company's relevant information (having been disclosed to public) to analysts, investors and persons who need the information.

8. Channel of information Disclosure

- 8.1 information shall be disclosed via the channels according to the rules and terms on information disclosure imposed by SET and SEC;
- 8.2 Communication shall be carried out or information shall be disclosed via the Company channels, for instance, shareholders' meeting, Company's website, press conference, Company Site Visit, Analyst Meeting, sending of documents to shareholders by post, etc.

9. Maintaining of Confidential Information

The directors, executives and employees are prohibited to disclose or utilize the insider information received from performing of his/her duty, or the information known from other person, in order to procure, for himself or the other person any advantage. Moreover, they shall have duty keep insider information as confidentiality and shall prevent such information from leak or from being received by any other irrelevant persons. Because, it may result in damage against the Company and its stakeholders, except in case where such information shall be disclosed according to laws or there is business necessity for the Company to disclose such information to the relevant persons, for instance, independent external auditor, legal advisor or other advisors, etc. In such case, the Company shall enter into confidentiality agreement with such person.

10. Silent Period

The Company avoids to disclose the material information of any person for 30 days before the Company announces or submits its financial statements to SET, except there is necessity that may result in material effect against the Company's operation, the Company may disclose such information appropriately

11. Ethics of Investor Relations

- 11.1. Shall communicate and disclose material information necessary for decision on investment rightfully and adequately;
- 11.2. Shall not utilize the insider information in order to procure, for himself or the other person any advantage;
- 11.3. Shall communicate information equally and fairly, giving all group of relevant persons opportunity to access and inquire on such information;
- 11.4. Shall perform its professional duty honestly based on the principle of equality without discrimination. Shall not receive any bribe which is a personal motive and favor any individual more than interest of the Company and its relevant stakeholders.