

## Report and Information Submission Guidelines for Listed Companies (Paperless)

To alleviate the processes for the companies and encourage online information submission while investors still have sufficient information for making investment decisions. SET has revised submission guidelines for listed companies' reports by cancel the requirements for companies to submit documents in hard copy. Companies must submit reports and information online via SETLink only. The guidelines are as follows.

Type of information	Disclose information via SETLink	
	submit online for publication	Submit online as information for SET (not publication)
<b>1. Important events</b> such as board of directors' resolutions on dividend payments, capital increase, merger and acquisition and etc.	✓	-
<b>2. Information required as per section 56 of security act and information on company's financial position.</b>		
- Annual / Quarterly Financial Statements	✓	-
- Form of 56-1 One Report	✓	-
<b>3. Reports on important transactions</b>		
- Independent Financial Advisor Reports	✓	-
- Tender Offer Reports and etc.	✓	-
<b>4. Companies' Information</b>		
- Invitation to Shareholders' Meetings	-	✓
- Minutes of General Meeting of Shareholders	-	✓
- Article of Association / Memorandum of Association	-	✓
- Biography of Directors (Form F24-2)	-	✓
- Free Float Report	-	✓
- Details of Users and Contact Persons (Contact person)	-	✓
- Information on Concessions Given to Companies and Its Subsidiaries from the Government.	-	✓

## **Related Regulations**

### **SET's regulations**

- Procedure for the Disclosure of Information and Submission of Documents of Listed Companies through the Electronic System B.E. 2560 (2017)
- Rules, Conditions and Procedures Governing the Disclosure of Information and Other Acts of a Listed Company B.E. 2560 (2017)
- Adjustment on submission guidelines for listed companies' information and reports

### **Other organization's regulations**

- Notification of Capital Market Supervisory Board 44/2556: Rules, Conditions and Guidelines to disclosures information related to financial position and performance of listed companies.
- Securities and Exchange Act B.E.2535 (1992)