

Checklist: Head office relocation

Information Disclosure			Checked (✓)												
1. Change in information: Location of the head office ( <i>changes of important contacts can also be reported, i.e., phone number or fax number</i> ).															
<table border="1"> <thead> <tr> <th>Changed information</th> <th>Old</th> <th>New</th> </tr> </thead> <tbody> <tr> <td>- Location of head office</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>- Telephone number</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>- Fax number</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>			Changed information	Old	New	- Location of head office	.....	.....	- Telephone number	.....	.....	- Fax number	.....	.....	
Changed information	Old	New													
- Location of head office	.....	.....													
- Telephone number	.....	.....													
- Fax number	.....	.....													
2. Effective date ( <i>i.e., the address of new head office and new telephone number will take effect from.....</i> )															

Template to choose for reporting the news to SET within 3 business days

Headline	Template
- Report the change of head office address and telephone number  - Report the change of head office/phone number  ( <i>some information is changed</i> )	<u>Choose</u> Other

Reference: SET notification on Rules, Conditions and Procedures Governing the Disclosure of Information and Other Acts of a Listed Company B.E. 2650 (2017)