

MEDHIKA DHANAKULASAMPATI

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Don Muang District, Bangkok 10210, Thailand

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EDUCATIONAL BACKGROUND

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| 2024 | Advanced Thai Arbitration Training course <ul style="list-style-type: none">Participated and completed the program entitled Advanced Thai Arbitration Training Course by Thailand Arbitration Center (THAC) |
| 2021 | Personal Data Protection Law (PDPA) for Practitioners online course from Chulalongkorn University, Faculty of Law <ul style="list-style-type: none">Has successfully completed the PDPA online course |
| 2017 | Notarial Services Attorney qualified to certified signature and documents <ul style="list-style-type: none">Has been registered as a Notarial Services Attorney |
| 2016 | Lawyers Council of Thailand Bangkok, Thailand <ul style="list-style-type: none">Attorney-at-Law License |
| 2013 - 2015 | LL.M. (Master of Laws) in Business Law at Ramkhamhaeng University <ul style="list-style-type: none">Master Degree in business law |
| 2008 - 2012 | Thammasat University, Bangkok, Thailand <ul style="list-style-type: none">Bachelor of Laws |
| 2005 - 2007 | Triam Udom Suksa School, Bangkok, Thailand <ul style="list-style-type: none">High School Diploma (Major in French) |
| 1998 - 2005 | Sarasas Pittaya School <ul style="list-style-type: none">Bilingual Program |

RELEVANT EXPERIENCE

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| March 2022-Present | Agoda Services Co., Ltd. <ul style="list-style-type: none">Counsel, Corporate Governance<ul style="list-style-type: none">Reviewing and revising a Non-Disclosure Agreement (NDA), Service agreement, Board resolution and other relevant documentations from the stakeholders etc.Reviewing the company internal rules and protocol.Drafting and preparing notice, power of attorney, letter in relation to any activities with the government and liaising with government officers.Notarizing the documentsCoordinating with Embassy/ Thai Consular for the legalizationAssisting and responding as needed in the consumer case.Organizing the schedule and coordinating with the management team regarding monthly Board Meeting<ul style="list-style-type: none">Holding and conducting the Board meeting and taking Minutes of the meeting for approval.Leading and supporting the new entity set up projects, including the entity closure both in Thailand and overseas in coordination with other related cross-functional teams.Performing timely annual corporate filing in accordance with statutory and regulatory requirements, maintaining company corporate records of the entities |
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both in and outside of Thailand, coordinating with external corporate secretaries and legal advisors, managing document and communication flow processes.

- Working with the parent company and director to support and maintain the legal requirement.

May 2018-March 2022

- Senior Corporate Governance Specialist
 - Setting up the new legal entity including all that is required to get the company live and also putting the functional responsible in contact with the required legal or corporate secretary function for performing the actions required including all the amendments of the company and its affiliates of company both in Thailand and overseas such as amendment of directorship, registered address, capital increase, amend the list of shareholder, share transfer and etc.
 - Maintain the business and keep verifying required licenses which are related to the business activity of the company in Thailand and overseas.
 - Organizing the schedule and coordinating with the management team regarding monthly Board Meeting
 - Notarizing the documents
 - Coordinating with Embassy/Consular for the legalization

2016-March 2018

KPMG Phoomchai Tax Ltd.

- Senior, Tax and Legal
 - Providing and preparing the whole process of the business operation such as set up the company limited, register VAT, submit employer and employee registration as well as restructuring business such as capital increase, capital decrease, changing director of the company, M&A, ownership transfer etc.
 - Providing and preparing the whole process of the company's dissolution until completed liquidation.
 - Preparing and reviewing the Share Transfer Agreement including recording the share transfer in the share register book, applying new share certificates
 - Reviewing work rules for registered companies in Thailand and providing advice on Thai Labor Laws.
 - Applying for a Board of Investment Certificate in the category of International Trading Centers (ITC), Trade and Investment Support Office (TISO) etc.
 - Proceeding the registration of applying and canceling the Foreign Business Certificate (FBC)
 - Proceeding the registration of Warehouse License with Department of Internal Trade, Ministry of commerce
 - Proceeding the registration with relevant authorities of other related licenses to the company business such as Industrial Estate Authority of Thailand (IEAT) etc.

2015-2016

Legal Spirit Co., Ltd.

- Associate, legal
 - Researching and providing on various matters

2015

Marut Bunnag International Law Office

- Legal Internship
 - Drafting legal articles for publishing in the journal
 - Translating an agreement

2014-2015

The National Reform Council (NCA)

- Personal Operations Assistant to a member of NCA

2014

The occasion of International conferences on women organized in Thailand, UNSCAP

- Official Event Interpreter / Translator

2013

Lawyer Perfect Law Office: Trainee Pathumthani, Thailand

- 2010 **Observe activities at Thanyaburi Prison, Pathumthani**
- 2009 **Observe activities at Central Juvenile and Family Court, Thailand**

ACTIVITIES AND SEMINAR

- 2019 **The Thai Personal Data Protection Act (Thai PDPA) and its draft implementing Rules and Regulations**
- Participated and completed the seminar to a better understanding on the particularities of the Thai PDPA
- 2019 **Board and Director Fundamentals course, Singapore**
- Participated and completed the training course about Director’s role, responsibility and liability including the effective board to lead and control the Company
- 2018 **Fundamentals of Corporate Secretarial Practice (Incorporating Recent Regulatory Updates) at Institute of Singapore Chartered Accountants, Singapore**
- Participated in the training course which covered business entities in Singapore, type of business, incorporation, requirements, Roles & Duties, responsibility, shares, meetings according to the Companies Act.
- 2011 **His Royal Highness Prince Rabi Bhadanasak (Father of Thai Law) Memorial Day, Thammasat University:**
- Organized the activities and promoted about the day
- 2010 **Rural Development Camp, build library and teach academic stuff for children, Loey, Thailand**
- Volunteer

SKILLS

Languages: **Thai** Native
English Fluent
French Beginner

Computer: Microsoft Office, Internet and E-mail (including Outlook)

HIGHLIGHTS QUALIFICATION

Highly energetic and enthusiastic, Friendly and pleasant, High responsible, Service-mind, People-oriented, Punctual, Positive thinking, Work hard, Work under pressure

INTERESTS

Sports, Music, Traveling, New experiences