

Company Secretary Charter

1. Qualifications

KCG The Company Secretary must possess the following qualifications:

- 1.1 The Company Secretary shall have the knowledge, expertise, and experience necessary to perform duties related to legal and regulatory compliance regarding corporate governance, in accordance with the standards for a listed company.
- 1.2 The Company Secretary shall have undergone relevant training and development that supports the performance of their duties. Where certified training programs are available, the Company Secretary is encouraged to attend such programs.

2. Scope of Authority, Duties, and Responsibilities.

The Company Secretary is appointed by the Board of Directors and is responsible for the following:

- 2.1 Provide preliminary advice and guidance to the Board of Directors and management regarding compliance with applicable laws, regulations, and rules relevant to corporate governance, including the company's Articles of Association. The Secretary shall also monitor compliance and report significant legal and regulatory changes to the Board and management.
- 2.2 Ensure proper disclosure and reporting of information as required by the rules, announcements, and regulations of the Stock Exchange of Thailand (SET), the Securities and Exchange Commission (SEC), and the Capital Market Supervisory Board or other applicable regulatory authorities.
- 2.3 Monitor and ensure that shareholders' meetings and Board of Directors' meetings are conducted in compliance with applicable laws, the company's Articles of Association, and good corporate governance practices. Ensure compliance with laws, company regulations, and resolutions of the shareholders and Board meetings.
- 2.4 Prepare and maintain the following important documents at the company's head office:
 - (a) Register of Directors.
 - (b) Shareholder Register (if applicable).
 - (c) Notices and minutes of Board of Directors' meetings.
 - (d) Notices and minutes of shareholders' meetings.
 - (e) Annual reports and the Annual Information Disclosure Form (Form 56-1 One Report).
 - (f) Other documents as specified by the Board of Directors.
- 2.5 Maintain records of conflicts of interest disclosed by directors or executives and submit copies to the Chairman of the Board and the Chairman of the Audit Committee within 7 business days of receipt.
- 2.6 Monitor and retain copies of reports on securities holdings by the company's directors, executives, and persons designated under Section 59 of the Securities and Exchange Act B.E. 2535 (1992), including any amendments. Inform relevant parties to refrain from trading company securities during financial statement preparation to prevent insider trading.

- 2.7 Support the activities of the Board of Directors and perform other duties in compliance with applicable laws and/or the regulations of the SET, SEC, Capital Market Supervisory Board, and/or as assigned by the Board of Directors.

3. Code of Conduct for the Company Secretary

The Company Secretary must perform duties with responsibility, care, and integrity, and act in compliance with the law, the company's objectives, its Articles of Association, Board resolutions, and shareholder resolutions by:

- 3.1 Making decisions based on adequate information believed to be reliable and in good faith.
- 3.2 Acting without direct or indirect personal interest in the matters being decided.
- 3.3 Acting honestly in the best interests of the company.
- 3.4 Acting lawfully and appropriately, avoiding any actions that could significantly conflict with the company's interests.
- 3.5 Refraining from using confidential company information for personal benefit unless it is publicly available, or from exploiting company assets or business opportunities in violation of generally accepted standards or relevant regulatory requirements issued by the SET, SEC, or Capital Market Supervisory Board.

4. Appointment and Term of Office

- 4.1 When the company becomes listed on the Stock Exchange of Thailand, the Company Secretary must be officially appointed by the Board of Directors. The Chairman must notify the SEC of the appointment within 14 days.
- 4.2 If the Company Secretary vacates the position or is unable to perform duties, the Board shall appoint a new Secretary within 90 days. In the interim, the Board may assign a director to assume the role temporarily.

This Company Secretary Charter was approved by the Board of Directors at Meeting No. 9/2022 on November 1, 2022, and is effective as of the date of approval.

Signed *-Chaiyawat Wibulswasdi-*

Dr. Chaiyawat Wibulswasdi

Chairman of the Board

Company Secretary Charter No. 01	Rev. 00 According to the resolution of the Company's Board of Directors Meeting No. 9/2022 dated 1 November 2022	Page 2 / 2
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