

Scope of Authority and Duties of the Company Secretary
of
Pinthong Industrial Park Public Company Limited

1. Composition and Qualifications

- 1) Possess fundamental knowledge in business, accounting, law, and relevant regulations, or have completed training programs related to the duties of a Company Secretary.
- 2) Possess knowledge and understanding of good corporate governance principles and best practices in corporate governance.
- 3) Demonstrate independence and integrity in the performance of duties, including in providing advice and opinions.
Have experience in serving as a board secretary or possess other qualifications that enhance the effectiveness of the Company Secretary function.

2. Authority, Duties and Responsibilities

- 1) To perform duties with responsibility, due care, and integrity, in compliance with applicable laws and relevant regulations.
- 2) To advise and support directors and executives regarding compliance with laws, rules, regulations, and the Company's Articles of Association, and to monitor and ensure consistent compliance therewith, including reporting any significant changes to the Board of Directors.
- 3) To be responsible for organizing meetings of the Board of Directors and shareholders' meetings in compliance with applicable laws, the Company's Articles of Association, and best practices, including coordinating and monitoring the implementation in accordance with the Company's objectives, Articles of Association, resolutions of shareholders' meetings, and resolutions of the Board of Directors, as well as applicable legal and regulatory requirements.
- 4) To provide advice to the Board of Directors on compliance with notifications and regulations of the Securities and Exchange Commission, as well as the requirements of the Stock Exchange of Thailand.
- 5) To ensure that disclosure of information and reporting of information under his or her responsibility are in compliance with the rules, notifications, and requirements of the Stock Exchange of Thailand and the Securities and Exchange Commission.
- 6) To liaise and coordinate with regulatory authorities, such as the Securities and Exchange Commission, and to ensure that disclosure of information and reporting to regulatory authorities and the public are accurate and complete in compliance with applicable laws.

- 7) To prepare meeting agendas and supporting documents for shareholders' meetings and meetings of the Board of Directors.
- 8) To arrange venues for shareholders' meetings and meetings of the Board of Directors.
- 9) To record minutes of shareholders' meetings and minutes of meetings of the Board of Directors.
- 10) To prepare and maintain documents, including the register of directors, notices of Board of Directors' meetings and minutes thereof, notices of shareholders' meetings and minutes thereof, the annual report, and reports on interests of directors and executives.
- 11) To implement resolutions of the Board of Directors and shareholders' meetings relating to corporate registration changes.
- 12) To ensure that directors and executives prepare reports on their interests and those of their related persons in accordance with legal requirements.
- 13) To maintain reports on interests submitted by directors or executives and to submit copies thereof to the Chairman of the Board and the Chairman of the Audit Committee within seven (7) working days from the date the Company receives such reports.
- 14) To liaise and communicate with shareholders to ensure that they are informed of their rights and the Company's information, and to act as a channel of communication between shareholders and the Board of Directors and management, including receiving complaints from shareholders or stakeholders.
- 15) To arrange for the performance evaluation of the Board of Directors and to report the evaluation results to the Board of Directors.
- 16) To coordinate among the Board of Directors, sub-committees, and the Company's management.
- 17) To perform other duties as prescribed by the Stock Exchange of Thailand, the Securities and Exchange Commission, and the Capital Market Supervisory Board.

3. Principles of Performance of the Company Secretary

The Company Secretary shall perform his or her duties with responsibility, due care, and integrity, and shall comply with the Public Limited Companies Act B.E. 2535 (as amended), the Securities and Exchange Act B.E. 2535 (as amended), the Company's objectives, Articles of Association, resolutions of the Board of Directors, and resolutions of the shareholders' meetings, as follows:

- 1) Decisions shall be made on the basis of information reasonably believed in good faith to be sufficient.
- 2) Decisions shall be made without any interest, whether direct or indirect, in the matter concerned
- 3) Actions shall be undertaken in good faith and for the best interests of the Company.

- 4) Actions shall be undertaken for lawful and appropriate purposes and shall not be carried out in a manner that materially conflicts with the interests of the Company.
- 5) The Company Secretary shall not seek personal benefits from the use of the Company's information, unless such information has already been disclosed to the public, nor use the Company's assets or business opportunities in a manner that violates the rules or general practices as prescribed by the Capital Market Supervisory Board.
- 6) The Company Secretary shall not enter into any agreement or contract which may cause a conflict of interest with the Company, its employees, or its customers, and which is contrary to the performance of his or her duties.

4. In the Event that the Company Secretary Vacates Office or is Unable to Perform Duties

The procedures in the event that the Company Secretary vacates office or is unable to perform his or her duties shall be as follows:

- 1) The Board of Directors shall appoint a new Company Secretary within ninety (90) days from the date the former Company Secretary vacates office or is unable to perform his or her duties.
- 2) The Board of Directors shall have the authority to assign any director to perform the duties in place of the Company Secretary during the period in which the Company Secretary vacates office or is unable to perform his or her duties.
- 3) The Chairman of the Board shall notify the Securities and Exchange Commission of the name of the Company Secretary within fourteen (14) days from the date of appointment of such responsible person.
- 4) The Company shall notify the Securities and Exchange Commission of the location of the Company's documents and the reports on interests submitted by directors or executives.

This Scope of Authority, Duties and Responsibilities of the Company Secretary shall be effective as from 13 August 2020, as approved by the Board of Directors at its Meeting No. 3/2020.

- Mr. Prasan Tanprasert -
Chairman of the Board of Directors