Corporate Secretary Charter

ศิครินทร์
SIKARIN

Sikarin Public Company Limited

Corporate Secretary Charter

The Board of Directors of Sikarin Public Company Limited (the "Company") recognizes the importance of the role, duties and responsibilities of the Company Secretary. Because it is an important mechanism for communication between the Company, directors, and shareholders, the Stock Exchange of Thailand, and as an organizer of shareholder meetings. Meetings of the Board of Directors must be in accordance with the requirements of the law and the Stock Exchange of Thailand. To perform such duties completely and correctly, the Company has therefore created a Company Secretary Charter with the following important points:

1. Objective

The Company Secretary is appointed to assist and support the Board of Directors in performing their duties efficiently, legally and in line with good corporate governance guidelines.

2. Composition

2.1. Graduated with a degree in law or accounting and/or have completed training in a course related to the performance of Company secretary duties.

2.2. The Company secretary must be a person with knowledge, ability, and experience that is beneficial to the performance of duties and have knowledge and understanding of the Company's business. To promote the performance of the Board of Directors based on the principles of good corporate governance.

2.3. Understand the role and duties of the Company secretary

2.4. Have knowledge and understanding of laws, principles and regulations of the Securities and Exchange Commission and the Stock Exchange of Thailand including other relevant regulatory agencies.

2.5. Have knowledge and understanding of the principles of good corporate governance and good practices regarding corporate governance.

2.6. Do not aim for personal benefits from the Company's business opportunities. Including keeping the Company's secrets very well without disclosing it to outsiders.

3. Term of office and retirement from office

3.1. The Company Secretary shall hold office for a term of 1 years from the date of appointment. However, when the term expires, the Company Secretary or the Board of Directors meeting has not yet resolved to appoint a new Secretary, the original Company Secretary shall continue to perform duties.

3.2. In the case where the position of Company Secretary is vacant for reasons other than the end of the term. The Board of Directors shall appoint a new Company Secretary within 90 days of the

date the previous Company Secretary leaves office or is unable to perform duties. The Board of Directors shall have the authority to assign one of the directors to perform duties during such period.

3.3. The Company Secretary vacates his position when

3.3.1. resign

3.3.2. passed away

3.3.3. The Board of Directors resolved to remove him or her from his or her position before the end of his or her term.

4. Scope of authority, duties and responsibilities

4.1. Provide basic advice to directors on legal matters. Company regulations that the board of directors wants to know and monitor to ensure that they are followed correctly and consistently. This includes reporting significant changes in legal requirements to the committee.

4.2. Organize shareholders' meetings and board meetings in accordance with the law, Articles of Association and Code of Conduct.

4.3. Record minutes of shareholder meetings and meetings of the Board of Directors and sub-committee members. Including monitoring to ensure compliance with the resolutions of the shareholders' meeting and the meetings of the Board of Directors and sub-committees.

4.4. Prepare and store documents to take care of and preserve important information according to law and other documents as follows.

4.4.1. Director registration

4.4.2. Board meeting appointment letter Board meeting minutes and the company's annual report.

4.4.3. Notice of shareholder meeting and minutes of shareholder meeting

4.4.4. Report on interests of directors and executives

4.5. Ensure that information is disclosed and reported in areas that are responsible to the agencies that supervise the Company in accordance with the regulations and requirements of the official agencies.

4.6. Keep reports of interest reported by directors or executives and send a copy of the report of interest to the Chairman of the Board of Directors and the Chairman of the Audit Committee within 7 days from the date the Company receives the report.

4.7. Arrange for a system to maintain relevant documents and evidence that are complete, accurate and can be inspected.

4.8. Contact and communicate with general shareholders to be informed of shareholders' rights and company news.

4.9. Follow the Company’s regulations, shareholder meeting resolutions, board meeting resolutions and good corporate governance principles. It also supports arrangements for Directors and Executives to receive knowledge and attend training courses related to the performance of their

duties as directors. As well as reporting to Directors, Executives acknowledge changes to regulations or important changes to the directors.

4.10. Oversee the activities of the Board of Directors and carry out other matters as required by law. Or as assigned by the Board of Directors or as announced by the Capital Market Supervisory Board.

5. In the event that the Company secretary leaves his or her position or unable to perform duties

5.1. The Board of Directors shall appoint a new Company Secretary within 90 days from the date the previous Company Secretary vacates his position or is unable to perform duties

5.2. The committee shall have the authority to assign any committee member to perform duties during that period.

5.3. The Chairman of the Board of Directors shall notify the name of the Company Secretary to the Securities and Exchange Commission within 14 days from the date that there is a person responsible for the said position.

5.4. Proceed to inform the Securities and Exchange Commission of the document storage location according to Sections 4.3 - 4.4 in the Duties and Responsibilities section.

This Corporate Secretary Charter is effective from 16 January 2025 onwards by the resolution of the Board of Directors at the meeting No. 1/2025 on 15 January 2025

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Mr. Seni Chittakasem

Chairman