

## Company Secretary Charter

The Board of Directors acknowledges the significance of Good Corporate Governance and the practices in accordance with Article 89/15, Securities and Exchange Act (No. 4) B.E. 2551 (2008). Thus, the Board of Directors has deemed it proper to determine the Company Secretary Charter as follows:

### 1. Objectives

The Company Secretary is appointed for the duties of supporting the Board of Directors' efficient operations, in accordance with the law and the principles of good corporate governance.

### 2. Term of Office

2.1 The Company Secretary holds a term of office of one year from the date of the appointment resolution. After the term is completed, if the Company Secretary or the Board of Directors' meeting has no resolution to appoint a new Company Secretary, the existing Company Secretary shall proceed in the office as before.

2.2 In the case where the Company Secretary position becomes vacant due to reasons other than the end of office term, the Board of Directors shall appoint a new Company Secretary within 90 days from the end of office or the inability to perform duties. The Board of Directors shall give authority to one of its directors to perform in his/her stead for such period.

2.3 The Company Secretary shall retire when:

- (a) they have resigned.
- (b) they have passed away.
- (c) they have been voted to retire or to be relieved from their positions through the Board of

Directors' resolution before the end of office term.

### 3. Duties and Responsibilities

3.1 Arrange and maintain these following documents:

- (a) Register of directors;
- (b) Invitation letters of the Board of Directors' meetings and the annual report;
- (b) Invitation letters of the Shareholders' meetings and the Shareholders' meeting report.

3.2 Keep the stakeholder reports made by company directors or executives.

3.3 Deliver the copy of the stakeholder reports according to Article 89/14 to the Chairman of the Board of Directors and the Chairman of the Company and Chairman of Audit Committee within seven working days from the date the Company has received the report.



**ROYAL PLUS**

## **Royal Plus Public Company Limited**

Taxpayer Identification Number 0107564000235

Head Office : No. 84/3-7 Ramall Soi 69, Samae Dam Sub-district, Bang Khun Thian District, Bangkok 10150 Thailand Tel : (+66) 2416-9209 Fax : (+66) 2416-9209  
Manufacturing : No. 129 Moo 6, Phraek Nham Dang, Amphawa, Samut Songkhram 75110 Thailand Tel : (+66) 3471-0910 Fax : (+66) 3471-0914

3.4 Provide advice about rules and regulations which should be acknowledged by the Board of Directors and the Executive Committee.

3.5 Make communications and inform the ordinary shareholders of the Company's news.

3.6 Support the management of Company so as to be in accordance with the principles of good corporate governance.

This Company Secretary Charter is an effective from April 29, 2024, onward.