

## **Internal Audit Charter**

### **1. Objectives**

Internal Audit Charter is designed to define the objectives, powers, and responsibilities of the internal auditors as a guideline by adhering to internal audit standards that are internationally accepted to support the Company's operations to achieve its objectives and have good corporate governance.

The Internal Audit Department functions independently and objectively to review the internal management system of the audited unit and assess the internal control to ensure that it is adequate, appropriate to ensure that the audited unit performs its duties efficiently and effectively.

### **2. Definitions**

**1.1 Audit Committee** means Audit Committee of Royal Plus Public Company Limited.

**1.2 executive** means Chief Executive Officer, Chief Executive Officer of each line and employees at the level of director and higher of Royal Plus Public Company Limited.

**1.3 SET** means the Stock Exchange of Thailand.

**1.4 Charter** means Charter of the Internal Audit Department. It is an official document defining the objectives, powers and duties of the Internal Audit Department and defined with authority to access records, personnel and tangible assets, which is related to the performance of assigned duties as well as determine the Internal Audit Department scope.

**1.5 Internal Audit Department** means an agency that provides assurance services, operates objectively and independently to help the organization achieve its goals.

**1.6 audited unit** means the organization according to the organizational structure of the Company that the Internal Audit Department has audited.

**1.7 Head of Internal Audit Department** means the person appointed by the Audit Committee with roles responsible for managing the Internal Audit Department to be effective in accordance with the agency's Charter and the compulsory component of the International Framework for the Professional Practice of Internal Auditing, including being the highest supervisor of the Internal Audit Department.

**1.8 Internal Auditor** means an officer or employee under the Internal Audit Department who is responsible for the internal audit.

**1.9 review** means a review or examination of an operation, method, condition, event or transaction.

In the event that no definitions are specified in this Charter, such definitions shall have the meaning in accordance with the notices or regulations applicable to such matters.

### **3. Code of Conduct for Internal Auditor**

#### **3.1 Integrity**

The Internal Auditor must demonstrate integrity in the performance of assigned duties to build trust and make Internal Auditor judgment reliable.

- 3.1.1 Perform one's duties with integrity, diligence and sense of responsibility.
- 3.1.2 Comply with the law and disclose information as required by law and profession.
- 3.1.3 Shall not intentionally engage in any illegal activities or actions that may deteriorate the profession of internal auditing or the Company.
- 3.1.4 Respect and support the legitimate objectives and ethical principles of the Company.

#### **3.2 fairness**

The Internal Auditor shall demonstrate professional fairness in collecting, evaluating and communicating information relating to the activities or processes being audited. The Internal Auditor assesses the relevant situation objectively, impartially and does not allow bias or others to influence the assessment.

- 3.2.1 Shall not engage in activities or relationships that undermine or may undermine one's impartial assessment. This includes actions or relationships that are contrary to the interests of the Company.
- 3.2.2 Shall not accept any compensation that undermines or may undermine the Internal Auditor's discretion
- 3.2.3 Disclosure of all known facts which, if omitted, may distort the results of the audit report.

#### **3.3 Confidentiality**

The Internal Auditor shall respect the values and rights of owner in the information they receive and shall not disclose the information without proper authority unless otherwise required by law or profession.

- 3.3.1 Be cautious in the use and protection of information obtained during the performance of duties.
- 3.3.2 Shall not use the information obtained for personal gain or for any purpose that is contrary to law or against the legitimate purposes and the Company's ethical principles.

#### **3.4 Competence in duty**

- 3.4.1 Perform duties only in the part of the job for which one has the knowledge, skills and experience necessary for that part.
- 3.4.2 Perform internal audit based on international standards for professional practice of internal auditing.
- 3.4.3 Continually improve the expertise, effectiveness and quality of the service.

#### **4. Structures and personnel**

4.1 In performing internal audits, the Internal Audit Department is directly dependent on Audit Committee and in the general administration, the Internal Audit Department is directly dependent on the Chief Executive Officer.

4.2 Chief Executive Officers must allocate personnel and resources in order to perform the duties of the Internal Audit Department appropriately and in accordance with the workload and complexity of the company's activities as well as to promote and support the Internal Auditor develop their own knowledge, skills and abilities by participating in continuous professional development and training.

4.3 The Audit Committee shall consider and approve, with the Chief Executive Officer proposing an opinion for consideration of an appointment, transfer, removal, promotion and evaluation of the Head of Internal Audit Department.

#### **5. Qualifications**

Qualifications of the Head of Internal Audit Department and Internal Auditor

5.1 Minimum qualification of a bachelor's degree.

5.2 Have the knowledge, skills and abilities necessary to perform the internal audit and assigned duties.

5.3 Be polite, humble and listen to the opinions of others.

5.4 Be initiative, observant and tactful.

5.5 Skilled in communicating by speaking and writing reports.

5.6 Have good human relations.

5.7 Constantly pursuing knowledge on matters related to the performance of internal audits.

5.8 Head of Internal Audit Department and Internal Auditor must be independence and have no conflict of interest in the activities audited to ensure fairness of the performance of duties.

**6. Duties and Responsibilities** Review and report the accuracy and completeness of financial information including operating processes, assessments and measurements.

6.2 Review the work systems that may have significant impact on the operations and reporting that it has complied with the policies, plans and procedures and applicable laws.

6.3 Review the suitability of asset retention, including testing whether the asset exists and is being used efficiently and cost effectively.

6.4 Review the sufficiency and appropriateness of the internal control system of the organization in order to develop and improve the internal control system to be more efficient and appropriate.

6.5 Review and support the development of the working system to increase efficiency continuously and regularly.

6.6 Perform other tasks related to internal audits as assigned by Audit Committee or executive.

6.7 Examine items that may have conflicts of interest, potential for fraud and the organization's effectiveness in managing the risks of fraud within the organization.

6.8 Internal Audit Department must prepare an annual internal audit plan of the Company for submission to the Audit Committee for approval.

6.9 The Internal Audit Department must review the Internal Audit Charter, which must be presented and approved by the Auditor Committee and have suitability review.

## **7. Rights/authority to perform work**

7.1 Internal Auditor is free to audit as he or she deems appropriate in accordance with the professional practice of internal audit.

7.2 The Internal Auditor has the right to request an audit of the assets and activities of the organization, including books, accounting and accounting documents, correspondence and related reports.

7.3 Internal Auditor can ask auditors to provide information and clarifications on the auditing subject.

7.4 Internal Auditor reports the results of internal audits directly to the Audit Committee independently and without interference and reports on administrative matters of the Internal Audit Department to Chief Executive Officer.

## **8. Audited unit**

Audited unit has the following duties:

8.1 Facilitate and cooperate with Internal Auditor

8.2 Provide complete, complete and verifiable documentary evidence relating to operations, including other relevant information.

8.3 Clarify and answer various inquiries and find additional information to the Internal Auditor.

8.4 Provide the internal auditor with access to the information in the audited unit's information system.