



บริษัท ทีทีซีแอล จำกัด (มหาชน) TTCL PUBLIC COMPANY LIMITED

TAX ID 0107551000185 (HEAD OFFICE)
159/41-44 SERMMIT TOWER 27th - 30th FLOOR
SUKHUMVIT 21 (ASOKE) ROAD, NORTH KLONGTOEY,
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เลขประจำตัวผู้เสียภาษี 0107551000185 (สำนักงานใหญ่)
159/41-44 อาคารเสริมมิตรทาวเวอร์ ชั้น 27-30 ถนนสุขุมวิท 21 (อโศก)
แขวงคลองเตยเหนือ เขตวัฒนา กรุงเทพมหานคร 10110
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Charter of the Company Secretary

TTCL Public Company Limited recognizes the importance of the roles, duties, and responsibilities of the Company Secretary. The Board of Directors has resolved to appoint a Company Secretary to support the Board's operations and to ensure that the Company and the Board of Directors perform their duties in compliance with the law and principles of good corporate governance. This is in accordance with Sections 89/15 and 89/16 of the Securities and Exchange Act (No. 4), B.E. 2551 (2008). The Board has therefore established this Charter as follows:

Qualifications

- 1 The Company Secretary must possess the knowledge, skills, and experience beneficial to the role, or possess knowledge in securities law and other relevant laws related to public companies to promote good corporate governance practices by the Board of Directors.
- 2 The Company Secretary must complete training relevant to their duties from recognized institutions in the capital market and must continually update their knowledge to perform effectively.

Appointment

The Company Secretary shall be appointed by the Board of Directors.

Term of Office

The Company Secretary shall remain in position as long as deemed appropriate by the Board of Directors. In the event of a vacancy, the Board shall appoint a qualified person to serve as the new Company Secretary within 90 days from the date the position becomes vacant due to resignation, termination, or inability to perform duties. In the interim, the Board may assign a qualified director or executive to act in the position.

Termination of Office

The Company Secretary shall be removed from office upon resignation, death, or by resolution of the Board of Directors.

Roles, Duties, and Responsibilities

1. Perform duties with responsibility, care, integrity, and in compliance with the law, Company objectives, and regulations.
2. Organize meetings of the Board of Directors and shareholders in accordance with the law, the Company's Articles of Association, and good corporate governance principles; coordinate the implementation of meeting resolutions.
3. Prepare and maintain essential documents, including:
 - Register of Directors
 - Notices and minutes of Board and shareholder meetings
 - Annual Report (Form 56-1 One Report)
 - Reports of interests of directors and executives
4. Provide information and advice regarding laws and regulations applicable to the Board and executives, and support their compliance.
5. Perform other duties as required by law and/or as assigned by the Board of Directors and/or as prescribed by the Capital Market Supervisory Board.
6. Receiving complaints and whistleblowing reports from both internal and external stakeholders in accordance with the company's procedures and measures.

Performance Evaluation

The Board of Directors shall evaluate the Company Secretary's performance on an annual basis to support continuous improvement and greater efficiency in the execution of their duties

This Charter shall be effective from May 15, 2025 onwards.

-Signed-

(Mr. Suvit Manomaiyanon)
Chairman of Corporate Governance Committee

-Signed-

(Mr. Hironobu Iriya)
Chairman of the Board of Directors