Company Secretary Charter

Salee Colour Public Company Limited

1. Objective

The Board of Directors has appointed a Company Secretary to support its operations and ensure that the Company and its Directors comply with applicable laws, regulations, internal policies, and corporate governance practices. This Charter defines the duties and responsibilities of the Company Secretary to ensure effective and consistent performance of their role.

2. Properties

- The Company Secretary must hold a degree in law or accounting and/or have completed training in a course related to the duties of a Company Secretary.
- The Company Secretary must be a person with knowledge, ability, and experience that is beneficial to the performance of duties in order to promote the performance of the Board of Directors based on the principles of good corporate governance.
- The Company Secretary shall be appointed by the Board of Directors.

3. Durations of office

- The Company Secretary has a term of office of 1 year from the date of the resolution of appointment. When the term of office has expired, the Company Secretary continues to perform his duties, and if the Board of Directors has not yet resolved to appoint a new Company Secretary, the original Company Secretary shall continue to perform his duties.
- In the event that the position of Company Secretary becomes vacant for reasons other than retirement by rotation, the Board of Directors shall appoint a qualified person to be the new Company Secretary within 90 days from the date on which the previous Company Secretary resigned from the position or was unable to perform his duties, and the Directors shall have the authority to assign any Director to perform the duties in his place during such period.

4. Duties and responsibilities

- The Company Secretary must perform his/her duties with responsibility, caution, and honesty and must comply with the law, objectives, the Company's regulations, the Board of Directors' resolutions, and the shareholders' meeting resolutions, using the criteria for consideration regarding the Company's directors in Section 89/23 of the Securities and Exchange Act.

- Organize meetings of the Board of Directors, subcommittees, and shareholders in accordance with the law, the Company's regulations, the Company's related regulations, the Charter and good practices.
- Record and prepare meeting minutes, which must contain complete content, within the time frame specified by law.
- Inform the relevant executives of the resolutions and policies of the Board of Directors and shareholders, and monitor compliance with the resolutions and policies, including coordinating and monitoring compliance with the resolutions of the Board of Directors' meetings and the resolutions of the shareholders' meetings.
- Prepare and maintain the director register, meeting invitation letters and minutes of the board of directors' meetings, shareholder meeting invitation letters and minutes of the shareholders' meetings, and the company's annual report. There must be a good document filing system to facilitate searching and maintain confidentiality.
- Ensure that information disclosure and reporting are in accordance with the regulations, announcements, and requirements of the Stock Exchange of Thailand, the Securities and Exchange Commission, and other relevant regulatory agencies, as well as the principles of good corporate governance.
- Provide information and advice to the Board of Directors on compliance with laws related to the Company's business operations, regulations, rules and regulations of the Company, including the Good Corporate Governance Policy, maintaining the status of a listed company on the Stock Exchange of Thailand, and reporting significant changes in legal requirements to the Board of Directors and executives.
- Perform other matters as required by law and/or as assigned by the Board of Directors and/or as announced by the Capital Market Supervisory Board.

5. Reporting

The Company Secretary shall report directly to the Board of Directors.

This Charter is effective from February 24, 2022.

(General Somdhat Ataman)

Chairman of the Board of Directors