

ASSETWISE

Company Secretary Charter

AssetWise Public Company Limited

1. Objectives

Asset Wise Public Company Limited ("the Company"), by its Board of Directors has appointed a Company Secretary to be an essential part of the company's overall supporting performance for the Board of Directors and to supervise the company and its directors to comply with the laws, rules, regulations of the company, and regulations on corporate governance and to also ensure its compliance with accuracy and consistency. The Board of Directors has specified scope of powers, duties, and responsibilities of the Company Secretary so that he/she shall be able to perform their duties effectively as assigned by the Board of Directors

2. Eligibility

2.1 The Company Secretary shall possess a degree in law or accounting and/or have previously completed training in courses related to the performance of company secretary's duties.

2.2 The Company Secretary shall be a person who obtains knowledge, abilities, and experience that is beneficial to the performance of his/her duties in order to assist and elevate the performance of the Board of Directors based on the principles of good corporate governance.

3. Appointment, Term of Office, and Termination of Office

3.1 Appointment :

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

3.2 Term of Office :

1) The Company Secretary has a term of office for a term of one year from the date of appointment, and when the term is over, the Company Secretary shall continue to perform his/her duties until the Board of Directors' meeting has passed a resolution to appoint a new Company Secretary.

2) In the event that the position of the Company Secretary is vacant due to any other reasons other than the expiration of the term, the Board of Directors shall appoint a qualified person to be a new Company Secretary within 90 days as of the date the former Company Secretary vacates the office or is unable to perform his/her duties. In the meantime, the Board of Directors shall have the power to assign one director to perform such duties.

3.3 Vacation of Office : The Company Secretary shall vacate the office upon:

1.1) Completion of the term of office;

1.2) Death;

1.3) Resignation;

1.4) Being terminated by the Board of Directors' resolution

4. Scope of Duties and Responsibilities

4.1 Perform his/her duties responsibly, cautiously, and honestly while complying with the laws, objectives, regulations, resolution of the Board of Directors, and resolution of the shareholders' meeting by using the criteria for directors--Section 89/23 of the Securities and Exchange Act.

4.2 Organize meetings for the Board of Directors and the company's shareholders in compliance with the law, regulations and requirements related to the company, charter, and the company's Best Practices.

4.3 Take notes and prepare minutes of meetings which shall be complete within the amount of time specified by the law.

4.4 Notify the resolutions and policies of the Board of Directors and shareholders to the relevant management and monitor the implementation of such resolutions and policies while coordinating and following up on the implementation of the resolutions of the Board of Directors' meetings and the resolutions of the shareholders' meeting.

4.5 Prepare and keep record of director registration, meetings invitation letters, minutes of the Board of Directors' meeting, shareholders invitation letter, minutes of shareholders' meeting, and the annual report of the company. A decent and proper document storage system shall be put in place for uncomplicated search and confidentiality.

4.6 Ensure that sets of information and reports are disclosed in accordance with the regulations, announcements, and requirements of the Stock Exchange of Thailand, the Securities and Exchange Commission, and other relevant regulators as well as the principles of good corporate governance.

4.7 Keep in place reports of interest and certificates of independence reported by company's directors or executives, and submit a copy of the report of interest and a certificate of independence to the Chairman of the Board of Directors and the Chairman of the Audit Committee within 7 business days as of the date the company receives such reports.

4.8 Keep in place copies of reports of changes in securities holding of the company's directors or executives.

4.9 Provide information and suggestions to the company's directors on the compliance with the laws related to the company's business operations, requirements, rules, and regulations of the company, including the good corporate governance policy, details on how to maintain status as a listed company on the Stock Exchange of Thailand while ensuring that significant changes in legal requirements are reported to directors and executives.

4.10 Ensure that the Company Secretariat is the center of corporate records such as juristic person registration, Articles of Association, regulations, etc.

4.11 Carry out any other matters as required by law and/or as assigned by the Board of Directors and/or as specified by the Capital Market Supervisory Board.

5. Reporting

The Company Secretary reports directly to the Board of Directors.

Notified on this 12th day of December 2024

(Mr. Sarawut Charuchinda)

Chairman of the Board

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