



## -Translate-

### Company Secretary Charter Sky ICT Public Company Limited

Recognizing the importance of the role, duties and responsibilities of the company secretary, the board of directors of Sky ICT Public Company Limited considered the appointment of a company secretary to support its activities.

The Board of Directors and to help the Board of Directors fulfill its functions in accordance with the legal framework and in accordance with the principles of good governance established by the Stock Exchange of Thailand, the Board of Directors considers it appropriate to set out the following rules of the Company Secretary

#### **Purpose**

The Company Secretary is appointed to serve to help encourage the Board of Directors to operate effectively, legally and in line with sound corporate governance practices.

#### **Term of office**

1. The Company Secretary shall serve a term of one year at a time from the date of the resolution, and upon completion of the term, if the Company Secretary or the Board of Directors has not yet resolved to appoint a new Company Secretary, the same Company Secretary shall continue his duties.
2. In the event that the position of Company Secretary is vacant for reasons other than the time of issuance, the Board of Directors shall appoint a new Company Secretary within 90 days of the expiration of the original Company Secretary or may not discharge his duties, and the Board shall have the power to assign to any Director the duties instead during the period.
3. The company secretary was acquitted when
  - a) Resigned.
  - b) Deceased.
  - c) The Board of Directors resolved to remove him from office before the expiration of his term.

#### **Features**

1. A law or accounting graduate and / or trained in a course related to corporate secretary duty.
2. The Company Secretary must be a person with knowledge, competence, useful experience in the performance of duties, and knowledge and understanding of the business of the Company in order to encourage the performance of the Board of Directors to be based on good corporate governance principles.
3. Understand the functional role of the company secretary.



4. Have knowledge and understanding of the laws, guidelines and regulations of the Securities and Exchange Commission of Thailand, as well as other relevant regulators.
5. Have knowledge and understanding of good corporate governance principles and good practices in corporate governance.
6. Do not seek or exploit the business opportunities of the Company and the Group for themselves or their families or their dislike, as well as to maintain the confidentiality, information and internal documents of the Company without disclosing them to outsiders.

### **Duties and responsibilities**

1. Prepare and preserve the following documents
  - a) Register of Directors
  - b) Board Meeting Book, Board Meeting Minutes and Annual Report
  - c) Book of appointment of shareholder meeting and minutes of shareholder meeting
2. Maintain interest reports reported by company directors or executives.
3. Attend a meeting of the Board of Directors to record the minutes of the meeting and send it to the Chairman of the Board of Directors to determine the authentication of the name by proposing that the meeting be certified at the next meeting.
4. Ship a copy of the report of interest under section 89 / 14 to the Chairman of the Board of Directors and the Chairman of the Board of Auditors within 7 business days of receipt of the report.
5. Provide guidance on the rules requirements that the Board of Directors and management should acknowledge.
6. Coordinate compliance with the resolutions of the Directors of the Company
7. Contact and communicate with general shareholders the various rights of shareholders and the message of the Company.
8. Encourage the administration of the company to follow the principles of good corporate governance.
9. Take other actions as required by the Capital Markets Commission.
10. The Company Secretary shall perform his duties with responsibility, vigilance and integrity as well as shall comply with the laws, purposes, regulations of the Company, board resolutions as well as resolutions of the Shareholders' Meeting, using the criteria for consideration of the Directors of the Company under Section 89 / 23 of the Securities and Exchange Act (No. 4) 2008.



### **If the Company Secretary is acquitted or may not perform his duties,**

The guidelines for practice in cases where the Company Secretary is acquitted or may not perform his duties are set out below.

1. The Board of Directors shall appoint a new Company Secretary within 90 days of the expiration of the original Company Secretary or his or her duties.
2. The Board of Directors shall have the authority to designate any Director to serve on his or her behalf during the period of the departure of the Secretary from office or may not perform his duties.
3. The Chairman of the Board shall provide the name of the Secretary of the Company to the Securities and Exchange Office within 14 days of the date of the appointment of the person responsible for the position.
4. Proceed to notify the Securities and Exchange Office of the storage facility under Article 1 and Article 2 on the topic of duties and responsibilities.

To take effect from 14 November 2024 onwards.

-SOMKIT LERTPAITHOON-

(PROF. DR. SOMKIT LERTPAITHOON)

Chairman

Approved by the Board of Directors Meeting No. 9 / 2025

On November 13, 2025