



## **SCOPE OF POWERS, DUTIES, AND RESPONSIBILITIES OF THE COMPANY'S SECRETARY**

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**Neo Corporate Public Company Limited**

**Scope of Powers, Duties, and Responsibilities of  
the Company's Secretary**

- (1) The Secretary must oversee and coordinate to ensure that the Company complies with the laws, the articles of associations, the requirements, and the resolutions of the Board of Directors' meetings and the resolutions of the shareholders' meetings, including the Corporate Governance Policy.
- (2) The Secretary must prepare and maintain the register of directors, invitation notices to the Board of Directors' meetings, minutes of the Board of Directors' meetings, the Company's annual reports, invitation notices to the shareholders' meetings, minutes of the shareholders' meetings, and supporting documents for the meetings.
- (3) The Secretary must maintain the reports on conflicts of interest reported by directors or executives in accordance with Section 89/14 of the Securities and Exchange Act, B.E. 2535 (as amended), and also deliver copies of such reports on conflicts of interest to the Chairman of the Board of Directors and the Chairman of the Audit Committee within seven business days from the date of the Company's receipt of such report.
- (4) The Secretary must provide preliminary suggestions relating to the laws, regulations, and the articles of association of the Company that the Board of Directors should be aware of, and regularly monitor to ensure compliance. The Secretary must also report significant changes in the requirements and/or the laws to the Board of Directors.
- (5) The Secretary must be responsible for organizing the shareholders' meetings, the Board of Directors' meetings, and the meetings of the sub-committees in compliance with the laws, the Company's articles of association, and related best practices.
- (6) The Secretary must oversee to ensure disclosure of information and information report that are under the Secretary's responsibility to the relevant authorities in accordance with the regulations and requirements of such authorities.
- (7) The Secretary must oversee to ensure that the Board of Directors' activities and other operations comply with the laws and/or the requirements prescribed by the Securities and Exchange Commission and/or the Capital Market Supervisory Board and/or the assignments from the Board of Directors.
- (8) The Secretary must proceed any other actions as prescribed by the Securities and Exchange Commission and/or the Capital Market Supervisory Board.
- (9) The Secretary must proceed any other actions as assigned by the Board of Directors.

This Scope of Powers, Duties, and Responsibilities of the Company's Secretary is effective from 31 August 2023 onwards.

(Mr. Virapan Pulges)

Chairman of the Board of Directors  
Neo Corporate Public Company Limited