

**Powers, Duties and Responsibilities of  
The Company Secretary**



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**THAI AUTO TOOLS AND DIE PUBLIC COMPANY LIMITED  
(“The Company”)**

## Powers, Duties and Responsibilities of the Company Secretary

The roles, duties and responsibilities of the Company Secretary are as follows:

1. Prepare and maintain the following documents:
  - 1) Company Directors' Register.
  - 2) Invitation letters to the Board of Directors meetings, minutes of the Board of Directors meetings, and the Company's annual reports.
  - 3) Invitation letter to shareholders' meetings and minutes of the shareholders' meetings.
2. Maintain reports of interests submitted by directors or executives.
3. Submit a copy of the report of interests in accordance with Section 89/14 of the Securities and Exchange Act B.E. 2535 (and any amendments) to the Chairman of the Board of Directors and the Chairman of the Audit Committee for acknowledgement within seven business days from the date the Company received such report. In addition, the Company must establish a system for keeping documents or evidence related to information disclosures and ensure that they are kept correctly, completely, and can be inspected for a period of not less than 10 years from the date of the preparation of such documents or information.
4. Establish a system for keeping documents and evidence related to the presentation of the following information, including ensuring that such documents or evidence are kept correctly, completely, and can be inspected for a period of not less than 5 years from the date of the creation of such documents or information. The keeping of the above documents and evidence shall include keeping them by computer system or any other system that can be retrieved without changing the contents.
  - (1) Provisions of information for requesting resolutions at shareholders' meetings.
  - (2) Financial statements and reports on the financial status and performance of the Company or any other reports that must be disclosed in accordance with Section 56, Section 57, Section 58 or Section 199 of the Securities and Exchange Act 1992 (and amendments)
  - (3) The Company's opinions in cases where there is a general offer to purchase the Company's shares from shareholders.
  - (4) Provision of information or other reports regarding the Company's business prepared for dissemination to shareholders or the general public as determined by the Capital Market Supervisory Board.

5. Provide advice to the Board of Directors on laws and regulations, including good corporate governance practices, to ensure that the Board's operations comply with relevant laws and regulations.
6. Organize shareholder meetings, Board of Directors' meetings, and sub-committee meetings in accordance with the law, the Company's regulations, the charters of each committee, and the Code of Conduct, including recording meeting minutes and monitoring compliance with meeting resolutions.
7. Ensure that information under the relevant responsibilities are disclosed and reported to the relevant agencies.
8. Perform other tasks as announced by the Capital Market Supervisory Board or as assigned by the Board of Directors.

#### **Company Secretary's Work Principles**

Company Secretary must perform duties with responsibility, caution and honesty, and must act in accordance with the law, the Company's objectives, regulations, resolutions of the Board of Directors and shareholders' resolutions.

1. Act honestly for the best interest of the company .
2. Act with a legitimate and appropriate purpose and do not act in a way that is significantly contrary to or in conflict with the Company 's interests.
3. Do not profit from the use of the Company's information that is accessible, except for information that has already been disclosed to the public, nor use the Company 's assets or business opportunities, in a manner that violates the rules or general practices as announced by the Capital Market Supervisory Board.

#### **In the event that the Company Secretary is removed from office or is unable to perform duties:**

The procedures for conduct in the event that the Company Secretary is removed from office or unable to perform duties are as follows:

1. The Board of Directors shall appoint a new Company Secretary within 90 days from the date of the the previous Company Secretary has left office or is unable to perform duties.

2. The Board of Directors shall have the power to assign any director to act on the Company Secretary's behalf during the period when the Company Secretary is no longer in office or is unable to perform duties.
3. The Chairman of the Board of Directors shall notify the Securities and Exchange Commission of the name of the Company Secretary within 14 days from the date of appointing a person to said position.

This policy was approved by the Board of Directors Meeting No. 4/2025 on 14 November 2025, effective from 14 November 2025 onwards.

- Dr. Damri Sukhotanang -

Dr. Damri Sukhotanang

Chairman of the Board of Directors