

*(Translation)*

## Functions of Company Secretary of SCB X Public Company Limited

The Board of Directors shall appoint an officer of the Company possessing appropriate qualifications and experience as the Company Secretary who shall support the Board's performance of duties for compliance with applicable regulations and corporate governance principles.

### ■ Qualifications

1. Possessing basic knowledge of laws, economics, finance or business administration, or having attended training courses concerning company secretary practices.
2. Possessing knowledge and understanding of supervisory rules and regulations, public limited companies laws, securities and exchange laws and financial institutions laws.
3. Possessing knowledge and understanding of corporate governance principles and practices as well as sustainability principles.
4. Possessing knowledge of businesses operated by the group.
5. Possessing effective communication skills.

### ■ Functions

The Company Secretary's principal function is to support the Board's performance of duties for legal and regulatory compliance. Specific functions of the Company Secretary include:

1. Undertaking arrangements for meetings of the Board, meetings of related Board Committees and meetings of shareholders for compliance with relevant laws, the Company's articles of associations, charters of the Board and Board Committees, and best practices.
2. Preparing and maintaining director registers, notices of Board meetings, minutes of Board meetings and annual reports of the Company.
3. Maintaining reports on conflicts of interest provided by directors and/or executives and submitting copies thereof to the Chairman of the Board and the Chairman of the Audit Committee as required by laws.
4. Communicating the resolutions and policies adopted by the Board and shareholders to relevant executives and following up on the implementation of such resolutions and policies.
5. Providing preliminary consultation and recommendations pertaining to legal, regulatory and corporate governance issues and practices to the Board and Board Committees.

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6. Managing the company secretary office to serve as central custodian of corporate records such as the certificate of juristic person registration, the memorandum and articles of associations, the shareholder register, and business licenses.
7. Ensuring that information under the Company Secretary's responsibilities is disclosed and reported to regulatory bodies and in accordance with laws, rules, regulations and the Company's Disclosure Policy.
8. Communicating with general shareholders about their rights and the Company's developments.
9. Providing key administrative support to the Board such as securing the indemnity letters and the D&O insurance for directors.
10. Arranging onboarding programs for new directors to provide them with guidance and information useful for their performance of duties.
11. Supporting directors' continuous learning and development by, for example, offering appropriate training courses or field visit programs to broaden and deepen their knowledge.
12. Providing information and updates concerning the Company's businesses to directors to support their performance of duties.
13. Liaising between the Board and the management of the Company.