Company Secretary Charter

Advice IT Infinite Public Company Limited

The Board of Directors has appointed a Company Secretary to support the activities of the Board and to ensure that both the Board and the Company perform their duties in compliance with applicable laws and in alignment with the principles of good corporate governance as prescribed by the Stock Exchange of Thailand. The role also aims to enhance the efficiency, transparency, and accountability of the Board toward all stakeholders. Accordingly, the Board of Directors has established this Company Secretary Charter as follows:

1. Qualifications of the Company Secretary

The Board of Directors shall appoint a Company Secretary from individuals who possess appropriate qualifications as follows:

1.1 Knowledge of laws relating to public limited companies, securities and exchange laws, including regulations of the Securities and Exchange Commission (SEC) and the Stock Exchange of Thailand (SET).

1.2 Understanding of good corporate governance principles and best practices.

1.3 Knowledge of the Company's business and strong communication skills.

The Company Secretary may also serve as the Secretary to the Board of Directors.

2. Duties and Responsibilities of the Company Secretary

2.1 To prepare and maintain the register of directors, notices of Board meetings, minutes of Board meetings, the Company's annual report, notices of shareholders' meetings, and minutes of shareholders' meetings.

2.2 To establish and maintain a system for safekeeping documents and evidence relating to the following information, ensuring accuracy, completeness, and availability for inspection for a period of not less than five (5) years from the date of preparation, in accordance with securities and exchange laws and disclosure requirements:

บริษัท แอดไวซ์ ไอที อินฟินิท จำกัด (มหาชน)
สำนักงานใหญ่ 74/1 หมู่ 1 ต.ท่าอิฐ อ.ปากเกร็ด จ.นนทบุรี 11120 | โทรศัพท์ : +66 2 908 8888 (อัตโนมัติ)

(1) Supporting information for shareholders' meeting resolutions;

(2) Financial statements and reports on the Company's financial position and performance, or other reports required to be disclosed under securities laws;

(3) The Company's opinions regarding tender offers made to shareholders;

(4) Any other information or reports relating to the Company's business prepared for disclosure to shareholders or the public as required by the Capital Market Supervisory Board.

Such document retention shall include electronic storage or any system that ensures accessibility without alteration.

2.3 To maintain reports on interests submitted by directors or executives, and to submit copies of such reports to the Chairman of the Board and the Chairman of the Audit Committee within seven (7) business days from the date the Company receives such reports, in accordance with Sections 89/14 and 89/16 of the Securities and Exchange Act B.E. 2535 (as amended).

2.4 To provide preliminary advice on legal matters and Company regulations as requested by the Board, and to report significant changes in relevant laws and regulations to the Board.

2.5 To organize shareholders' meetings and Board meetings in compliance with applicable laws, the Company's Articles of Association, and relevant best practices.

2.6 To record minutes of shareholders' meetings and Board meetings, and to follow up on the implementation of resolutions efficiently, including preparing summary reports for regular submission to the Board.

2.7 To ensure proper disclosure of information and reporting of relevant information to regulatory authorities.

2.8 To oversee Board activities and ensure compliance with applicable laws, regulations of the Capital Market Supervisory Board, and assignments from the Board.

2.9 To perform other duties as prescribed by the Capital Market Supervisory Board, the Securities and Exchange Act, and other relevant laws.

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3. In the Event the Company Secretary Vacates Office or is Unable to Perform Duties

The following procedures shall apply in the event that the Company Secretary vacates office or is unable to perform his/her duties:

3.1 The Board of Directors shall appoint a new Company Secretary within ninety (90) days from the date the previous Company Secretary vacates office or is unable to perform duties.

3.2 The Board of Directors may assign any director to perform the duties on a temporary basis during such period.

3.3 The Chairman of the Board shall notify the appointment of the Company Secretary to the Securities and Exchange Commission within fourteen (14) days from the date of appointment, in accordance with Section 89/15, paragraph two, of the Securities and Exchange Act.

This Company Secretary Charter was last reviewed and approved by the Board of Directors' Meeting No. 2/2026 on 23 March 2026 and shall become effective from 24 March 2026 onwards.

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(Mr. Sanit Rangnoi)

Chairman of the Board of Director

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