

Company Secretary Charter

The Board of Directors of R&B Food Supply Public Company Limited recognizes the importance of the role, duties and responsibilities of the company secretary. Therefore, the appointment of the company secretary was considered. To help support various activities of the Board of Directors, and to help the board of directors and the company itself Able to perform duties in accordance with the legal framework, and consistent with the principles of good corporate governance determined by the Stock Exchange The Board of Directors therefore deems it appropriate to establish a charter for the Company Secretary, as follows:

1. Qualifications of the company secretary

The Board of Directors selects the person to hold the position of Company Secretary. The selection is made from people who have appropriate qualifications and are able to perform their duties to the best of their abilities. The Company Secretary may be the same person as the Secretary to the Board of Directors.

2. Duties and responsibilities of the company secretary

Company Secretary Must perform duties responsibly caution and honesty according to the Securities and Exchange Act (No. 4) B.E. 2008, which specifically specifies the roles, duties and responsibilities for the Company Secretary as follows:

- 2.1 Ensure that information is disclosed and reported in areas that are responsible to the agencies that supervise the company, as well as keeping reports of interests reported by directors or executives.
- 2.2 Prepare and maintain the following documents.
 - 2.2.1 Director registration
 - 2.2.2 Board meeting appointment letter Minutes of the Board of Directors' meetings, regular information forms and *the Company's* annual report.
 - 2.2.3 Notice of shareholder meeting and minutes of shareholder meetings
- 2.3 Maintain reports of conflicts of interest reported by directors or executives, and send a copy of the report to the Chairman of the Board and the Chairman of the Audit Committee within 7 business days from the date the company receives the report.

2.4 Establish a system for maintaining documents and evidence related to the display of information as follows. Including ensuring that such documents or evidence are kept correctly, completely and can be examined. In a period of not less than 5 years from the date such documents or information are created.

Preservation of the above documents and evidence shall include storage by computer system or any other system that can be browsed without changing the message

2.4.1 Providing information for requesting resolutions at shareholder meetings

2.4.2 Financial statements and reports on the financial position and operating results of the company or any other report that must be disclosed according to Section 56, Section 57, Section 58 or Section 199 of the Securities and Exchange Act.

2.4.3 The Company's opinion when someone makes a general offer to purchase the Company's shares from shareholders.

2.4.4 Providing information or any other reports regarding the business prepared by the company for dissemination to shareholders or the general public as determined by the Capital Market Supervisory Board.

2.5 Take other actions As announced by the Capital Market Supervisory Board

2.6 Must perform duties responsibly caution and honesty Including having to act in accordance with the law, objectives, and regulations of the company. Board resolution as well as the resolutions of the shareholder meeting and do not do anything that is significantly contrary to or contrary to the Company's interests.

2.7 Must perform duties with responsibility and caution as a reasonable person who engages in such business would do under the same circumstances.

2.7.1 The decision was made with an honest and reasonable belief that it was in the best interest of the company.

2.7.2 The decision was made based on information that was honestly believed to be sufficient , and

2.7.3 The decision was made without any personal interest. whether directly or indirectly in the matter decided

- 2.8 Provide basic advice to company directors regarding laws, regulations, and company regulations. Including principles of good corporate governance, and ethics that directors should follow and monitor to ensure compliance is correct and consistent, including reporting significant changes to the Company's directors.
- 2.9 Prepare documents and information that are useful for the new directors' performance of duties. Introduce the nature of the business and the company's business practices to the new directors.
- 2.10 Organize a shareholder meeting and meetings of the Board of Directors must be in accordance with the law Company regulations
- 2.11 Support the selection of training courses and seminars to increase knowledge, and develop directors to have skills and experience that will enable them to perform their duties as directors of the company effectively
- 2.12 Arrange for the preparation of information and lectures regarding the company's business. Including other information related to directors who are taking positions in the company for the first time

3. Principles of work of the company secretary

Company Secretary Must perform duties responsibly caution and honest Including having to act in accordance with the law, objectives, and regulations of the company. Board resolution as well as shareholder resolutions by

- 3.1 Decisions must be made based on information that is honestly believed to be sufficient.
- 3.2 The decision was made without any personal interest, whether directly or indirectly in the matter decided
- 3.3 Act honestly for the highest benefit of the company.
- 3.4 Act with a legitimate and appropriate purpose, and do not act in a manner that is significantly contrary to or contrary to the Company's interests.
- 3.5 Do not take advantage of the company's information. Unless it is information that has already been disclosed to the public, or 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.
- 3.6 Do not enter into any agreement or contract which may cause a conflict of interest with the company or its employees or customers. It is also contrary to the performance of one's duties.

4. In the event that the company secretary leaves his position or unable to perform duties

Guidelines for practice in the case of the company secretary Retired from position or unable to perform duties Defined as follows

- 4.1 The Board of Directors shall appoint a new Company Secretary within 90 days from the date the previous Company Secretary leaves office. or unable to perform duties
- 4.2 The Board of Directors has the authority to assign any director. Perform duties on behalf of the Company Secretary during the period when the Company Secretary is out of office. or unable to perform duties
- 4.3 The Chairman of the Board shall inform the name of the Company Secretary. to the Securities and Exchange Commission within 14 days from the date the person responsible for the position is appointed.