



-Translated Version-

Company Secretary Charter

Ubon Bio Ethanol Public Company Limited and Its Subsidiaries

1. Objective

The Board of Directors recognizes the importance of the roles, duties, and responsibilities of the Company Secretary and has therefore appointed the Company Secretary to support the Board of Directors and the Company in ensuring compliance with applicable rules, regulations, and relevant laws. The Company Secretary may also assist in coordinating with relevant parties in order to prevent and mitigate any undesirable events that may result in violations of, or non-compliance with, applicable rules, regulations, and relevant laws.

2. Duties and Responsibilities of the Company Secretary

Pursuant to the Securities and Exchange Act B.E. 2535 (1992), once appointed by the Board of Directors, the Company Secretary shall have the duties and responsibilities as prescribed below:

- 2.1 The Company Secretary shall perform his/her duties with responsibility, due care, and integrity, and shall perform such duties in compliance with applicable laws, the Company's objectives, Articles of Association, resolutions of the Board of Directors, and resolutions of the shareholders' meetings, including promoting good corporate governance practices within the Company.
- 2.2 The Company Secretary shall prepare and maintain the following Company documents:
 - (a) Register of Directors;
 - (b) Notices of the Board of Directors' meetings and minutes of the Board of Directors' meetings;
 - (c) Notices of shareholders' meetings and minutes of shareholders' meetings; and
 - (d) The Company's annual report.



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- 2.3 The Company Secretary shall maintain reports on interests submitted by directors and executives and shall submit copies of such reports to the Chairman of the Board of Directors and the Chairman of the Audit Committee within seven (7) business days from the date the Company receives such reports.
 - 2.4 The Company Secretary shall coordinate and arrange matters relating to meetings of the Board of Directors and shareholders' meetings.
 - 2.5 The Company Secretary shall provide advice regarding applicable rules, regulations, requirements, and relevant laws that the directors and executives should be informed of.
 - 2.6 The Company Secretary shall arrange training programs and orientation sessions, as well as provide information necessary for the performance of duties of existing directors and newly appointed directors.
 - 2.7 The Company Secretary shall coordinate with regulatory authorities, including the Stock Exchange of Thailand ("SET") and the Securities and Exchange Commission ("SEC"), and oversee the disclosure of information and submission of reports to regulatory authorities and the public in an accurate and complete manner in compliance with applicable laws.
 - 2.8 The Company Secretary shall perform any other duties as prescribed by the Capital Market Supervisory Board, the SET, the SEC, and other relevant authorities.
 - 2.9 The Company Secretary Charter shall be reviewed regularly to ensure compliance with applicable rules, regulations, and requirements prescribed by relevant authorities.
3. Principles for the Performance of Duties of the Company Secretary
 - 3.1 Any decision shall be made based on information reasonably believed in good faith to be sufficient.
 - 3.2 Any decision shall be made without any direct or indirect interest in the matter being decided.
 - 3.3 The Company Secretary shall act in good faith and in the best interests of the Company as a priority.

- 3.4 The Company Secretary shall act with lawful and appropriate objectives and shall not undertake any act that may materially conflict with the interests of the Company.
- 3.5 The Company Secretary shall not seek personal benefits from the use of confidential information of the Company acquired through the performance of duties, unless such information 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 prescribed by the Capital Market Supervisory Board.
- 3.6 The Company Secretary shall not enter into any agreement or contract which may give rise to a conflict of interest with the Company, its employees, or customers, and which may interfere with or be contrary to the proper performance of his/her duties.
4. In the Event that the Company Secretary Vacates Office or is Unable to Perform Duties
- 4.1 In the event that the Company Secretary vacates office or is unable to perform his/her duties, the Board of Directors shall appoint a new Company Secretary within ninety (90) days from the date the former Company Secretary vacates office or becomes unable to perform such duties. During such period, the Board of Directors shall have the authority to designate any director to perform the duties of the Company Secretary on an interim basis.
- 4.2 The Chairman of the Board of Directors shall notify the SEC of the appointment of the Company Secretary within fourteen (14) days from the date of such appointment and shall also notify the SEC of the location where the documents specified in Clause 2.2 are maintained.

Reviewed and announced on 24 February 2026.

-Signed-

(Mr. Palakorn Suwanrath)

Chairman of the Board of Directors

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