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Scope of Authority, Duties, and Responsibilities of the Corporate secretary

Thai Credit Bank Public Company Limited (the "Bank") has defined the scope of authority, duties, and responsibilities of the Corporate Secretary to support the Board of Directors in performing its tasks efficiently, accurately, in accordance with laws, regulations, rules, and in line with good corporate governance practices, as follows:

1. The corporate secretary must perform his or her duties with care, responsibility, and integrity, and must comply with applicable law, the objectives and Articles of Association of the Bank, resolutions of The Bank's Board of Directors, and resolutions of shareholders' meetings.
2. The corporate secretary must control and ensure that overall The Bank's business operations comply with applicable laws, rules, regulations, and requirements of competent agencies.
3. The corporate secretary must keep important documents of The Bank, including certificates, the Memorandum of Association and Articles of Association of The Bank, the shareholder register, licenses and permits, the directors register, invitation letters to and documents and minutes of The Bank's Board of Directors meetings, The Bank's annual registration statement (Form 56-1 one report), and invitation letters to and documents and minutes of shareholders' meetings.
4. The corporate secretary must keep reports on The Bank's interest, which are compiled by The Bank's Directors and Executives, under section 89/14 of the Securities and Exchange Act B.E.2535 (1992), as amended, (the "**Securities and Exchange Act**"), and send the copies of the reports to the Chairman of the Board of Directors and the Chairman of the Audit Committee within seven business days after The Bank has received the reports or right before a transaction is proceeded. The Chairman of the Board of Directors or the corporate secretary must inform the Office of the Securities and Exchange Commission (the "**Office of SEC**") of where these reports are stored.
5. The corporate secretary must follow up, and keep copies of reports on, securities possession by The Bank's Directors and Executives, and persons with relevant obligations under section 59 of the Securities and Exchange Act, that are submitted to the Office of SEC. The corporate secretary must also remind the Board of Directors, Executives, and relevant internal parties to take meticulous care when selling and purchasing The Bank securities while the financial statements are being reviewed, to prevent any use of internal information for the sale and purchase of securities.
6. The corporate secretary must arrange onboarding activities, and promote the development of existing Directors and Executives and newly-appointed Directors and Executives, give important information and advice for the performance of their duties with regard to legal provisions and The Bank's rules and regulations, that the Directors and Executives must acknowledge, and ensure that these legal provisions and The Bank's rules and regulations are always properly complied with. The corporate secretary must also report any material changes to a legal provisions to the Directors and Executives.
7. The corporate secretary must supervise any changes in the directorship, monitor for new appointments of Directors or upon retirement by rotation, and review the qualifications of Directors to ensure compliance with relevant

requirements. The corporate secretary must ensure that necessary approval is obtained from the Bank of Thailand, and must review the Directors' qualifications to ensure they have all the qualifications required throughout their term.

8. The corporate secretary must ensure that the meetings of The Bank's shareholders, Directors, and other committees and sub-committees comply with applicable law, the Articles of Association of The Bank, the charter of each relevant committee, and best practices. The corporate secretary must prepare minutes of meetings, and ensure that resolutions of shareholders' meetings and Board of Directors meetings are complied with.

9. The corporate secretary must ensure that all data and information are disclosed and reported as required under applicable law, regulations, and requirements of the competent regulatory agencies.

10. The corporate secretary must communicate and cooperate with relevant agencies to ensure that data and information about The Bank operations are disclosed to its shareholders and investors in the annual registration statement (Form 56-1 one report), statement forms, or sustainable development reports, or via other communication channels of The Bank.

11. The corporate secretary must communicate with general shareholders to ensure they are informed of the rights of shareholders and The Bank news updates. The corporate secretary will act as the middleman and contact person between the Directors and Executives.

12. The corporate secretary must perform other tasks as assigned by The Bank's Board of Directors, or as required under the relevant laws or notifications.

13. The corporate secretary must arrange an evaluation of performance of The Bank's Board of Directors, and report the evaluation results to The Bank's Board of Directors.

14. The corporate secretary must promote, raise awareness of, and provide information about good corporate governance, and encourage The Bank's Board of Directors to establish, and comply with, the principles of good corporate governance. These principles, together with their compliance, will be reviewed on a regular basis.

15. Act as an advisor and coordinate with secretaries of various Board committees.

16. Oversee the activities of the Board of Directors.