



Charter of Company Secretary

North East Rubber Public Company Limited

Scope of Duties and Responsibilities of Company Secretary

1. Prepare and store the following documents
 - (1) Director Register
 - (2) Appointment notice for the Meeting, and minutes of the Board of Directors' Meeting, as well as the Company's Annual Report
 - (3) Invitation for the Shareholders' Meeting, minutes of the Board of Directors' Meeting, and minutes of the Shareholders' Meeting
2. Store the Stakeholder Report reported by the directors or executives, and send the copy of such Report to the Chairman of the Board of Directors, and the Chairman of the Audit Committee for acknowledgement within seven (7) working days from the received date of the Report by the Company.
3. Prepare the storage system of documents and evidence relating to the declaration of the following data, and oversee the said storage of documents or evidence to be proper, complete, and verifiable, in the period of not less than five (5) years from preparation date of the said documents or data. The above storage of documents and evidence includes the storage with computer system or any other system which can be retrieved without change in statements.
 - (1) The supporting data for requesting the resolution of the Shareholders' Meeting
 - (2) Financial statements and reports relating to the Company's financial position and overall operation, or any other reports requiring the disclosure pursuant to Section 56, Section 57, Section 58, or Section 199 of the Securities and Exchange Act.
 - (3) The Company's opinion when anyone issues a bid for general purchasing the Company's shares from the shareholder.
 - (4) Any data or report relating to the business prepared by the Company for publicizing to the shareholders or public as prescribed by the Capital Market Supervisory Board.
4. Further take other actions as prescribed in the Notification of the Capital Market Supervisory Board.
5. Require the duty performance with responsibility, carefulness, and honesty, and require the compliance with the Company's laws, objectives, and Articles of Association of the Company, resolution of the Board of Directors, and resolution of the shareholders, and not perform any acts which are significantly in conflict or in contradiction with the Company's benefits.
6. Require the duty performance with responsibility and carefulness like a person of ordinary prudence. The said business operator shall perform under the same situation by:

สำนักงานใหญ่ : 398 หมู่ 4 ต.โคกม้า อ.ประโคนชัย จ.บุรีรัมย์ 31140

สำนักงานขาย : 589/156 ชั้น 29 อาคารเซ็นทรัลซิตีทาวเวอร์ ถนนเทพรัตน แขวงบางนาเหนือ เขตบางนา กรุงเทพฯ 10260

Factory : 398 Moo.4 Kokma sub District Prakhonchai District Buriram 31140 Thailand

Bangkok Office : 589/156 29th Floor, Central City Tower, Debaratna Road, Bangna Nuea, Bangkok 10260 Thailand



บริษัท นอร์ทอีสท์ รับเบอร์ จำกัด (มหาชน)
NORTHEAST RUBBER PUBLIC COMPANY LIMITED
เลขประจำตัวเสียภาษี (TAX ID) : 0107561000242



- (1) Decision is made with honest and reasonable belief that it mainly takes place for the Company's maximum benefits.
- (2) Decision is made on the basic data under the honest belief that it is adequate.
- (3) Decision is made without its gain and loss either directly or indirectly in that decided matter.

In the case where the Company Secretary retires or fails to perform the duty.

The guidance in case where the Company Secretary retires or fails to perform the duty is prescribed as follows.

1. The Board of Directors shall appoint the new Company Secretary within 90 (ninety) days from the date of which the old Company Secretary retires or fails to perform his/her duty.
2. The Board of Directors shall have authority to entrust one of any directors to perform the duty in replacement in the period of which the Company Secretary retires or fails to perform the duty.
3. The Chairman of the Board of Directors shall notify the name of the Company Secretary to the Office of the SEC within 14 (fourteen) days from the date of which the person in charge of the said position is assigned.
4. Notify the Office of the SEC for acknowledgement about the document storage place.

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