



Company Secretary Charter
Millennium Group Corporation (Asia) Public Company Limited

Company Secretary Charter

The Board of Directors of Millennium Group Corporation (Asia) Public Company Limited (the “Company”) recognizes the important role, duties, and responsibilities of the Company Secretary as prescribed under the Securities and Exchange Act B.E. 2535 (1992) and its amendments (the “Securities and Exchange Act”). In accordance with the law, the Board of Directors must appoint one or more Company Secretaries to perform duties as required by law and as assigned by the Board of Directors on behalf of the Company or the Board. The Company Secretary plays a crucial role in supporting the Board of Directors in carrying out its duties efficiently, lawfully, and in alignment with the principles of good corporate governance established by the Stock Exchange of Thailand (SET). Accordingly, the Board of Directors deems it appropriate to establish this Charter of the Company Secretary as set forth below.

Composition

- The Board of Directors shall appoint at least one (1) Company Secretary.
- In the event that the Company Secretary vacates the position or is unable to perform his/her duties, the Board of Directors shall appoint a replacement within 90 days from the date of such vacancy or inability to perform duties. During the interim period, the Board of Directors may authorize any director to temporarily perform the Company Secretary’s duties.

Scope of Duties and Responsibilities

The Company Secretary shall perform duties with responsibility, due care, integrity, and loyalty, in accordance with Sections 89/15 and 89/16 of the Securities and Exchange Act, the Company’s objectives, Articles of Association, Board resolutions, and shareholders’ resolutions.

1. Provide preliminary advice to directors regarding laws, regulations, and the Company’s Articles of Association applicable to the Board, and ensure continuous compliance therewith, including informing the Board of significant changes in relevant laws and regulations.
2. Organize meetings of shareholders and of the Board of Directors in compliance with relevant laws, the Company’s Articles of Association, and good governance practices.
3. Record and maintain minutes of shareholders’ and Board meetings, and monitor the implementation of resolutions adopted by the shareholders and the Board of Directors.
4. Preparing and keeping the following documents:
 - (a) a register of directors
 - (b) a notice calling the director meeting, a minute of meeting of the board of directors and an annual report on the company
 - (c) a notice calling shareholder meeting and a minute of shareholders’ meeting
5. Ensure that all disclosures and reports under the responsibility of the Company Secretary are submitted to the relevant regulatory authorities in full compliance with applicable laws, rules, and regulations.
6. Maintain reports on directors’ and executives’ interests as required under Section 89/14 of the Securities and Exchange Act, and submit such reports to the Chairman of the Board and the Chairman of the Audit Committee within seven (7) business days from the date on which the Company receives them.

7. Keep copies of securities holding reports submitted by the Company's directors, executives, and auditors to the Securities and Exchange Commission (SEC).
8. Establish and maintain a document management system to ensure that all records and evidence are accurate, complete, properly maintained, and easily accessible for verification.
9. Communicate and coordinate with shareholders to ensure they are well informed of their rights and the Company's news, information, and updates in a fair and timely manner.
10. Oversee the activities of the Board of Directors and perform any other duties as required by law, as assigned by the Board of Directors, or as prescribed by the Capital Market Supervisory Board.

This Company Secretary Charter was approved by the Board of Directors Meeting No. 1/2022, held on June 20, 2022, and has been effective from June 20, 2022 onwards.

- Signed -

(Mr. Pachara Yutidhammadamrong)
Chairman of the Board of Directors