



SCOPE, AUTHORITIES, DUTIES AND RESPONSIBILITIES OF THE COMPANY SECRETARY

EUROASIA TOTAL LOGISTICS PUBLIC COMPANY LIMITED

REVISION 3

EFFECTIVE DATE 20 FEBRUARY 2025



Preparation and Approval History

Document No.	Editor/Controller	Reviewer	Approver
RR-BOD-001-02	Managing Director	Chief Executive Officer	Board of Directors
	3 January 2025	30 January 2025	20 February 2025

Revision History

Revision	Revision Date	Effective Date	Revision details
1	10 October 2021	9 November 2021	First issue
2	10 June 2022	6 August 2022	Revise company name after conversion to public limited company
3	3 January 2025	20 February 2025	Annual review

Note: To add or cancel any document, proceed according to the acts set out in the Approval and Implementation Authority.



Scope, Authority, Duties, and Responsibilities of the Company Secretary

The Company Secretary is appointed by the Board of Directors to take responsibility for the following operations:

1. Provide basic information and guidance to directors and executives regarding compliance with the requirements, rules, and regulations of the Stock Exchange of Thailand ("SET") and the Securities and Exchange Commission ("SEC") and the Company's Articles of Association, and monitor the correct practices, including reports of significant changes in legal requirements to the directors and executives.
2. Monitor and supervise the disclosure of relevant information and information reports concerning the regulations, announcements, and requirements of the SET, SEC and Capital Market Supervisory Board.
3. Summarize a securities holding report and changes in securities holdings of Directors, Chief Executive Officer and Executives of the Company, and the spouse or those who live together as husband or wife, underage children, as well as juristic persons whose Directors, Managers, and Executives, spouse or those who live together as husband or wife, and underage children of such Directors, Managers, and Executives are shareholders of more than 30% of the total voting rights of such juristic persons, and report the results of such securities holding to the Board of Directors' meeting for acknowledgement once a year, as well as maintaining a report of interests and a certificate of independence reported by directors or executives, and sending the copy to the Chairman of the Board of Directors and the Chairman of the Audit Committee within 7 business days from the date the Company receives the report.
4. Monitor and supervise meetings of the shareholders and the Board of Directors to be in accordance with the laws, the Company's Articles of Association, and related practices, including monitoring the compliance with the resolutions of the meetings of the shareholders and the Board of Directors.
5. Prepare and maintain the following important documents:
 - (1) Director Registration
 - (2) Shareholder Registration



- (3) Invitation letters to the Board of Directors' meeting and minutes of meetings of the Board of Directors and sub-committees.
 - (4) Invitation letters to the shareholders' meetings and minutes of the shareholders' meetings
 - (5) Meeting documents specifying necessary and sufficient information for consideration before the meeting, attached with the meeting agenda and minutes
 - (6) Annual Registration Statement/Annual Report of the Company
6. Build knowledge and understanding regarding practices and push the Company to have good corporate governance.
 7. Supervise activities of the Board of Directors and any other actions to comply with laws, regulations, announcements and/or as specified by the Capital Market Supervisory Board and/or as assigned by the Board of Directors.

This Scope, Authority, Duties, and Responsibilities of the Company Secretary was considered and approved at the Board of Directors' meeting No. 2/2025 on February 20, 2025. It shall be effective from February 20, 2025 onwards.

Note: This English translation is for reference purposes only. In the event of any discrepancy between the Thai original Scope, Authority, Duties, and Responsibilities of the Company Secretary and this English translation, the Thai original shall prevail.

Mr. Komol Rungruangyot
Chairman of Board of Directors

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