



No. HRG0110/2569

Company Stamp Usage Policy

1. Objective

This policy has been established to define the principles, procedures, and controls governing the use of the Company Seal of Thai Poly Acrylic Public Company Limited to ensure legal compliance, transparency, auditability, and alignment with good corporate governance practices, with reference to the latest Affidavit registered with the Department of Business Development.

2. Scope of Application

This policy applies to:

- Directors
- Executives
- Employees at all levels
- Any individuals assigned responsibilities related to the custody, control, or use of the Company Seal

3. Reference to the Affidavit

The use of the Company Seal must strictly comply with the authority and conditions specified in the latest Affidavit, which clearly identifies the authorized directors, the required number of signatures, and the binding conditions on behalf of the Company.

4. Authorized Signatories

The Company Seal may only be used in conjunction with the signatures of authorized directors as specified in the latest Affidavit. All required signatures and conditions must be fully complied with. No other person is permitted to use the Company Seal on behalf of the Company or without legal authorization.



5. Conditions and Prohibitions on the Use of the Company Seal

- 5.1 The Company Seal must not be affixed to any document without the signature(s) of the authorized director(s).
- 5.2 The Company Seal must not be used independently or as a substitute for a signature.
- 5.3 The Company Seal must not be used on documents that have not been reviewed for accuracy, completeness, or legal validity.
- 5.4 The Company Seal must not be used in any manner that may cause damage, legal risk, or misunderstanding that the Company has duly provided consent.
- 5.5 Every use of the Company Seal must adhere to principles of transparency, prudence, and appropriate professional standards.

6. Exceptional Cases

In necessary or special circumstances that deviate from normal conditions, the Company Seal may be used only when:

- Approval has been obtained from the relevant internal governance authority of the Company; and
- Explicit acceptance has been obtained from the relevant external party or organization (if applicable).

Such cases must be documented in writing, and the use of the Company Seal must not conflict with applicable laws or the Company's Affidavit.

7. Custody and Control of the Company Seal

The Company must designate a responsible custodian for the Company Seal and maintain a Seal Custody and Usage Register, which must at least include:

- Name of the responsible person
- Date and time of use
- Purpose of use
- Type of document

The register must be traceable for audit purposes and serve as evidence of internal control and good corporate governance.



8. Disciplinary Actions for Non-Compliance

Any violation or non-compliance with this policy shall be considered a breach of Company regulations and may result in significant damage to the Company. The Company will consider disciplinary actions according to the severity of the offense as follows:

8.1 Minor Misconduct

Examples: Negligent use of the Company Seal or failure to follow documentation procedures.

- Verbal warning
- Written warning

8.2 Moderate Misconduct

Examples: Unauthorized use of the Company Seal or violation of internal control procedures

- Probationary warning
- Suspension without pay for a period determined by the Company

8.3 Serious Misconduct

Examples: Intentional misuse for fraudulent purposes, document forgery, or causing legal damage

- Termination without severance pay in accordance with labor law
- Civil and/or criminal legal action (if applicable under the law)

9. Policy Review and Revision

This policy must be reviewed periodically or whenever there are changes to the Affidavit, applicable laws, or signing authority structure to ensure continuous alignment with good corporate governance practices.

Policy Establishment, Proposal, and Approval

Policy Owner:

Signature

(Thanawat Kulprasertat)

Human Resources / Legal Manager

Date



บริษัท ไทยโพลีอะคริลิก จำกัด (มหาชน)
Thai Poly Acrylic Public Company Limited

Approved by:

Signature

(Mr. Surajin Tappanchai)

Managing Director

Date