

SYMPHONY COMMUNICATION PUBLIC COMPANY LIMITED

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# **Charter of the Audit Committee**

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# 1. Objectives

The Board of Directors has appointed the Audit Committee to perform duties in auditing operations of the Company to ensure that operations of each department are appropriate, in compliance with applicable laws, regulations, transparent, free from conflict of interest and in accordance with good corporate governance principles and ethical standards. The Audit Committee is also responsible for reviewing efficiency and effectiveness of the internal control system as well as the Company's financial reporting together with the external auditors to ensure that the Company's financial report is reliable, and that information are disclosed completely and accurately in accordance with relevant requirements and standards in order to build confidence and creditability to investors and stakeholders.

The Board of Directors has established the Charter of the Audit Committee aiming to use it as a guideline for the Audit Committee to perform duties as well as to promote understanding among related parties and stakeholders about objectives, composition, qualifications, authorities, duties and responsibilities of the Board of Directors.

# 2. Composition of the Audit Committee

- 2.1 The Audit Committee shall consist of at least three (3) members who are the Company independent directors. At least one (1) member of the Audit Committee must have knowledge or experience in accounting or finance and have sufficient experience to review the credibility of the financial statements.
- 2.2 The Board of Directors shall consider selecting and appointing a member of the Audit Committee to chair the Audit Committee.
- 2.3 The Audit Committee may consider appointing a qualified person to act as its secretary to support its performance of duties, prepare documents for the Audit Committee meetings, follow-up the progress of the Audit Committee resolutions, and perform other tasks as assigned by the Audit Committee.

#### **3.** Qualifications of the Audit Committee

- 3.1 Each member of the Audit Committee shall possess full qualifications of the independent director defined by the Company as follows:
  - Holding not more than 0.5% of total voting shares of the Company, its parent company, subsidiaries, associates, major shareholder or controlling person. This also includes shares held by related persons of such an independent director.
  - Not being or have been director who is involved in the management, worker, employee, consultant who receives salary, or the controlling person of the Company, its parent company, subsidiaries, associates, major shareholder or controlling person, either at the present time or within two (2) years prior to his/her appointment as an independent director
  - Not being a person related by blood or legal registration in the manner of being father, mother, spouse, sibling, or child, including spouse of child, other directors, executive, major shareholder, controlling person, or person to be nominated as director, executive or controlling person of the Company or its subsidiaries.

# **Excellent Experience**



- Not having or having had a business relationship with the Company, its parent company, subsidiaries, associates, major shareholder or controlling person in a manner that may interfere with his/her independent judgment, and not being a significant shareholder (holding more than 10% of all shares with voting rights of the Company, including shares held by related persons) or controlling person of any person having a business relationship with the Company, its parent company, subsidiaries, associates, major shareholder or controlling person, either at the present time or within two (2) years prior to his/her appointment as an independent director.
- The term 'business relationship' in the preceding paragraph shall include any normal business transaction, rental or lease of immovable property, transaction relating to assets or services, granting or receiving financial assistance through receiving or extending loans, guarantees, providing assets as collateral, and any other similar actions, which result in the applicant or his/her counterparty being subject to indebtedness payable to the other party in the amount of 3% or more of the net tangible assets of the applicant or twenty million baht or more, whichever is lower. The amount of such indebtedness shall be calculated according to the method for calculation of value of connected transactions under the Notification of the Capital Market Supervisory Board governing rules on connected transactions mutatis mutandis. The consideration of such indebtedness shall include indebtedness incurred during the period of one (1) year prior to the date on which the business relationship with the person commences.
- Not being or having been an auditor of the Company, its parent company, subsidiary, associate, major shareholder or controlling person, and not being a significant shareholder, controlling person, or partner of an audit firm which employs auditors of the Company, its parent company, subsidiary, associate, major shareholder or controlling person, either at the present time or within two (2) years prior to his/her appointment as an independent director
- Not being or having been a provider of any professional services including legal advisor or financial advisor who receives service fees exceeding two million baht per year from the Company, its parent company, subsidiaries, associates, major shareholder or controlling person, and not being a significant shareholder, controlling person or partner of the provider of professional services, either at the present time or within two (2) years prior to his/her appointment as an independent director
- Not being director appointed as the representative of other directors of the Company, major shareholders, or shareholders related to the Company's major shareholders.
- Not undertaking any business in the same nature and in competition with the business of the Company or its subsidiaries, or not being a significant partner in a partnership or director with management authority, employee, staff member or advisor who receives salary or holds shares exceeding 1% of the total number of shares with voting rights of another company which undertakes business in the same nature and in competition with the business of the Company or its subsidiaries. This also includes shares held by related persons of such independent director.
- Not having any other characteristic that limits ability to independently express opinions regarding the Company's operations.
- 3.2 Each member of the Audit Committee shall not hold directorship in the Company's parent company, subsidiary companies, or same-tier subsidiary companies, for listed companies only.



- 3.3 Each member of the Audit Committee shall not hold directorship in more than five (5) other companies listed on the SET.
- 3.4 Each member of the Audit Committee shall have sufficient knowledge and experience to fulfill assigned duties; must be honest, reliable, and generally acceptable person; as well as must be able to allocate sufficient time to perform duties of the Audit Committee
- 3.5 Each member of the Audit Committee shall participate in training programs and enhance knowledge related to duties performance of the Audit Committee continuously and regularly.

# 4. Office Term and Termination from Office

- 4.1 Each member of the Audit Committee may hold his/her office for as long as he/she is serving as the Company independent director. His/her office term shall expire at the same time as the directorship's office term at the annual general meeting of shareholders. A member of the Audit Committee whose term of office expires may be re-appointed as a member of the Audit Committee by the Board of Directors. However, their membership shall not be automatically renewed.
- 4.2 Other than completion of office term as mentioned above, a member of the Audit Committee shall vacate office upon:
  - (1) death,
  - (2) resignation,
  - (3) lack of qualifications of the Audit Committee as set forth in this Charter, or as defined by the SEC or the SET,
  - (4) terminating from the office of the independent director, or
  - (5) being removed by a resolution of a meeting of the Board of Directors.
- 4.3 Any member of the Audit Committee wishing to resign from office must submit a resignation letter, stating reason for resigning, to the Chairman of the Board of Directors not less than 30 days in advance. The resignation will take effect from the date specified on the resignation letter.
- 4.4 A member of the Audit Committee whose term expires shall further perform as an acting member until a new member is appointed in replacement, except that he/she is not re- appointed once his/her directorship expires.
- 4.5 In the event that the position of the Audit Committee becomes vacant for other reasons than office term completion, the Board of Directors shall appoint independent director, who is fully qualified as specified in 2.3, as the substitute member. In such case, the substituted member shall hold office only for the remaining term of office of the member whom he/she replaces.
- 4.6 In the event that position of the Audit Committee becomes vacant for reasons of office term completion or other reasons than completion of office term, causing number of the Audit Committee members has fewer than three(3) members required, the Board of Directors shall appoint qualified independent directors to replace them immediately or within 90 days of the shortfall to ensure continuity of the Audit Committee's work and to meet the requirement of the SET about qualifications for maintaining the listing status
- 4.7 In the event that the total members of the Audit Committee resign, all members of the Audit Committee shall further perform duties as Acting Audit Committee until the new Audit Committee is appointed in replacement.



### 5. Roles, Duties and Responsibilities of the Audit Committee

- 5.1 Review the financial reporting process of the Company and its subsidiaries to ensure that it is accurate, adequate and meets accounting and financial reporting standards.
- 5.2 Review interim financial statements and present them to the Board of Directors for approval before filing with regulators. Review annual financial statements and present them to the Board of Directors for endorsement before presenting them to shareholders' meeting for approval.
- 5.3 Review to ensure that business operations of the Company comply with the law of Public Limited Companies, the law of Securities and Exchange, the notifications of the Market Capital Supervisory Board, the requirements of the SET and any laws related to the Company's business.
- 5.4 Review effectiveness and appropriateness of internal control system and internal audit function.
- 5.5 Consider the independence of the internal audit unit. Approve the appointment, transfer, and dismissal, as well as work with the President or the person holding the highest position of the management to evaluate performance of the head of internal audit unit or any other unit responsible for internal audit.
- 5.6 Consider and approve annual internal audit plan and all major changes to the plan. Review internal audit reports; as well as consider and monitor major findings by internal auditors.
- 5.7 Consider, select, and propose appointment or dismissal of independent persons to act as the Company's external auditor. Consider their retention and recommend to the Board of Directors before tabling to the shareholder's meeting for approval.
- 5.8 Liaise and review with the external auditor regarding audit objectives, audit scope, audit procedures, difficulties encountered during the audit, and any significant issues or recommendations the external auditor may have; as well as attend non-management meeting with the external auditor at least once a year.
- 5.9 Consider and review connected transactions or transactions that may lead to conflicts of interest of the Company and its subsidiaries to ensure that they have complied with law, the Notification of the Capital Market Supervisory Board, and the SET's regulations, and are reasonable and for the best interest of the Company; and review to ensure that information disclosure of those transactions is accurately, completely, and in accordance with the laws and the regulations of the Securities and Exchange Committee and the SET.
- 5.10 Review to ensure that the Company has good corporate governance, and appropriate and risk management process.
- 5.11 Regularly review and evaluate the adequacy of the Audit Committee Charter and make recommendations to the Board of Directors for further improvement and keeping it up to date.
- 5.12 Perform other duties within the scope of authorities, duties, and responsibilities of the Audit Committee or as assigned by the Board of Directors.

To perform the above duties, the Audit Committee shall be directly responsible to the Board of Directors, while the Board of Directors shall remain responsible for the operations of the Company to outside party.

#### 6. Scope of Authorities of the Audit Committee

The Audit Committee has the authority to perform obligations within the scope of responsibilities set forth in the Roles, Duties and Responsibility of the Audit Committee, including:



- 6.1 Inviting auditors, president, senior executives, or relevant employees of the Company to provide opinions, be present at Audit Committee meetings, or submit any pertinent documents as deemed necessary or desirable.
- 6.2 Hiring external advisors, independent persons, or professional experts to provide opinions or recommendations related to its duties and responsibilities as deemed necessary with the Company's expenses.

# 7. Meeting

- 7.1 The Audit Committee shall meet at least four (4) times a year to consider financial statements, internal audit plan, internal audit report and other matters. Additional meetings can be convened to consider any urgent matters deemed necessary and appropriate.
- 7.2 To call a meeting, the chairman or the secretary to the Audit Committee by order of the Chairman shall send a notice summoning the meeting specifying date, time, venue and agenda details all committee members at least seven (7) days ahead of meeting date. Except for urgent case, notification of the meeting can be given through other means and the meeting can be convened earlier, the company secretary may send a notice summoning a meeting via an electronic mail. In this regard, the company secretary must keep copies of the summoning notice and its related documents as evidence, which may be kept in electronic data format.
- 7.3 The chairman of the Audit Committee may consider arranging a meeting via electronic means. However, meeting via electronic means must be in compliance with relevant laws and regulations.
- 7.4 The secretary to the Audit Committee shall deliver meeting materials to all committee members prior to the meeting date so that the committee members shall have time to study and consider information in advance.
- 7.5 Members of the Audit Committee are required to attend meetings every time, whether in person or via electronic device, unless being tied up with very important and urgent matters, the chairman or the secretary to the Audit Committee shall be notified.
- 7.6 At a meeting of the Audit Committee, at least one half of the total number of members shall be present to form a quorum.
- 7.7 The chairman of the Audit Committee shall preside meeting. In the event where the chairman is absent or cannot perform duty, committee members attending the meeting shall select one member to chair the meeting.
- 7.8 Final decision of a meeting of the Audit Committee shall take into account the majority of votes, whereby one member shall have one vote. In the event of tied votes, the chairman will cast the decisive vote. Any member having interests in any matter shall leave a meeting and abstain from voting on that matter. Votes casted as disapproved by any members of the Audit Committee shall be recorded as dissenting opinions and shall be reported to the Board of Directors.
- 7.9 The Audit Committee shall meet with the external auditors without the presence of the management at least once a year to allow them to discuss any issues as deemed appropriate. The meeting may be convened as a special meeting in addition to regular meeting or included as one agenda of the regular meeting.
- 7.10 The secretary to the Audit Committee is responsible for preparing minutes of every meeting in writing, and present to the Audit Committee for adoption in the next meeting. The adopted meeting minutes shall be signed by the chairman of the Audit Committee.



#### 8. Performance Evaluation

The Audit Committee shall conduct self-assessment of its performance, both group and individual basis, on an annual basis at least once a year.

#### 9. Remuneration for the Audit Committee

The Audit Committee shall receive remuneration appropriate to duties and responsibilities as approved by a meeting of shareholders.

#### 10. Reporting

- 10.1 The Audit Committee shall report its duties performance to the Board of Directors on a regular basis. Important matters and resolutions of every Audit Committee meeting shall be reported to the Board of Directors.
- 10.2 The Audit Committee shall prepare and disclose a report on its duties performance in the past year to shareholders in the annual registration statements/annual report (Form 56-1 One Report) of the Company. Such report must be signed by the chairman of the Audit Committee and disclose the following information:
  - number of the Audit Committee's meetings and number of attendances of such meetings of each committee member
  - opinion(s) on the accuracy and reliability of the Company's financial report
  - opinion(s) on the adequacy of the Company's internal control system
  - opinion(s) on the compliance with the law on the Securities and Exchange Commission, regulations of the SET's, or laws applicable to the Company's business
  - opinion(s) on the suitability of the external auditors
  - opinion(s) on the transactions that may lead to conflicts of interests
  - opinion(s) obtained from performing duties of the Audit Committee in accordance with the Audit Committee Charter
  - other matters that shareholders and general investors should know under the scope of authorities, duties and responsibilities assigned by the Company's Board of Directors
- 10.3 In performing duties, if the Audit Committee finds or has doubt about the following actions or transactions, which may significantly affect the financial position and performance of the Company, the Audit Committee is to report such events to the Board of Directors in order to find remedy within a period deemed appropriate by the Audit Committee:
  - (1) Transactions that cause conflicts of interest
  - (2) Fraud or irregular events or material flaws in the internal control system
  - (3) Violations of laws pertaining to the regulation or requirement of the SEC or the SET, or laws pertaining to the Company's business

Should the Board of Directors or management neglect or fail to remedy the issues within the timeline specified by the Audit Committee without reasonable reasons, a member of the Audit Committee may report the issue to the SEC or the SET.

*This Audit Committee Charter has been approved by the resolution of the Board of Directors Meeting No. 6/2023 on December 18, 2023 and is effective from December 18, 2023 onwards.*