

Company Internal Audit Charter

Polynet Public Company Limited

This charter was created to encourage executives and employees at all levels to understand the objectives, scope, operations, powers, roles and responsibilities of the department. Adequate risk management and internal control suitability and efficiency of the Company. The details are as follows.

1. Definition

" **Company** " means Polynet Co., Ltd. (Mahan)

" **Audit Committee** " means the audit committee of the company

" **Board of Directors** " means the Board of Directors of the Company.

" **Employee** " means an employee of the Company.

" **Inspected Unit** " means an agency according to the division of the Company's organizational structure. and subsidiaries that have audited

" **Internal Audit Unit** " means an internal audit company that the Company hired to conduct an internal audit of the company and its subsidiaries Including the internal audit department of the company. and its subsidiaries (if any)

" **Internal Auditor** " means a person assigned by an internal audit company that the Company hired to conduct an internal audit of the company and its subsidiaries Including employees under the internal audit department of the company. and its subsidiaries (if any) who are responsible for the internal audit of the Company. and subsidiaries that have audited

" **Head of Internal Audit Unit** " means a person assigned to act as Head of Internal Audit Unit. from the internal audit company that the company hired to conduct an internal audit of the company and its subsidiaries Including the head of the internal audit department of the company. and its subsidiaries (if any)

2. Purpose

This Internal Audit Charter is prepared to define the objectives, authorities and responsibilities of those involved in internal auditing. for internal system auditors to use as a guideline for their work

internal audit department Acting to support the company and its subsidiaries in reviewing the internal management system The internal audit unit will be responsible for reviewing the internal management system of the audited unit and evaluating the efficiency of the internal control of the audited unit. Including relevant

departments to ensure that the audited unit has adequate risk management and internal control. suitable and efficient including supporting operating the company To achieve the objectives and goals assigned by the Board of Directors and related management with efficiency and effectiveness. The Company's operations There is a good and adequate internal control system suitable for business operations. and have mechanisms to support good corporate governance of the Company Able to support the work of the Board of Directors for maximum efficiency and effectiveness Under the operation according to the standards of internal audit practices (The Professional Practice Standards of Internal Auditing) set by the Institute of Internal Auditors International (The Institute of Internal Auditors: IIA) , which is to build confidence and transparency in business operations of the Company to business partners, shareholders, directors, executives, employees and government agencies. as well as all groups of stakeholders

3. Scope of Internal Audit

to carry out an audit including

- 3.1 Review and assess the adequacy and effectiveness of risk management. and internal control of the Company and its subsidiaries
- 3.2 Review the reliability of accounting information and financial reports. How to record an account and accounting standards
- 3.3 Evaluate the accuracy, reliability and sufficiency of various work systems and information systems, including information system security. To have internal control that is tight, appropriate and efficient.
- 3.4 Review the sufficiency and appropriateness of records, use and maintenance of assets. and benefits of the Company and its subsidiaries
- 3.5 Review compliance with good corporate governance principles.
- 3.6 Review and assess the internal control of the operating system of the departments within the company. to comply with the policies, rules and regulations of the Company Including complying with the requirements, laws or relevant government regulations. including the quality of operations within the company and its subsidiaries
- 3.7 Observe, inspect, review or investigate work. assigned by the Board of Directors Audit Committee in finding operational errors or various corruption issues
- 3.8 Give advice, suggestions or comments. as well as operational guidelines in order to have a strict and appropriate internal control system.

4. Internal Audit Standards

The work of the internal audit department must comply with the professional standards of the Association of Internal Auditors. internal auditors of Thailand

5. Internal Audit Authority

- 5.1 Internal auditors have the right to request to inspect assets and activities. of the company, including requesting to examine books, accounts and supporting documents for accounting records, correspondence and reports related to the work of the audited agency
- 5.2 Internal auditors have the right to request auditors to provide information, documents and clarifications on the audited matter. The executives and employees of the audit unit must fully cooperate and facilitate the audit.
- 5.3 Able to recruit experts or subject matter experts from within or outside the Company to assist in auditing operations.
- 5.4 Internal auditors must carefully handle all documents and information obtained during the audit. to be the same as that officer takes care of

6. Independence

- 6.1 The internal audit department is independent. The internal auditors report directly to the Audit Committee.
- 6.2 Audit activities must be carried out independently. both in terms of the scope of the audit, procedures, duration, content of the report In order to perform audit work efficiently. Achieve goals and follow the audit plan.
- 6.3 Internal Auditor and Head of Internal Audit Unit Has no responsibility or participation in other operations of the company. and its subsidiaries Other activities that are not internal auditing or activities that may affect the independence and objectivity of internal auditors are as follows:
 - 6.3.1 Perform duties related to operations other than internal audit work.
 - 6.3.2 Being a member of any committee of an organization or an affiliated unit
 - 6.3.3 Prepare or approve accounting transactions. financial report
 - 6.3.4 Supervise and supervise the performance of employees in departments other than the internal audit department, except in the case where employees in other departments are assigned to perform duties as part of the audit work.

6.4 Internal auditors must disclose conflicts of interest that may arise from continuing audit work. Audit Committee

6.5 If independence is affected both in fact or by demonstrated behavior Internal auditors must disclose details of impacts to the audit committee. and report to the Audit Committee.

7. Audit Reporting and Follow-up

internal audit department Submit audit results and recommendations to the Audit Committee as follows:

7.1 The internal auditor prepares the audit report. Summarize the key findings Effects that occur or may occur Including suggestions to the head of the audit unit for acknowledgment after the audit work has been completed. so that the head of the audit unit can make improvements to the internal control system in a timely manner

7.3 The head of the internal audit department reports the results of the audit. Summarize the key findings and recommendations to senior management and the Audit Committee for information. At least two (2) times a year

7.4 In the event that the results of the inspection are found to be defective do as follows

7.4.1 In case of defects which is caused by non-compliance with the predetermined operational guidelines But it's a small matter. The internal auditors shall notify the staff of the department being audited. in order to correct such defects. and follow up on whether or not the bug has been corrected later

7.4.2 In case of defects caused by non-compliance with predetermined operational guidelines and may cause serious damage to the Company The head of the internal audit department shall notify the head of the audit unit and senior executives immediately. ready to give suggestions and to coordinate and follow up on the progress of the inspector's actions in resolving such defects. and to report to the Audit Committee on every case at the earliest opportunity

7.4.3 In the event that there is a defect caused by the audited unit that does not have a work system that is consistent with the company's policy The head of the internal audit department shall notify the head of the audit department to correct the defect and report it to senior management.

7.5 An audit report is not a publicly available report and therefore its readers are required to keep it confidential. And do not present this report to outside the company. without approval from the Audit Committee

7.6 The audit body has the duty and responsibility to ensure that Issues in the audit report were resolved appropriately within the specified timeframe.

8. Chain of command

8.1 The internal audit unit reports directly to the audit committee.

8.2 The Audit Committee considers and approves the appointment, removal, transfer, change of position. or the dismissal of the head of the internal audit department and presented to the Board of Directors for approval.

8.3 In case the company has its own internal audit unit The audit committee will consider and approve the acceptance. and evaluation of the performance of employees of the internal audit department. by the head of the internal audit department of the company be an opinionator And if the Audit Committee approves, it will be proposed to the Company's Chief Executive Officer to proceed as approved by the Audit Committee.

9. Duties and Responsibilities of the Internal Audit Department

The internal audit department is responsible for auditing the company's internal systems. and its subsidiaries with duties and responsibilities as follows:

9.1 Set objectives, goals, scope of responsibility and operational guidelines of the internal audit department The internal auditors are responsible for auditing according to the standards of internal audit practices.

9.2 Plan a long-term audit. and prepare an annual internal audit plan according to the risk level of the activity and propose to the Audit Committee for approval within the last month of the Company's fiscal year. The long-term audit plan and the annual audit plan are reviewed once (1) times a year by presenting to the Audit Committee. for approval

9.3 Examine and evaluate the adequacy of the Company's internal control system. and follow up and supervise the operations of various departments of the Company in accordance with policies, rules, orders, and legal requirements in order to ensure that the Audit Committee and senior executives' activities There is an internal control that is adequate and appropriate to manage risks at a controllable level.

- 9.4 Review, evaluate, and give advice to improve the Company's operational processes. in connection with risk management internal control corporate governance and reports on the reliability and completeness of financial information. and non-financial (Finance and Non-Finance) of the Company and its subsidiaries
- 9.5 Examine the internal control system and risk management in every operational process of each unit. To ensure that there is an internal control system that is appropriate, concise and sufficient to manage risks to be at a controllable level. and according to the good corporate governance process
- 9.6 Inspect different work processes according to the annual audit plan approved by the Audit Committee. and according to the policy assigned by the Audit Committee
- 9.6.1 Review and report reliability and completeness of financial information and other non-financial information (Finance and Non-Finance)
- 9.6.2 Review work systems that have significant impacts on operations and reporting. That there has been a practice that is consistent with the policies, plans, regulations set forth. including relevant laws
- 9.6.3 Review the appropriateness of asset storage. Efficient and economical use of existing resources. Review the actual existence of such assets.
- 9.6.4 Examine compliance with the Securities and Exchange Act, regulations of the Stock Exchange of Thailand. Including regulations, rules, requirements, orders, standards, policies, plans or laws related to the business of the Company.
- 9.6.5 Check and review performance The effectiveness of enterprise risk management , adequacy and effectiveness of internal control through annual internal audits to prevent corruption within the organization, which examines key business processes based on risk factors. And follow up on improvements to fix the detected bugs.
- 9.6.6 Examine evidence about actions that may affect the Company's performance. significant as Conflicts of interest that may affect the Company's operations. Corruption. Irregular acts. or significant defects in the internal control system
- 9.7 Inspection results report along with recommendations per inspected unit To improve work and report to senior management and the audit committee.
- 9.8 Follow up on inspection results to ensure that the person in charge has corrected the defects found.

- 9.9 Consulting by presenting creative ideas useful for the audit committee and the head of the audit unit regarding risk management Internal Control and Corporate Governance
- 9.10 Providing advice and recommendations on the internal control system of the new operating process that the Company will use (Future Business Process).
- 9.11 Coordinate with agencies that perform other audit activities such as auditors and other relevant regulatory bodies. To achieve greater inspection efficiency and reduce redundant operations.
- 9.12 Perform other tasks related to internal audit. In addition to the scheduled annual audit plan as recommended by senior management and assigned by the Audit Committee
- 9.13 Examine the information technology system. It is to check the general control of the system (IT General Controls) and check the specific control of the system (IT Application Controls).
- 9.14 Consulting, recommendation, reviewing and recommending guidelines for improving internal control , risk management and good corporate governance to executives. and inspection agencies
- 9.15 Completely report all material facts found. to the Audit Committee and Chief Executive Officer
- 9.16 Follow up and inspect the implementation of recommendations from the auditor's audit, the Board of Directors. senior management This has been approved by the Audit Committee. To ensure that the management has implemented it effectively.
- 9.17 Prepare an audit report to submit to the management for consideration within thirty (30) days from the date the audit is completed. and submit a summary to the Audit Committee for acknowledgment at least twice (2) times a year.
- 9.18 In the event that the results of the investigation reveal that there are circumstances that are believed to be fraudulent. The head of the internal audit department must promptly report the results of the audit to the Chief Executive Officer and the Audit Committee for consideration.
- 9.19 Comply with the code of ethics of internal auditors.
- 9.20 Perform any other audit work as assigned by the Audit Committee. Board of Directors or Recommendation from Chief Executive Officer
- 9.2.1 Determine and review the internal audit charter. At least 1 (one) time per year Present to the Audit Committee for approval

9.2.2 Present an annual audit plan. which was prepared according to the results of the risk assessment (Risk Assessment) to the Audit Committee including resource allocation Determine the scope of the audit and different audit methods. necessary to achieve the objectives of the audit.

10. Personnel quality development

10.1 The head of the internal audit department must conduct an audit quality assessment. with a questionnaire The audit unit gives opinions after closing the audit every time.

10.2 Internal auditors should be encouraged and supported by the organization to develop their knowledge, skills, and abilities. by participating in professional development and training on an ongoing basis

11. Quality Assessment

12. Ethics and Qualifications of Internal Auditors

12.1 Internal auditors should adhere to and maintain a code of conduct. to maintain reputation and promote the honor of internal auditors and their professional fields as follows:

12.1.1 Perform duties with honesty. diligent

12.1.2 Be fair. Perform duties with fairness to all groups of stakeholders. and without any conflict of interest other

12.1.3 Have a sense of responsibility, attentiveness, determination and dedication to perform duties efficiently and effectively.

12.1.4 Maintain confidentiality of information received from operations. Do not disclose information or report audit results to third parties. or people within the company that is not related to the audit work Unless approved by the audit committee. and do not use the acquired information for personal gain or contrary to legitimate purposes

12.1.5 Do not accept any items or returns. and not engage in activities or relationships that may cause independency or unfairness in the performance of duties

12.1.6 Do not use your authority to seek benefits for yourself.

12.1.7 not taking any action or get involved in any activity which may cause damage or prejudice to the profession of internal auditing against oneself or the Company

- 12.1.8 Always learn and develop oneself in order to increase knowledge, competence and expertise in Operations to achieve success with quality
- 12.1.9 Be loyal to the Company and cooperate in all activities of the company
- 12.1.10 Behave and act as a good example for employees of other departments in strict compliance. according to the company's regulations As well as the code of conduct of internal auditors set by the association. Internal Auditor of Thailand which shall be regarded as part of this charter.
- 12.2 Qualifications of Head of Internal Audit Unit and Internal Auditor
- 12.2.1 Possess knowledge , competence and expertise in performing audit work.
- 12.2. 2 Knowledge of risk management and internal control Be able to assess the likelihood of occurrence and the impact of risk factors on success in management.
- 12.2. 3 Have an understanding of good corporate governance principles.
- 12.2. 4 Have holistic knowledge in accounting, finance, information technology, laws, regulations, rules, regulations, orders and other knowledge. related to internal auditing

Internal Audit Charter was approved by the Board of Directors Meeting No. 1/2022 on February 25, 2022 and effective from February 25, 2022.

Approved by Chaiyaporn Nitaswarakul

(Mr. Chaiyaporn Nitaswarakul)

Chairman of the audit committee