



Company Confidentiality Policy

1. Introduction

To ensure the efficient management of the company's information and maintain the confidentiality of its business secrets, which will lead to the stability of the company's operations, a confidentiality policy has been established. This policy serves as a guideline for directors, executives, and employees to follow, ensuring that the company's operations align with the intended objectives.

2. Objectives

2.1 To make directors, executives, and all employees aware of the importance of maintaining confidentiality in business operations.

2.2 To establish guidelines and responsibilities for directors, executives, and employees regarding the maintenance of the company's confidentiality.

3. Definitions

"Document" means paper or any other object or computer data that conveys meaning through letters, numbers, or other design forms, whether by printing, photographing, or other methods as evidence.

"Confidential document" means all kinds of documents of Microlending Public Company Limited.

"Company" means Microlending Public Company Limited.

4. Guidelines

4.1 All types of documents of Microlending Public Company Limited are considered confidential. Persons responsible for creating or maintaining these documents are not

authorized to disclose them to external parties or internal parties within the company who are not related to those documents, through any communication channels, except for:

1. Internal coordination between departments or divisions solely for the benefit of the company's operations.
2. In cases where the company authorizes the delivery of documents upon request by government agencies with legal authority and necessity for the company's documents for the benefit of governmental missions.

4.2 Individuals with the right to use passwords to access information in the company's computer system must not disclose these passwords to others under any circumstances.

4.3 In cases where company personnel need to take company documents out of the office to perform any work, they must ensure that the documents are not lost or disclosed to external parties.

5. Consideration of Penalties for Violations or Non-Compliance with the Company's Confidentiality Policy

Actions will be taken according to the disciplinary process outlined in the company's regulations and rules. If the violation also constitutes a breach of the law, the company will pursue legal action accordingly.

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