

## S&J International Enterprises Public Company Limited

### Guideline for Trading of Company Securities

For the equal treatment of all shareholders and to create transparency in the disclosure of significant information under the Company's corporate governance policy, the Board of Directors has set the regulations regarding the trading of company securities as follows:

#### Definition

<b>Directors, executives, and relevant employees</b>	refers to	the Company's directors, executive directors, executives, and employees of the Company who have access to inside information due to performing their duties.
<b>SEC</b>	refers to	The Office of the Securities and Exchange Commission
<b>Trading</b>	refers to	Buying, selling, transferring, or receiving securities, both on and off the trading board of the Stock Exchange.
<b>Inside information</b>	refers to	Information that has not yet been disclosed to the general public, which may have a significant impact on the share price or the value of company securities.
<b>Form 59</b>	refers to	a report on changes of securities and derivatives holding according to the form specified by the Office of the Securities and Exchange Commission.
<b>Trading prohibition period for company securities</b>	refers to	Any period of time prior to the disclosure of information in the following cases:  a) The period prior to the disclosure of the Company's operating results and submission of its financial statements to the Stock Exchange each quarter, that is, during the period of 1 month until

(including) the disclosure date the Company has already provided such information for each quarter.

- b) In cases other than a), including the period that the Company Secretary and Investor Relations Department has informed the prohibition of securities trading on a case-by-case basis.

#### **Guidelines for Trading of Company Securities**

1. Directors, executives, and related employees are prohibited from using inside information for personal benefit or disclosing such information to other individuals, whether directly or indirectly, and by any means, whether known or should have known that the recipient of the information may use it to purchase the Company's securities, whether for themselves or others and regardless of whether they receive any compensation or not.
2. Directors, executives, and related employees are prohibited from buying or selling the Company's securities for a period of one month prior to the disclosure of financial statements to the public and for a further 24 hours after the financial statements have been released according to the requirements of the Stock Exchange and in accordance with the principles of good corporate governance.
3. During periods other than the trading prohibition period for company securities, directors, executives, and related employees who intend to buy or sell the Company's securities are required to notify such information at least one business day in advance of the transaction date according to the form of a report on changes of securities holding to the Company Secretary and Investor Relations department.

#### **Procedure for Reporting Trading of Company Securities**

##### **In the case of directors and executives as defined by the SEC definition**

1. Directors or executives who intend to buy or sell the Company's securities are required to prepare a "report on changes of securities holding" (attached document) and notify the Company Secretary via email not less than one day prior to the transaction date of securities trading.
2. Directors and executives are responsible for preparing a "Report on changes of securities and derivatives holding (Form 59)" within 3 business days after trading the Company's securities by notifying through the SEC's website ([www.sec.or.th](http://www.sec.or.th)) and sending a copy to the Company Secretary.

Preparation of the above report shall be covering changes in securities holdings of related persons closed to directors or executives, which are:

- (1) Spouses or cohabiting person living together as husband and wife.
- (2) Children who are not yet of legal age.

- (3) A juristic person whose directors or executives and persons under (1) and (2) or their shares collectively exceed 30 percent of the total voting rights of such juristic person, and the said combined shareholding is the largest proportion in that juristic person.
- (4) Any other person who holds or buys or sells the Company's securities under the name of directors or executives and persons under (1) to (3).

**In the case of executives and employees having access to inside information**

1. Directors and related employees who intend to buy or sell the Company's securities are required to prepare a "report on changes of securities holding" (attached document) and notify the Company Secretary via email not less than one day prior to the transaction date of securities trading.

The policy regarding the guideline for trading of company securities became effective from 25 January 2022 onwards.

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(Mr. Thirasak Vikitset)  
Managing Director