- Translation -

Definitions

Company / Organization	refer to	Asset Five Group Public Company Limited.
Subsidiary	refer to	Any company or legal entity in which Asset Five Group Public Company Limited holds, directly or indirectly, more than fifty percent (50%) of the voting rights.
Asset Five Group or the Group	refer to	1. Asset Five Group Public Company Limited; and 2. its subsidiaries.
The Board of Directors	refer to	The directors of Asset Five Group Public Company Limited.
Executives	refer to	The Chief Executive Officer (CEO) and the next four highest-ranking executives following the CEO, including all persons holding equivalent positions to the fourth-ranking executive, as well as executives in accounting or finance functions at the level of department head or higher, or equivalent.

Objective

The purpose of this Policy is to establish measures to prevent unauthorized access to information, ensure that access to information is appropriately restricted based on each employee's roles and responsibilities, and provide guidelines for preventing the unauthorized disclosure or leakage of the Group's confidential information.

Level	Classification	Description	Examples of Documents	Authorized Users	Information Custodian	Authorized Approver	Storage Location
05	Top Secret Information	Information used for the Company's critical analyses and decision-making processes. Such information shall not be disclosed to any external party, as unauthorized disclosure could adversely affect the Group's operations, weaken its competitive position, or cause significant damage to the Group.	• Business Plan • Merger and Acquisition Plan (M&A Plan) • Memorandum of Understanding (MOU) • Loan Agreements • Financial Agreements • Employee Payroll Records • P.N.D. 1 (Withholding Tax Return) • Employee Records	• Management • Accounting and Finance Department • Business Development Department • Accounting and Finance Department • Human Resources Department	• Business Development Department • Legal and Corporate Communications Department • Accounting Manager • Human Resources Manager	• Business Development Officer • Legal and Corporate Communications Manager • Executive Vice President – Administration • Accounting and Finance Department • Human Resources Manager	• Head Office (Business Development Department) • Head Office (Legal and Corporate Communications Department) • Head Office (Human Resources Department)
04	Highly Confidential Information	Information intended solely for internal use within the Company. Access shall be restricted to designated users or specific departments only and shall not be disclosed to any external party, as such information is essential to the Company's operations and serves the interests of the Group. Unauthorized disclosure may weaken the Group's competitive position or cause significant damage to the Group.	• Customer Database	• Accounting and Finance Department • Legal and Corporate Communications Department	• • Sales and Marketing Department	• • Sales Manager • Marketing Manager	• Head Office (Sales and Marketing Department)

Level	Classification	Description	Examples of Documents	Authorized Users	Information Custodian	Authorized Approver	Storage Location
03	Confidential Information	Information intended for internal use by designated personnel within the Company. Such information shall not be disclosed to all employees or become publicly available. Access shall be limited to authorized personnel with a legitimate business need and who require such information to perform their duties.	• Marketing Plan • BOQ (Bill of Quantities) • General Agreements and Contracts	• Business Development Department • Accounting and Finance Department • Procurement Department	• Sales and Marketing Department • Project Department • Legal and Corporate Communications Department	• Sales and Marketing Manager • Project Director • Legal and Corporate Communications Manager	• Head Office (Sales and Marketing Department) • Project Office • Head Office (Legal and Corporate Communications Department)
02	Internal Use Only	Information that has been classified for internal use and may be disclosed to all employees within the Group. Such information shall not be disclosed to external parties, as unauthorized disclosure may cause damage to the Group.	• Policies and Operating Manuals • Company Announcements • Rules and Regulations	• Employees	• Human Resources Department • Human Resources Department • Human Resources Department	• Human Resources Manager • Human Resources Manager • Human Resources Manager	• Head Office (Human Resources Department)
01	Public Information	Information that may be disclosed to the public without restriction, including information required by law to be publicly disclosed.	• Financial Reports	• Employees • Banks • Shareholders • Government Agencies • Management	• Accounting & Finance Department	• Assistant Chief Executive Officer	• Head Office (Accounting & Finance Department)

Request for Information or Documents

When a request for information or documents is received, the information custodian shall proceed as follows:

1. Verify whether the requester is included in the authorized user group designated by the Company. If the requester is not authorized to access the requested information or documents, the request shall be denied.

2. The information custodian shall record the request in the Document Control Register (Appendix 1) and require the requester to acknowledge receipt by signing the relevant record.

Preparation of Document Copies

1. The information custodian shall verify whether the requester has a legitimate business need for the requested document. If the requester is not directly related to the document and has not obtained approval from the authorized approver (refer to the Information and Document Classification Table above), the request for copying shall be denied.

2. The information custodian shall stamp or print the word "COPY" at the top center of every copied document.

3. The information custodian shall ensure that copies of the document and all attachments (if any) are complete. Where the original document contains internal Company notes or comments, all such internal annotations shall be removed before copying.

4. Where copies are requested for submission to external parties, such as customers, suppliers, contractors, or other third parties, the requester shall complete the Company's prescribed request form, clearly stating the purpose of the request, and obtain approval from the authorized information approver (refer to the Information and Document Classification Table above). Upon approval, the requester shall submit the approved request form to the information custodian before copies are prepared.

5. Where government authorities or regulatory agencies, such as the Revenue Department, the Securities and Exchange Commission (SEC), or other competent authorities, request documents or information that may have legal implications, the information custodian shall not alter, remove, or conceal any part of the original document.

6. Where used single-sided paper is reused for internal photocopying within the Group, the user shall ensure that the reverse side does not contain confidential information, restricted information, or personal data.

Disciplinary Actions

Any violation of the Data Loss Prevention Policy shall be subject to disciplinary action in accordance with the Company's and its subsidiaries' Employee Regulations.

Policy Review

The Company shall review the Data Loss Prevention Policy of the Company and its subsidiaries at least once a year, or whenever there are significant changes in risk factors that may materially affect the Company's or its subsidiaries' business operations.

This Data Loss Prevention Policy was revised (Revision 3) and reviewed at the Board of Directors' Meeting No. 5/2025, held on 12 November 2025, and shall become effective on 12 November 2025 onwards.

Announced on 12 November 2025

-Manop Bongsadadt-
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(Associate Professor Manop Pongsadadt)

Chairman of the Board of Directors

Asset Five Group Public Company Limited

Appendix 1 Internal Document Request Form

Asset Five Group Public Company Limited and Its Subsidiaries

	☐ ASSET FIVE GROUP PUBLIC COMPANY LIMITED ☐ ASSET FIVE DEVELOPMENT CO., LTD. ☐ RACHAYA REAL ESTATE CO., LTD. ☐ TONSON DEVELOPMENT CO., LTD. Date: ....
INTERNAL DOCUMENT REQUEST FORM	
Requesting Department: **Requested by:**	
Document Title:	
Details / Purpose of Request:	
Signature: .... Delivered (______________________) Date: ____ / ____ / ______	Signature:*.................................Requested / Received ( ) Date: ____ / ____ / ______

(Please return this form to the Document Custodian upon completion.)