

**Translation Version**

**The Authority Policy**

**NFORCE-PL-MGT-002**

**On August 14, 2020**

**1. Objectives**

Determine the authority to approve operations in various matters to officers at each level of different departments to specify the scope of responsibility, decision-making power, and orders as assigned by letting the operators know and operate manually as a reference and following the steps systematically. Therefore, this authorization letter intends for all employees to know and follow it for systematic and productive work. These are the part that enables the organization to achieve its goals and plans effectively.

**2. Scope**

This scope of authorization exists to serve as a guideline for the performance by defining the approval authority as specified in the "Table of Authority," where the table of authorization is considered a part of this policy.

To achieve good internal control, the Chief Executive Officer shall approve changes to the scope and the table of authorization. This document covers the performance of all parties in nForce Secure Public Company Limited.

**3. Use of Authority**

**3.1 Self-Authorization**

Employees at all levels cannot self-authorize; they shall present to the supervisor to sign in all cases.

**3.2 The nature of authority usage**

**3.2.1** Do not separate, break up, or split documents with the intention to avoid compliance with the scope of authorization established by the approved companies' group.

**3.2.2** Employees who are authorized as per the manual can give some of their authority to their direct subordinates at a different level. The request for

authorization shall be in written form by the supervisor or above, unless for the Chief Executive Officer, who can give authority to the subordinate as deemed appropriate.

- 3.2.3 For the duration of his or her written assignment, an acting agent or actor has only the authority granted by the position for which he or she is acting for.
- 3.2.4 The exercise of authority shall be used only for the work assigned to it, which has already been compiled according to the nature of the work.
- 3.2.5 Unspecified work in this power of attorney is to be proposed to the Executive Committee or the Chief Executive Officer for approval on a case-by-case basis.
- 3.2.6 In the event of necessity and urgency, and the person with the authority to approve is absent from the normal operation and unable to be contacted, the subordinates below the superior level shall consider and report to the authorized person for later acknowledgment in writing or approval.
- 3.2.7 The specified authority is the lowest position. Higher positions can perform in their stead.
- 3.2.8 Officers in higher positions can review and revise subordinates' approvals.
- 3.2.9 Any authority that conflicts with the general operating authority takes precedence.

**Remark:**

There are 2 types of operating authority:

- 1. General Execution Authority is the authority that all departments in a company that is authorized to perform the same job position have the same authority.
- 2. Specific authority is a specific authority in a company that needs to be established because it is a specific function of a particular agency, such as procurement, special discounts, loan, or providing information to third party, which is the authority that other parties in the Company do not apply to.

The Authority Policy is approved by the Board of Directors Meeting No.5/2020 on August 14, 2020 and is effective from August 14, 2020.