

Bangkok Lab and Cosmetic Public Company Limited  
48/1 Moo 5, Nongshaesao Road, Tumbon Namphu, Ampur Meung,  
Ratchaburi 70000, Thailand

(Translation)

Management Document of Bangkok Lab Cosmetic  
BLCP 10-016

Inside Information Use and Securities Trading Policy  
for Directors, Executives and Employees

Revision No. 1 Effective Date: 21/11/2025

(Translation)



Bangkok Lab and Cosmetic Public Company Limited  
Inside Information Use and Securities Trading Policy  
for Directors, Executives and Employees

Approved by *Assist..Prof..Dr..Wanchai.Sutananta*  
(Chairman of the Board of Directors)  
Based on the Resolution of the Board of Directors Meeting  
No. 7/2025 on November 10, 2025

Reviewed Version No. 1/2025

(Translation)

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## (Translation)

### Inside Information Use and Securities Trading Policy for Directors, Executives and Employees

Bangkok Lab and Cosmetic Public Company Limited (the “**Company**”) is aware of and prioritizes protecting the rights and strengthening the confidence of investors and shareholders in the Company’s securities. To comply with the Securities and Exchange Act and the rules relating to the use of inside information and the prevention of unlawful acts regarding securities trading, the Board of Directors has prepared this policy on the use of inside information and securities trading for directors, executives, and employees to ensure that all directors, executives, and employees are aware of and comply with it.

The Board of Directors requires that the directors, executives, and employees of the Company be responsible for carrying out the following requirements.

1. The Company is obliged to educate its directors and executives on the duties of reporting holdings, changes in holdings, and the acquisition or disposal of securities of one’s own company, spouse or cohabiting partner, and minor children to the Securities and Exchange Commission (“**SEC**”) in accordance with the requirements stipulated in the Securities and Exchange Act.
2. Directors and executives of the Company, including cohabiting spouses, spouses, and minor children, are responsible for preparing and disclosing a report on securities holdings, changes in holdings, and the acquisition or disposal of the Company’s securities to the SEC in accordance with the requirements stipulated in the Securities and Exchange Act. A copy of such report must be delivered to the Company on the same day it is submitted to the SEC.
3. Directors, executives, and employees of the Company, including other persons who are presumed to know or possess the information, are prohibited from using or disclosing information that has not been disclosed to the public on a general basis that is material to changes in the price or value of the securities (“**inside information**”) to others, either directly or indirectly, knowing or having reason to know that such person may use the information to profit from trading securities, whether for themselves or for others, unless it is an act in a manner that does not constitute an exploitation of others in the manner prescribed by the SEC.
4. Directors, executives, and employees are prohibited from disclosing, disseminating, or endorsing any false or materially misleading statements about the Company’s financial position, performance, securities trading prices, or any other information concerning the Company in a manner likely to affect the price of the securities or the decision to invest in the securities.
5. Directors, executives, and employees are prohibited from analyzing or forecasting the financial position, performance, securities trading prices, or any other information relating to the Company using information known to be false or incomplete, which may lead to material misrepresentation in analysis or prediction; neglecting to consider the accuracy of such information; or distorting the data used in analysis or forecasting and disclosing or giving opinions about such analysis or forecasting to the public in a manner likely to affect security prices or investment decisions.
6. The Board of Directors, executives, and employees of the Company are prohibited from trading securities or disclosing information for a period of one month before the financial statements or other information affecting the price of the securities are published to the public, and the securities must not be traded until the expiration of 24 hours after the disclosure of such information to the public.

In the event that legal provisions must be complied with or fall under a court order, a statement of

## (Translation)

reasons must be prepared and presented to the Board of Directors.

7. Directors, executives, and employees of the Company or former directors, executives, and employees of the Company are prohibited from disclosing inside or confidential information of the Company as well as the confidential information of the Company's suppliers that they have acquired through the performance of their duties to third parties, regardless of whether such disclosure would cause damage to the Company and its suppliers.
8. Directors, executives, and employees of the Company or former directors, executives, and employees are obliged to maintain the confidentiality and/or inside information of the Company and are obliged to use the inside information only for the benefit of the Company's business operations. It is prohibited for the directors, executives, and employees of the Company to use the Company's secrets and/or inside information for their own benefit or others, whether directly or indirectly and whether or not they are rewarded.
9. Directors, executives, and employees of the Company who possess inside information should exercise caution in storing and copying documents, as well as destroying, storing, and deleting confidential electronic data when not needed, as it may be disclosed or misused.
10. Directors, executives, and employees of the Company who possess confidential or inside information should exercise caution in discussing confidential information with individuals inside or outside the organization to prevent uninvolved persons from knowing the information.
11. To have a good internal control system to prevent leakage of confidential or internal information, the Company has grouped the categories of persons/entities with confidential or internal information to limit the number of persons/entities that have access to information or are involved in confidential or inside information due to the performance of their duties.

Any action that violates the aforementioned regulations may constitute an offense under the relevant laws. The company will consider it a disciplinary violation according to its work regulations and impose appropriate penalties, ranging from verbal or written warnings, to unpaid suspension for up to seven days, or dismissal. The punishment is determined by the intent behind the act and the seriousness of the offense.

### **In Case of Doubt**

If any director, executive, or employee has any questions or doubts about this policy or is unsure whether relevant inside information has been disclosed to the public, please contact the Company Secretary through the following channels:

Company Secretary

Bangkok Lab and Cosmetic Public Company Limited

Address: 48/1 Village No. 5, Nongshaesao Road, Namphu Subdistrict, Mueang District, Ratchaburi 70000

Phone: 0-3271-9900 per 315

E-mail: [bhc.ocs@bangkoklab.co.th](mailto:bhc.ocs@bangkoklab.co.th)

### **Relevant Policies**

- Personal Data Protection Policy

### **Policy Review**

The Inside Information and Securities Trading Policy for Directors, Executives, and Employees is annually reviewed for adequacy and appropriateness.

This Inside Information and Securities Trading Policy for Directors, Executives, and Employees was approved by the Board of Directors' Meeting No. 7/2025 on November 10, 2025, with effect from November 11, 2025, onward.