

IT Asset Management Policy

1. Introduction

1.1. Objectives

To secure information technology assets of Thai Life Insurance Public Company Limited (the “Company”).

1.2. Scope

This policy covers asset management process of the Company.

1.3. Definition

- “Asset” refers to anything, whether tangible or intangible, with value or significance for Thai Life Insurance Public Company Limited (“the Company”), such as computer equipment, data, personal information, etc.
- “Information Asset Security” means ensuring confidentiality, integrity, and availability of information assets, including accountability and reliability.

2. Policy

2.1. The Company must manage its information technology assets by maintaining a registry of IT assets to fully identify and utilize them for establishing appropriate information technology security measures. Regular maintenance of IT assets is necessary to ensure readiness, security, and continuous business support.

2.2. Risk assessment of IT assets should be conducted at least annually or whenever significant changes occur.

2.3. Responsibilities for IT asset management should be designated for each department, specifying responsible individuals, departments, asset types, and appropriate maintenance years in accordance with the Company's asset management processes.

2.4. Categorization of IT assets should align with the Company's information classification procedure.

3. Reviewing and Updating Policy

Information Security Policies, procedures, and any other guidelines shall be reviewed and updated by management at least once a year to ensure that its content is complete, effective, and can be used appropriately.

4. Penalties

Any breach, violation, negligence, or non-compliance with the policy, work instruction, and relevant supporting documents whether intentional or not, the Company may consider penalties at its discretion or disciplinary action in accordance with the Company's policies. Any breach or violation of the policy is deemed to be an illegal act, the Company may consider further legal proceedings.

(The policy shall be effective as of 22 August 2023 onwards.)