

Guidelines related to Procurement of Human Resource & Administration Department	
<b>Purpose</b>	<p><b>Chapter 1. General</b></p> <p><b>Article 1</b></p> <p>1) To manage procurement under Human Resource &amp; Administration Department to be efficient, transparent and audibility by internal and external auditors.</p> <p>2) To know the roles and responsibilities of Procurement by Human Resource &amp; Administration Department and conditions of procurement which all employees are required to comply with this guidelines.</p> <p>3) To make an understanding of the correct practice of procurement including products and services which is responsible for Human Resource &amp; Administration Department.</p>
<b>Scope</b>	<p><b>Article 2</b></p> <p>This Guidelines has been established to specify the duties and responsibilities in the procurement of products and services which is the responsibility of Human Resource &amp; Administration Department. The scope of compliance shall be applied to Employees of the Company</p>
<b>Definition</b>	<p><b>Article 3</b></p> <p>"Company" means Borneo Technical (Thailand) Limited.</p> <p>"Employees" means "Employees" defined in Company's Work Regulations</p> <p>"Procurement Department" means "Human Resource &amp; Administration Department"</p> <p>"Procurement Requester" means "Department or Section in the company requesting procurement of products or services for their operation"</p> <p>"Procurement" means the operation to acquire products and services by purchasing, hiring, renting, exchanging.</p> <p>"Products and Services" means products and services which is necessary for operating within the Company, there are following categories:</p> <ul style="list-style-type: none"> <li>a) "Finished Product" means finished products such as office supplies, office appliances, electrical equipment and communication devices, etc..</li> <li>b) "Hire of Work/ Made-to-Order" means products that are made upon purchase order only such as gift set, diary, printing form including services such as repair work, decoration work, etc.</li> <li>c) "Rent/ Lease" means rental or leasing products and services from service providers such as cars, copy machines, etc.</li> <li>d) "Public Utility" means public services provided for beneficial operations such as electricity, water supply and telephone</li> <li>e) "Service" means any action or operation that one party presents to the other parties.</li> </ul> <p>"Bidding" means procurement with an amount is over than THB1,000,000.- (One million baht) and specific at least 3 bidders from the list of approved bidders.</p> <p>"Bidding Committee" means a group of members who has the authority to make decisions in selecting suppliers of products or services with an amount over than THB1,000,000.- (One million baht). The Bidding Committee shall consist of members at least 3 people from departments within the Company who hold the position of manager or higher.</p>
<b>Work Procedure</b>	<p><b>Chapter 2. Content</b></p> <p><b>Article 4</b></p> <p><b>1. Prohibition</b></p> <p>To ensure that the Company will obtain only those products and services that are necessary for business operation. Those products and services are the highest quality and procured under the highest beneficial to the Company, Employees must may not :</p> <ul style="list-style-type: none"> <li><b>1.1)</b> Split the value of purchase request form or Asset request for purchasing form in order to avoid approval levels.</li> <li><b>1.2)</b> Submit an order to a supplier directly without approval of the purchase order purchase order from approval according to the specified steps or approval in the quotation prior to the purchase. quotation approval before the purchase is made.</li> <li><b>1.3)</b> Request unnecessary or non-existent products or services for business operation of the Company.</li> </ul>

*Danisman Zettou*

**2. Table for Procurement Approval as follows ;**

Table for Procurement Approval		
Product / Services value (THB)	Approval (Procurement Requester)	Approver (Procurement Dept./Consultant)
THB 50M or more	Chief Executive Officer (CEO)	BOD (submit purchase request to FDIM system)
THB 5M or more, less than THB 50M		Chief Executive Officer (CEO)
THB 1M or more, less than THB 5M	Chief Operating Officer (COO) & Director Chief Corporate Officer (CCO) & Director	Chief Operating Officer (COO) & Director Chief Corporate Officer (CCO) & Director
more than THB 100,000, less than THB 1M		
Less than or equivalent to THB 100,000	GM/ AGM/ Division Manager/ Dept.Manager	GM/ AGM/ Division Manager/ Dept.Manager
Less than or equivalent to THB 10,000	Section Manager	

Remark : The value of procured products and services will be referred to Table for Final Decision on Important Matters.

**3. Supplier & Supplier Registration**

To qualify new supplier before registration in order to minimize the risk of incompliance situation

**3.1) New Supplier :** Finance & Accounts Department is responsible for checking business status and approval new suppliers by referring to new supplier selection form (except in the case of purchasing only once a year).

**3.2) Contract Management :** Legal Section is responsible for reviewing contracts to ensure that they are approved, fully executed and conform to this Guidelines. Procurement should manage contract terms and conform to Legal Department and User Department. A contract should be renewed when its term-end.

**3.3) Supplier Relations :**

- Information related to a supplier's bid or proposal should be disclosed within the Company or Group Company based on necessity to know as determined by Procurement Department and the Bidding Committee as well as the information should not be shared with competing supplier.
- Procurement ensures that selected bidders are given the opportunity to quote and compete on equal terms.

**3.4) Approved Supplier List :** Before any purchase transactions are executed with a new supplier (In the case of regular purchases or more than 2 times), Employees have to register the supplier in the Company system;

- Approved Supplier List shall be approved by Procurement Department.
- The Approved Supplier List shall be updated frequently based on the Company's needs and check the status of business operation.
- The Company shall not enter into business transactions with a supplier which has not fully passed their due diligence or has been rejected by the Company.
- New supplier must be approved by Finance & Accounts Department.

**4. Procurement Method**

**4.1)** Purchase price is less than THB10,000.- (one supplier from the approved supplier list)

**4.2)** Purchase price is from THB10,000 – 1,000,000 (compare at least 2 suppliers from the approved supplier list).

**4.3)** Bidding price is over than THB1,000,000 (At least 3 suppliers from the approved supplierlist).

**4.4)** Employees are strictly not allowed to purchase products and services themselves unless there is an urgent need to support their business operations.

In such cases, Employees have to complete a Purchase Request form approved by the Department Manager or higher as well as inform the reason of necessary to purchase those products or services and send the documents to Human Resource & Administration Department before making cash advance request.

**4.5)** In the event of an emergency, the above procurement method is not required.

**The emergency case is defined as;**

- a) To support the safety of life and property of Employees and the Company.
- b) To prevent sudden damage to property such as floods, fires and disasters.
- c) Other cases which must be approved by the Chief Operating Officer (COO) & Director and Chief Corporate Officer (CCO) & Director

Remark : Details of the procurement process shall be in accordance with Procurement Process Procedure

*Benjamin B. H. H.*

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**5. Procurement Evidence**

To understand the necessity document that required for purchasing products & services.

**5.1 Purchase Request :** Employees have to complete Purchase Request or Asset Request for Purchasing, approval according to "Table for Procurement Approval".

**5.2 Purchase Order :** Procurement Department shall provide "Purchase Order", approval according to "Table for Procurement Approval" to confirm the purchasing.

In the following cases, the Purchase Order is not required.

- An emergency case to prevent disruption of business e.g., emergency repairs or to avoid safety hazards such as danger the safety of life and property of Employees.
- In case system failure which cannot issue Purchase Order.
- In case supplier can accept the purchase upon confirmation of the quotation.
- In case government payments such as license, registration, filing or other administration fees, taxes, fines, penalties, etc.
- In case of occasional procurement such as grocery stores etc.
- In case enter into leasing/ rental contract for building or car.

**5.3 Written Contracts :** It shall be in accordance with the Table for Final Decision on Important Matters.

**5.4 Receipt/ Delivery Note :**

- Procurement is required the receipt and/or delivery note
- Procurement is required relevant documents such as Delivery Note which will be checked by Procurement Requester.

**6. Segregation of Duties and Conflict of Interest**

**6.1)** To control guidelines related to procurement and ensure that employees are not given the opportunity to capitalize on any conflict of interest which may have with the company.

**6.2)** To ensure that all employees do not receive personal benefits or be in a conflict of interest that may have with the company and product sellers or service providers each department will have the following responsibilities:

- Registration supplier >> Procurement Department
- Creating and Approving a PR >> Procurement Requester Department and Checking by Finance & Accounts Department
- Creating and Approving a PO >> Procurement Department
- Invoice payment >> Procurement Requester Department and Finance & Accounts Department

**Chapter 3. Supplementary**

**Article 5**

**In the Event of Doubt**

Any doubts as to interpretation and/or application of these Guidelines, and any matters not specified herein, shall be settled by Human Resource & Administration Department.

**Revision and Abolition of the document**

The approval of revision and abolition of this document shall be in accordance with the Regulations for Management of Company Rules, handled by Human Resource & Administration Department.

**Enforcement**

These Guidelines shall become effective from 11<sup>th</sup> November 2024.

Responsible by :   
( Human Resource and Administration Department )

TH  
X   
Agreed by : .....  
(Chief Corporate Officer & Director)

RU  
X   
Agreed by : .....  
(Chief Operating Officer & Director)

RO  
X   
Agreed by : .....  
(Chief Executive Officer)