

| Guidelines Related to Company Cars | |
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| Purpose | <p>Chapter 1 General</p> <p>Article 1 This Guidelines related to Company Cars (this "Guidelines") is for all Employees (defined in Article 3 hereof) to understand regarding Company Cars (defined in Article 3 hereof).</p> |
| Scpoe | <p>Article 2 This Guidelines should thoroughly xplain all aspects of Company Cars and drivers' liability and responsibility. This Guidelines apply for all the users of Company Cars.</p> |
| Definition | <p>Article 3</p> <p>(1) "Company" means Borneo Technical (Thailand) Limited</p> <p>(2) "Employees" means "Employees" defined in Company's Work Regulations from Human Resource & Administration Department.</p> <p>(3) Expatriates" means Employees who are dispatched from other companies such as Toyota Tsusho Corporation ("TTC") and its group companies according to the agreements between such companies and Company ("Expatriates Agreement").</p> <p>(4) "Company Cars" means Management Cars and Center Cars.</p> <p style="padding-left: 20px;">(4.1) "Management Car" means the vehicles which Company provides to Chief Executive Officer (CEO), Chief Operating Officer (COO) & Director and Chief Corporate Officer (CCO) & Director for more convenience of their business and activity and to Expatriates according to Expatriates Agreement.</p> <p style="padding-left: 20px;">(4.2) " Center Car" means the vehicles which Employees may use according to this Guidelines such asDelivery Cars and 3M Promotor Cars.</p> <p>(5) "Driver's License" means car driver license authorized by Department of Land Transport.</p> <p>(6) " Annual Car Registration Fee" means an annual fee which every car owner (by rights) is responsible to pay according to the mandatory law exercised by Department of Motor Vehicles of Thailand.</p> <p>(7) " Car Insurance" means the two types of insurance as follows:</p> <p style="padding-left: 20px;">(7.1) Compulsory Motor Insurance which is the insurance required by the law. The owners of all the cars registered with the Department of Land Transport are required to comply with the Compulsory Automobile Insurance Act. This is to ensure that road victims and their families are compensated in case of death and injuries.</p> <p style="padding-left: 20px;">(7.2) Voluntary Motor Insurance which is aimed to provide additional cover for vehicle owners in case of damage to their property.</p> <p>(8) "Maintenance" means checking/changing automotive parts which is done for every certain distance.</p> <p>(9) "Fine" means the money that the fined person is obliged to pay as a punishment for being guilty of the offense or not performing the agreed contract.</p> |

T. G. H. W. Danigman

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Chapter 2 Content

Ownership of Company Cars

Article 4 The title to and ownership of all the Company Cars shall remain vested with Company of its designated person/company at all the time. Employees shall have no right to dispose a part or whole of the Company Cars without prior consent of Company.

Management Cars

Article 5 (1) Company provides Management Cars for Chief Executive Officer (CEO), Chief Operating Officer (COO) & Director and Chief Corporate Officer (CCO) & Director.

(2) Company provides Management Cars to Expatriates is subject to Expatriates Agreement, and if Expatriates are not from TTC, Company provides Management Cars according to respective Expatriates Agreement.

Additionally, consideration will be given to the safety and convenience of travel, which will result to enhanced work efficiency.

| Expatriates | |
|---------------|-------------------------------|
| Grades in TTC | Car model |
| M1 | Camry and above |
| M2/M3 | Camry or similar class |
| M4/A1 | Altis, Cross or similar class |
| A2/A3 | Vios or similar class |

(3) Driver for Management Cars shall send "Management Car Usage Report" to Human Resource & Administration Department once a month.

Center Car

Article 6 (1) Employees may use Center Cars for business purpose with application made through "Car Booking Form" approved by Section Manager or upper.

(2) All Center Cars are prohibited to use for private usage.

Management car drivers

Article 7 (1) Company provides a driver to Chief Executive Officer (CEO), Chief Operating Officer (COO) & Director and Chief Corporate Officer (CCO) & Director and Expatriates who are provided with Management Cars.

(2) Notwithstanding Article 7(1) above, Company reserves right to change the Management Car Driver depending on necessity and availability. Any consideration shall be made by Human Resource & Administration Department case by case.

(3) Company provides drivers according to Article 7(1) for business purpose only.

Related Expenses

Article 8 (1) All the following expenses related to the Company Car shall be borne by Company:

- (1.1) Gasoline
- (1.2) Express way
- (1.3) Annual Car Registration Fee
- (1.4) Car Insurance
- (1.5) Maintenance
- (1.6) Any expenses considered necessary by Human Resource & Administration Department.

(2) All Employees shall have responsibility to follow the claim procedure in order to reimburse any expense to be borne by Company.

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| Speed Limit | Article 9 All the drivers of Company Cars shall comply with the speed limits according to the laws, and in any case speed limit shall not be over 120 kilometers per hour. |
| Appliances for Company Car | Article 10 For the safety reason, Company shall install appliances as follows: (1) Car Camera. (2) Reverse sensor for Management Cars. (3) Others which are considered necessary by Company. |
| Driver Eligibility | Article 11 (1) All Employees who need to drive Company Car shall have a valid Driver's License. (2) If the driver is under the influence of alcohol/ liquor, such driver shall not driver Company Cars. |
| Return & Replacement | Article 12 The existing car rotation shall be managed and considered appropriately by Human Resource & Administration Department. |
| Disclaimer | Article 13 Company shall not be responsible for the followings: (1) Paying Fines which are imposed on Employees while driving Company Cars. (2) Any fee required by the insurance company in case of an accident which the insurance company identified that such accident is caused by the reason attributable to Employees. (3) Any other fees which is caused by the reason attributable to Employees. Chapter 3 Supplementary |
| Responsible Department | Article 14 The responsible department of this Guidelines is Human Resource & Administration Department. |
| In case of doubt | Article 15 Any doubt(s) with respect to interpretation and application of these guidelines or any matter not stipulated herein shall be determined by Human Resource & Administration Department. |
| Revision and abolition of the document | Article 16 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 | Article 17 This Guidelines shall take effect from 11 th November, 2024 |

Responsible by : 
(Human Resource and Administration Department)

Agreed by : 
(Chief Corporate Officer & Director)

Agreed by : 
(Chief Operating Officer & Director)

Agreed by : 
(Chief Executive Officer)