

Transaction type	AUTHORISATION LEVEL									
	CEO	COO-Sales & MKT Div.Sales&MKT/Logistics/51 (RU)	CCO-Corporate Div.52/54/55 (TH)	Division-Head-AAD	Division-Head-Finance	Division-Head-ISD/ Division Mgr.	Department Mgr.	Marketing Mgr.&Group Product Mgr./Product Mgr./ Asst.Product Mgr.	Sales Mgr./ Sale Sup.	BSC Mgr.
Payment Transactions :										
1. Payment for inventory transaction :										
- 3M	>30,000,000 (Co-sign COO & CCO)	30,000,000 (Co-sign)		N/A	< 2,000,000 (Co-sign with COO or CCO)	N/A	N/A	N/A	N/A	N/A
- Amara Raja & Yuasa Battery	>20,000,000 (Co-sign COO & CCO)	20,000,000 (Co-sign)								
- Other Suppliers	>10,000,000 (Co-sign COO & CCO)	10,000,000 (Co-sign)								
2. Payment of divisional expenses :										
- Salary Payment	> 20,000,000 (Co-sign COO & CCO)	20,000,000 (Co-sign)		500,000	< 1,500,000 (Co-sign with COO or CCO)	500,000/200,000	100,000	50,000/ N/A/ N/A	5,000/ 2,000	5,000
- Revenue Department / Thai Customs	> 10,000,000 (Co-sign COO & CCO)	10,000,000 (Co-sign)								
- Other Vendors	> 5,000,000 (Co-sign COO & CCO)	5,000,000 (Co-sign)								
3. Travel - Requisition / Passage / Cash :										
• Country : - Car / Bus / Train	YES	YES		YES	YES	YES	YES	YES	N/A	N/A
- Air Fare	YES	YES		N/A	N/A	N/A	N/A	N/A	N/A	N/A
• Oversea	YES	YES		N/A	N/A	N/A	N/A	N/A	N/A	N/A
Travel trip expenses :										
• Country		> 50,000		50,000	50,000	50,000/30,000	20,000	20,000/10,000/5,000	N/A	N/A
• Oversea	> 500,000 (Co-sign with COO)	500,000		100,000	100,000	100,000/50,000	N/A	N/A	N/A	N/A
4. Entertainment		> 50,000 (Co-sign)		30,000	20,000	30,000/15,000	10,000	10,000 / N/A/N/A	3,000/ N/A	N/A
5. Salesman commission scheme :										
• Commission scheme/ Incentive Fix/ Guarantee/ Incentive to team(incl. from Supplier)		YES	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
• Special Incentive		YES	N/A	20,000	N/A	20,000/NA	N/A	N/A	N/A	N/A
6. A&P Campaign	> 3,000,000 (Co-sign COO & CCO)	700,001 - 1,500,000		700,000	N/A	700,000/200,000	100,000	50,000 /N/A/ N/A	N/A	N/A
		1,500,001-3,000,000 (Co-sign)								
7. Advance Request for staff	> 2,000,000 (Co-sign COO & CCO)	300,001 - 1,000,000		300,000	300,000	300,000/100,000	50,000	50,000 /N/A/ N/A	N/A	N/A
		1,000,001 - 2,000,000 (Co-sign)								

Remark : For COO & CCO Authorization Level
(1) priority person in-charge
(2) urgent case (priority person in-charge is out of office)

Rattana K. Rana

Transaction type	AUTHORISATION LEVEL									
	CEO	COO-Sales & MKT Div.Sales&MKT/Logistics/51 (RU)	CCO-Corporate Div.52/54/55 (TH)	Division-Head-AAD	Division-Head-Finance	Division-Head-ISD/ Division Mgr.	Department Mgr.	Marketing Mgr.&Group Product Mgr./Product Mgr./ Asst.Product Mgr.	Sales Mgr./ Sale Sup.	BSC Mgr.
Capital Expenditure :										
1. Fixed Assets Purchase/ Disposal	500,000 - < 3,000,000 (Co-sign COO & CCO)	< 500,000 (Co-sign)		N/A	N/A	N/A	N/A	N/A	N/A	N/A
2. Fixed Assets Write off	100,000 - < 3,000,000 (Co-sign COO & CCO)	< 100,000 (Co-sign)		N/A	N/A	N/A	N/A	N/A	N/A	N/A
Purchasing :										
1. Stock Items :										
1.1 The Monthly Order Plan >5,000,000 Bht		5,000,001 -10,000,000 (1) COO or (2) CCO		5,000,000	N/A	5,000,000	N/A	N/A	N/A	N/A
		10,000,001 (Co-sign)								
- Individual Purchase Order which reference to The Monthly Order Plan as 1.1		5,000,001 -10,000,000 (1) COO or (2) CCO		5,000,000	N/A	5,000,000 / 4,000,000	2,000,000	1,500,000/1,000,000/800,000	N/A	N/A
		10,000,001 (Co-sign)								
1.2. The Monthly Order Plan ≤ 5,000,000 Bht		3,000,001 - 5,000,000 (1) COO or (2) CCO		3,000,000	N/A	3,000,000	N/A	N/A	N/A	N/A
- Individual Purchase Order which reference to The Monthly Order Plan as 1.2		3,000,001 - 5,000,000 (1) COO or (2) CCO		3,000,000	N/A	3,000,000/2,000,000	2,000,000	1,500,000/1,000,000/800,000	N/A	N/A
1.3 Individual Purchase Order without The Monthly Order Plan		2,000,001-4,000,000		2,000,000	N/A	2,000,000/1,500,000	1,500,000	1,000,000/800,000/500,000	N/A	N/A
		> 4,000,001 (Co-sign)								
1.4 Individual Purchase Order due to having Back Order Stock to fulfill customer's requirement		1,000,001 - 2,000,000 (1) COO or (2) CCO		1,000,000	N/A	1,000,000	700,000	500,000/300,000/200,000	N/A	N/A
		> 2,000,000 (Co-sign)								
2. Expenses Items :										
>100,000 at least 2 vendors comparison	> 3,000,000 (Co-sign COO & CCO)	1,500,000 - 3,000,000 (Co-sign)		500,000	< 1,500,000 (Co-sign with COO or CCO)	500,000/200,000	100,000	50,000/ N/A/ N/A	5,000/ 2,000	5,000
3. Agreement per month (Leasing/Rental,etc.)	> 2,000,000 (Co-sign COO & CCO)	2,000,000 (Co-sign)		N/A	N/A	N/A	N/A	N/A	N/A	N/A
4. Receiving goods from supplier by SM (with PO) for IED (urgently requirement by customer)		> 300,000 (Co-sign with CEO)	N/A	N/A	N/A	300,000	200,000	N/A	50,000	N/A
5. Advance to Supplier / Deposit	YES	YES		N/A	N/A	N/A	N/A	N/A	N/A	N/A
6. Maximum Stock value at Third Party WH	120,000,000 (Co-sign with COO)	120,000,000 (Co-sign with CEO)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Customers Credit / Invoice / Debit & Credit Notes :										
1. Customer Credit Limits: Setting & Revision	> 2,000,000 (Co-sign with CCO or COO)	2,000,000 (1) CCO or (2) COO		1,000,000 (Co-sign with CSS)	1,000,000 (Co-sign with CSS)	1,000,000/700,000 (Co-sign with CSS)	500,000 (Co-sign with CSS)	N/A	400,000/200,000 (Co-sign with CSS)	N/A
2. Special Treatment to Customer		YES (1) CCO or (2) COO		N/A	N/A	N/A	N/A	N/A	N/A	N/A

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3. Sales orders within Credit Limit (except delivery goods by SM) will be automatically released after sent notification as follow : IED<=700,000 Bht		}	>1,000,000 (1) COO or (2) CCO	N/A	}	1,000,000/N/A	N/A	}	}	}
IDD<=400,000 Bht				N/A		1,000,000/N/A	N/A			
AAD<=300,000 Bht				1,000,000		N/A	500,000			
4. Sales orders in stock class NS/NSL within Credit Limit will be waived the deposit (IED customers : need P/O only)			>1,000,000 (1) COO or (2) CCO	1,000,000	N/A	1,000,000/200,000	200,000	N/A	20,000/10,000	N/A
5. <u>Pick up goods to customers by SM is prohibited except following case:</u> <u>Urgently</u> Sales orders with delivery goods to customers by SM within Credit Limit will be approved as per DAL/calling confirm order with customer record in AX Master File by CS Team : 5.1 IED (with PO)			> 200,000 (1) COO or (2) CCO	N/A	N/A	200,000	N/A	N/A	50,000/ N/A	N/A
5.2 IDD			> 200,000 (1) COO or (2) CCO	N/A	N/A	200,000	N/A	N/A	N/A	N/A
5.3 AAD			> 200,000 (1) COO or (2) CCO	200,000	N/A	N/A	N/A	N/A	N/A	N/A
6. Pick up goods from customer by SM is prohibited except Quality Claim or Damaged goods			> 100,000 (1) COO or (2) CCO	100,000	N/A	100,000	50,000	40,000 / 30,000 / 30,000	20,000/ N/A	N/A
7. <u>Pick up by customer is prohibited except following case:</u> <u>Urgently</u> Sales orders with delivery goods by customer within Credit Limit: - <u>customer who register by signed Letter confirmation to pick up goods by themselves in case of be able to specific the Car Plate No.,</u> (1) SM send Requisition Email to Division Head/Sales Sup. Sales Mgr./ BOM/Warehouse Mgr./CS/AA/Warehouse Admin/MIS,etc. for the Receiver / the Car Register Plate No (2) 100%calling recheck with customer by CSS Team before set up their requirement in AX Master File (3) 100% calling confirm order by using the customer record in AX Master File and reconfirm the Receiver/Car Register Plate No. by CS/BOM Team (4) check their ID Card & Car Register Plate by Logistics Team - IED (with PO)			> 200,000 (1) COO or (2) CCO	N/A	N/A	N/A	N/A	N/A	N/A	N/A
- IDD			> 200,000 (1) COO or (2) CCO	N/A	N/A	N/A	N/A	N/A	N/A	N/A
- AAD			> 200,000 (1) COO or (2) CCO	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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(2) urgent case (priority person incharge is out of office)

Rattan T. P. P.

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8. Customer Credit Term :										
8.1 Setting : follow with Credit Control Policy		YES		N/A	N/A	N/A	N/A	N/A	N/A	N/A
8.2 Revision		> 2,000,000 (1) COO or (2) CCO		N/A	2,000,000 (Co-sign with COO or CCO)	N/A	N/A	N/A	N/A	N/A
9. Credit note orders & Official Credit note with follow RMA Policy :										
9.1 IED/ IDD		> 700,000 (Co-sign)		N/A	700,000	500,000/ 300,000	50,000	50,000 /N/A/ N/A	50,000/ N/A	N/A
9.2 AAD		> 700,000 (Co-sign)		700,000	700,000	N/A	50,000	50,000/ N/A/ N/A	10,000/ N/A	N/A
9.3 Goodwill Claim for Battery		> 150 units/customer (Co-sign)		50 units/customer	N/A	N/A	30 units/customer	N/A	10 units/month	N/A
10. Debit note										
10.1 IED/ IDD		> 700,000		N/A	700,000	500,000/ 300,000	200,000	N/A	100,000/50,000	N/A
10.2 AAD		> 700,000		700,000	700,000	N/A	200,000	N/A	100,000/50,000	N/A
11. S.bills (Other Charging)		> 2,000,000 (Co-sign)		N/A	2,000,000	N/A	N/A	N/A	N/A	N/A
12. Credit note (Promotion to customers after approval on Payment clause 6.A&P Campaign)		> 700,000		700,000	N/A	700,000/200,000	100,000	50,000 /N/A/ N/A	N/A	N/A
13. Selling Stock as loss	> 1,000,000	1,000,000 (Co-sign)		N/A	N/A	N/A	N/A	N/A	N/A	N/A
<u>A/R Adjustment :</u>										
1. A/R write off	< 3,000,000	Agree (Co-sign)		N/A	Propose	N/A	N/A	N/A	N/A	N/A
2. A/R Over/Shortage		> 1,000 (Co-sign)		1,000	1,000	1,000	N/A	N/A	N/A	N/A
<u>Inventory Adjustment :</u>										
1. Stock write off	< 3,000,000	Agree (Co-sign)		Propose	Agree	Propose	N/A	N/A	N/A	N/A
2. Stock Over / Shortage	YES	N/A		N/A	N/A	N/A	N/A	N/A	N/A	N/A
3. Stock Transfer (borrow for demonstration/Event)	> 10,000,000	> 10,000,000	N/A	10,000,000	N/A	10,000,000/3,000,000	200,000	100,000/50,000/N/A	N/A	N/A
4. Stock Transfer between selling WH (branch to branch)	> 3,000,000	> 3,000,000	N/A	3,000,000	N/A	3,000,000/2,000,000	500,000	500,000/ 250,000/150,000	N/A	N/A
5. Stock Transfer(Warehouse Claim/Warehouse Damage/between Location)	>1,000,000	>1,000,000	N/A	1,000,000	N/A	1,000,000/800,000	500,000	N/A	N/A	N/A
6. Stock Adjustment (Demo & Sample) :										
6.1 IED		> 200,000	N/A	200,000	N/A	200,000/ 100,000	50,000	50,000/ N/A/ N/A	5,000	N/A
6.2 IDD/AAD		> 200,000	N/A	200,000	N/A	200,000/ 100,000	50,000	50,000/ N/A/ N/A	N/A	N/A
7. Stock Adjustment(Internal use)		>3,000 (Co-sign)		3,000	3,000	3,000	2,000	1,500/1,000 / N/A	N/A	N/A
8. Stock Adjustment(Claim to supplier/Warranty claim)		> 1,000,000 (Co-sign)		1,000,000	N/A	1,000,000	200,000	100,000/ N/A/ N/A	N/A	N/A
9. Stock battery claim (BCF Form)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	YES
<u>Litigation and Arbitration</u>	> 1,000,000 - 3,000,000	1,000,000 (Co-sign)		N/A	N/A	N/A	N/A	N/A	N/A	N/A

Remark : For COO & CCO Authorisation Level
 (1) priority person incharge
 (2) urgent case (priority person incharge is out of office)

Tzattun < 