



Saksiam Leasing Public Company Limited
Payment Terms for Suppliers Policy and Guidelines

Saksiam Leasing Public Company Limited (the "Company") places great importance on its stakeholders, including suppliers. Considering the changing economic, social, environmental, and business landscape, the Company has established this policy to strictly and fairly adhere to contracts, the Code of Conduct, and commitments made to suppliers. The Company has set criteria for cash outflows to serve as a standard for efficient, systematic, transparent, and verifiable operations, ensuring financial liquidity and sustainable business continuity, in accordance with the following guidelines:

1. Payment Terms for Suppliers without Specified Contracts or Mutual Agreements

The Company divides monthly payments to suppliers into two cycles:

- 1.1 First Cycle of the Month:** Payments are made on the 10th of each month for invoices received between the 21st and the 5th of the following month.
- 1.2 Second Cycle of the Month:** Payments are made on the 25th of each month for invoices received between the 6th and the 20th.

In cases where the payment date falls on a holiday, the Company will make the payment on the next business day.

2. Payment Terms for Suppliers with Specified Contracts or Mutual Agreements

The Company will comply with contracts made with suppliers by making payments according to the calendar dates specified, such as for tax expenses, rental contract expenses, utility expenses, and vehicle hire-purchase installments, etc.

3. Internal Control and Auditing

Before each payment cycle, the Company will verify and certify the completeness and accuracy of the supporting documents for every payment. If any incompleteness or errors are found in the documents, they will be returned for correction to ensure they are complete and accurate before payment is made. The date of successful correction will be considered the invoice receipt date.

This policy was approved by the Board of Directors at Meeting No. 2/2022 on May 12, 2022.

Announced on May 13, 2022.

(Mr. Siwaphong Boonsalee)

Managing Director