



Saksiam Leasing Public Company Limited

Practices and guidelines Procurement and Supplier Selection Policy

Saksiam Leasing Public Company Limited (“the Company”) recognizes the importance of systematic, fair, and transparent procurement and supplier selection, while supporting business partners that operate ethically, in accordance with the Company’s procurement regulations and procedures. The Company also promotes responsibility toward society, communities, and the environment, and will not engage in transactions with individuals or entities involved in illegal activities, corruption, or fraudulent practices. Accordingly, the Company has established the following guidelines and conditions for consideration

1. Objectives

1.1 To ensure that the Company procures goods and services under accurate, timely, safe, and environmentally friendly delivery conditions, with transparent and accountable operations.

1.2 To establish a procurement and supplier selection system that ensures full compliance with contractual obligations, avoids conflicts of interest, corruption, or discrimination that could harm the Company’s business operations.

1.3 To manage suppliers so that their operations meet defined standards, are capable of fulfilling the Company’s increasing demand for goods and services, and achieve operational goals. The Company also aims to foster long-term, mutually beneficial relationships with suppliers and contractors, thereby strengthening organizational sustainability alongside its business partners.

1.4 To ensure fair and transparent standards for supplier selection, evaluation, and monitoring, based on business stability, supplier reliability, ethical business conduct, sound financial standing, credible business history, and verifiable business premises. Suppliers must not engage in human rights violations and must recognize their responsibility toward society, communities, and the environment.

2. Definitions

Procurement Includes purchasing, contracting for goods, outsourcing of services, transportation services, leasing, and hire-purchase.

Supplier: Refers to vendors, contractors, service providers, lessors, or hire-purchase providers that deliver goods or services to the Company.

Vendor List: A list of suppliers or business partners with whom the Company has conducted transactions and whose names are recorded in the Company's system.

Approved Vendor List: Suppliers on the Company's Vendor List who have passed the Company's selection and performance evaluation process in designated goods or service categories.

3. Supplier Selection Criteria

The Company places great importance on the fair and appropriate selection of suppliers to ensure compliance with established criteria. Supplier selection, evaluation, and verification are carried out on an equal basis ensuring suppliers are able to meet the Company's requirements. This includes regular assessments of current suppliers and effective evaluation of potential new suppliers, with consideration of procurement limits and the Company's procurement regulations. Key selection criteria include:

- Quality of goods, services, or past performance
- Price or service fees
- Delivery lead time
- Cooperation with the Company in providing product samples, quotations, or other required information, such as compliance with the Supplier Code of Conduct, covering business ethics, social responsibility, and environmental considerations
- Payment terms

The Company evaluates current suppliers at least once per year, focusing on key factors such as product/service quality, delivery, and pricing. Scores are assigned based on these criteria, and suppliers are graded accordingly, with results used to determine appropriate supplier development measures.

4. Supplier Qualifications

- 4.1 Be a manufacturer, operator, distributor, dealer, service provider, or contractor with verifiable business premises.
- 4.2 Possess personnel, machinery, equipment, products, services, warehouses, financial stability, and a credible business track record.

- 4.3 Accept and comply with the Company's Supplier Code of Conduct.
- 4.4 Demonstrate satisfactory performance in terms of product/service quality, delivery, after-sales service, warranty, or other contractual conditions.
- 4.5 Have no conflict of interest with the Company's business.
- 4.6 Not have a record of being prohibited from business transactions due to fraudulent activities

5. Supplier Registration

5.1 Applicants wishing to become suppliers of the Company must submit a completed application form along with required details and supporting documents, including: corporate or individual business registration certificates, government-issued certifications, power of attorney (if applicable), bank account details, and tax registration documents such as a VAT Registration Certificate. Applications must be submitted to the Company's procurement department.

5.2 Suppliers must sign an acknowledgement agreeing to comply with the Company's Supplier Code of Conduct.

6. Business Engagement with the Company

Only suppliers registered in the Company's system are eligible to conduct business with the Company, except in certain cases such as price inquiries or bidding processes, where suppliers may be invited to submit quotations prior to registration. Once selected, the supplier must complete the registration process. The Company may also require suppliers to accept electronic transactions for efficiency, in compliance with applicable electronic transaction laws.

6.1 Purchase orders or written contracts between the Company and the supplier shall constitute binding agreements governing the transactions.

6.2 Suppliers may be required to provide performance guarantees for bids or contracts, as specified in writing. Such guarantees will be returned upon fulfillment of the contractual obligations.

6.3 Upon fulfillment of purchase orders, contracts, or agreements, suppliers must submit tax invoices, receipts, and/or other supporting documents necessary for payment at the designated place and time. Payments will be made by bank transfer, after withholding tax and any other contractual obligations (e.g., performance guarantees), unless otherwise requested in writing by the

supplier. If payment by cheque is required, the Company reserves the right to issue crossed cheques for deposit only.

6.4 Suppliers may request amendments to their information in the Company's system by contacting the procurement department and submitting certified supporting documents signed by an authorized representative of the supplier.

6.5 Suppliers may lodge complaints regarding unfair treatment under the Company's corporate governance principles through designated reporting and whistleblowing channels.

This Practices and guidelines Procurement and Supplier Selection Policy was approved by the Company's Board of Directors at Meeting No. 3/2023 on May 11, 2023.

Announced on May 23, 2023

Mr. Siwaphong Boonsalee

Managing Director