



## Saksiam Leasing Public Company Limited Procurement and Supplier Selection Policy and Guidelines

Saksiam Leasing Public Company Limited (the "Company") recognizes the importance of systematic, fair, and transparent procurement and supplier selection. We are committed to supporting suppliers who conduct business ethically in accordance with the Company's procurement regulations and procedures, while actively participating in social, community, and environmental responsibility. We will not conduct business with any individual or entity involved in illegal activities, corruption, or conduct indicative of corrupt behavior. Accordingly, we have established the following guidelines and consideration criteria:

### 1. Objectives

- 1.1 To ensure the Company receives goods and services that meet delivery requirements accurately, promptly, safely, and in an environmentally friendly manner, through operations that are transparent and verifiable.
- 1.2 To maintain a management system for sourcing and selection that ensures full compliance with contractual obligations, avoids conflicts of interest, corruption, or discrimination that may cause damage to the Company's business operations.
- 1.3 To manage suppliers effectively so that their operations meet defined standards, satisfy the Company's growing demand for goods and services, and achieve operational goals. We aim to continuously develop mutually beneficial relationships with suppliers and contractors, reinforcing the organization's commitment to sustainability.
- 1.4 To establish fair, transparent standards for selecting, evaluating, and auditing suppliers, based on business stability, reliability, ethical business practices, strong financial status, verifiable operational history, and a commitment to human rights, social responsibility, community, and the environment.

### 2. Definitions

- **Procurement:** Sourcing, contracting for work, outsourcing services, transport services, leasing, and hire-purchase.
- **Supplier:** Sellers, contractors, service providers, lessors, or hire-purchase providers who deliver goods or services to the Company.
- **Vendor List:** Suppliers or business partners who have transacted with the Company and are registered in the Company's system.
- **Approved Vendor List:** Suppliers listed in the Company's system who have passed the selection and performance evaluation process for specified categories of goods and services.

### 3. Supplier Selection Criteria

The Company prioritizes the selection of suitable and fair suppliers. To ensure an accurate and appropriate selection process, we evaluate and audit suppliers equally to ensure they can deliver goods and services that meet the Company's needs. This includes regular performance evaluation of existing suppliers and effective selection of new suppliers, based on budget and the Company's procurement regulations. Criteria include:

- Quality of goods/services or past performance.
- Price or service fees.
- Delivery time.
- Cooperation with the Company regarding samples, quotations, or other data, including compliance with the "Supplier Code of Conduct," covering ethics, society, and the environment.
- Payment terms.

The Company mandates an evaluation of current suppliers at least once a year, based on key criteria such as product/service quality and delivery performance. Suppliers are graded to determine potential development and enhancement paths.

### 4. Supplier Qualifications

- 4.1 Must be a manufacturer, entrepreneur, vendor, distributor, service provider, or contractor with a verifiable establishment.
- 4.2 Must have reliable personnel, machinery, equipment, goods, services, warehousing, financial status, and operational history.
- 4.3 Must accept and comply with the Supplier Code of Conduct.
- 4.4 Must have satisfactory performance, evaluated by product/service quality, delivery, after-sales service, warranties, or other transactional conditions.
- 4.5 Must not have a conflict of interest with the Company's business.
- 4.6 Must not have a history of being prohibited from trading due to corrupt practices.

### 5. Supplier Application

- 5.1 Interested applicants may submit an application using the prescribed form, along with required details and supporting documents ( e. g. , Certificate of Incorporation, government-issued certificates, power of attorney, bank account details, and Tax Registration Certificate (PP.20)) to the Company's procurement department.
- 5.2 Suppliers must sign an acknowledgement to comply with the Company's Supplier Code of Conduct.

### 6. Business Procedures with the Company

Suppliers must be registered in the Company's system, except in specific cases such as price surveys or bidding where they may be invited to submit a quote prior to registration. Upon

selection, they will proceed with registration. The Company may request electronic transaction acknowledgement for efficiency under applicable laws.

- 6.1 Written Purchase Orders or signed agreements serve as binding contracts.
- 6.2 For quotations or contracts, the Company may request a performance bond, which will be returned upon the completion of contractual obligations.
- 6.3 Upon fulfillment of the contract, the supplier must submit tax invoices, receipts, and/or other necessary documents to receive payment at the Company's designated location and time. Payments will be made by bank transfer after deducting withholding tax and other contractual obligations (e.g., retention money) to the bank account provided by the supplier, unless requested by cheque (crossed cheque only).
- 6.4 Suppliers may update their information by contacting the procurement department with authorized supporting documents.
- 6.5 Suppliers may report unfair treatment via the Company's designated complaint and whistleblower system.

**This Procurement and Supplier Selection Policy and Guidelines was approved by the Board of Directors at Meeting No. 3/2023 on May 11, 2023.**

Announced on May 25, 2023.

(Mr. Siwaphong Boonsalee)

Managing Director