

(Unofficial Translation)

## Policy Announcement of Thai Private Sector Collective Action Against Corruption

No. 03/2561

### on Charitable donation Public benefit and Sponsorship

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The charitable donation and public benefit donation and sponsorship must be provided in the name of the Company transparently and in accordance with the Company's approval authority as well as must be able to prove that such activity is carried out as its real purpose and is not involved in reciprocal benefits of any specific person, agency or group of people.

#### Practice

1. Charitable donation and public benefit donation must be proven that it is in accordance the real purpose of the donations, no charitable or public benefit donations with hidden purpose including not involve in reciprocal benefits of any specific person, agency or group of people.
2. Sponsorship must be for public relations purposes to promote the image and reputation of the Company which must be provided in good faith, transparently and legally and must be clearly specify the name of the Company or the Company's logo.
3. Sponsorship must be able to prove that such activity was actually carried out and was beneficial to society as well as must not relate to bribery or impersonation for the benefit of any specific person, agency or group of people.
4. Be careful when providing donations or sponsorships arising from requests or recommendations of government officials as it may be considered as an indirect bribery.
5. Charitable donation, public benefit donation and sponsorship must be carried out according to the Company's approval authority, legitimate and with correct proof of payment.

## **Procedure**

1. Propose the matter to consider the accordance with the Company's policies and objectives.
2. Present the matter to the authorized person for consideration and approval according to the Company's approval authority.
3. Prepare documents according to the disbursement procedure.
4. Accounting department checks documents and makes payment voucher in accordance with charitable donation practice and sponsorship practice.
5. Financial department provides a cheque for authorized person to sign and follows the proof of payment.
6. Accounting department collects all documents in the file to be evidence and to check information.

This policy is effective as of 15 August 2018 onwards.

Yours sincerely,

- *Signature* -

(Ms. Soontareeya Wongsirikul)

Thai Private Sector Collective Action  
Against Corruption Director