

## Billing and Payment Policy for Partners

**TCM Corporation Public Company Limited** recognizes the significance of managing working capital. Consequently, we have established this policy to define the payment terms for our partners. Currently, we offer a credit term of 30 to 60 days. We have set a standard criterion for payment terms with new partners who will become our business allies. We request that the proposed payment term be no less than 30 days. If any partner proposes a term shorter than the standard, it will be evaluated on a case-by-case basis.

However, the payment terms and conditions with each partner must be in accordance with the agreement or negotiation with each partner, considering the nature of their operations and other factors suitability factors, which will lead to maximum efficiency in conducting business.

The company has established guidelines for managing payment terms as a standard and preliminary practice to support the company's ability to manage funds and develop its business for sustainable growth.

### Objective

1. To maximize the efficiency of cash flow management and working capital management.
2. To ensure a payment process that complies with accounting and tax principles.

### Billing and Payment Procedures

The following are the procedures for billing and payment:

#### 1. **Billing Conditions**

The biller (partner) must verify the accuracy and completeness of the following billing documents:

- 1.1 Billing / Invoice
- 1.2 Copy of Tax Invoice / Delivery Order (with the signature of the company's staff acknowledging receipt of goods)
- 1.3 Copy of ID card (in case of an individual) with a certified true copy signature
- 1.4 Copy of Purchase Order (with complete and correct signatures)
- 1.5 In case of bank transfer, the biller must send the original receipt/tax invoice with the payee's signature to the company's finance department within 5 business days after receiving the payment.

#### **Billing Schedule**

Billing is accepted every 25th of the month from 10 a.m. to 12 p.m. and 1 p.m. to 4 p.m. (if it falls on a holiday, it will be postponed to the next business day).

#### **Billing can be submitted at:**

Head Office of TCM Corporation Public Company Limited, 2054 New Petchburi Road, Bangkapi, Huaykwang, Bangkok 10310.

If the partner is located in other provinces, they can submit billing documents by mail within the specified period, along with all necessary supporting documents as detailed in the billing conditions above.

**\*\*\* We reserve the right to refuse billing if the documents are not complete and accurate as specified above. \*\*\***

2. **Payment**

For a 30-day credit term, the payment due date is the 25th of the following month.

In the case of a 60-day credit term, the payment due date is the 25th of the second month.

The company will make payments for goods and services by bank transfer only. The money will be transferred according to the bank account details in the partner's registration record and the copy of the bank account that you have provided to the company through the "Bank Transfer Payment Registration Form".

**Billing Cycle Cut-Off**

The company will make payments according to the payment terms in the purchase order, starting from the billing date and cutting off the billing cycle on the 25th of every month (if the 25th falls on holiday, it will be moved to the next business day after the 25th). The company will transfer the money on the 25th of the following month.

\*\*\* If the payment date falls on a holiday, the payment will be made on the next business day. \*\*\*

- The payee is responsible for all bank transfer fees.
- In the case of withholding tax, the company will send the Withholding Tax Certificate in electronic form (E-Withholding Tax) via email on the payment date.

3. **Invoice / Tax Invoice / Receipt Issuance Address and Document Submission**

บริษัท ทีซีเอ็ม คอร์ปอเรชั่น จำกัด (มหาชน) (สำนักงานใหญ่)

2054 ถนนเพชรบุรีตัดใหม่ แขวงบางกะปิ เขตห้วยขวาง กทม.

10310

เลขประจำตัวผู้เสียภาษี : 0107537001021

เบอร์โทร: 02 - 318 - 3960

TCM Corporation Public Company Limited (Head Office)

2054 New Petchburi Road, Bangkapi, Huaykwang,  
Bangkok 10310

Tax ID: 0107537001021

Tel: 02 - 318 - 3960

For further inquiries regarding billing/check receiving, please contact Khun Supansa, Finance Department.  
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