

Announcement No. QTC65007

Subject: Guidelines for Billing Submission and Payment

Due to the current economic conditions affected by the COVID-19 situation, the Company’s stakeholders have implemented measures and improved their financial management practices to respond to such circumstances. The Company recognizes the need to revise the procedures for billing submission and payment to enhance efficiency and align with its financial management policy.

Objectives

1. To ensure efficient cash flow management and working capital management.
2. To ensure that payments are made accurately in accordance with accounting and tax principles.

Guidelines for Billing Submission and Payment Schedule

The procedures for billing submission and payment are as follows:

1. Conditions for Billing Submission

The billing receiving personnel shall verify the correctness and completeness of the submitted documents using the prescribed checklist as follows:

For Goods:

- 1.1 Billing Note / Invoice
- 1.2 Copy of Tax Invoice / Delivery Note signed by the Company’s receiving personnel
- 1.3 Original Receipt duly signed by the recipient
- 1.4 Copy of Purchase Order with complete authorized signatures
- 1.5 Stamped envelope indicating name and address for delivery of withholding tax certificate (if any)

For Services:

- 1.1 Billing Note / Invoice
 - 1.2 Original Tax Invoice
 - 1.3 Original Receipt duly signed by the recipient
 - 1.4 Original Work Delivery/Completion Form signed by the authorized inspector
 - 1.5 Certified copy of Identification Card (for individuals)
 - 1.6 Copy of Purchase Order with complete authorized signatures
 - 1.7 Stamped envelope indicating name and address for delivery of withholding tax certificate (if any)
- All billing documents must be submitted to the Accounting and Finance Department at the end of each working day.
 - Incomplete or incorrect documents shall be deemed as not submitted and will be returned for correction.
 - Billing submissions are accepted on every business day (Monday–Friday) during the morning session from 09:00 to 11:30 hours and the afternoon session from 13:30 to 16:00 hours.

Head Office :

2/2 ซอยกรุงเทพกรีธา 8 แขวง 5 ถนนกรุงเทพกรีธา แขวงห้วยหมาก เขตบางกะปิ กรุงเทพฯ 10240
2/2 Soi Krungthep Krittha 8 (5), Krungthep Krittha Rd., Huamark, Bangkok 10240 THAILAND
Tel: (66) 0-2379-3089-92 Fax: (66) 0-2379-3097 www.qtc-energy.com

Factory :

149 ม.2 ต.ปลวกแดง-ห้วยปราบ ต.บางยางพร อ.ปลวกแดง จ.ระยอง 21140
149 M.2 Pluakdaeng-Huayprab Rd., Tambol Mabyangporn Amphur pluakdaeng Rayong 21140 THAILAND
Tel: (66) 0-3889-1411-3 Fax: (66) 0-3889-1414 www.qtc-energy.com



2. Payment

For a 30-day credit term, payment will be made on the 25th of the following month.

For a 60-day credit term, payment will be made on the 25th of the second following month.

The Company shall make payments for goods and services by bank transfer only, based on the bank account details recorded in the vendor master file and supporting bank account documents provided to the Company. In compliance with the Personal Data Protection Act (PDPA), the Company discontinues the use of the “Request for Payment via Bank Transfer” form and will rely on the Vendor Master Record (QTC_FM_021) instead.

Billing Cycle Cut-off

Payments shall be made in accordance with the payment terms specified in the purchase order, calculated from the billing submission date. The billing cut-off date is the 20th of each month. If such date falls on a holiday, the cut-off date shall be moved to the preceding working day. The Company shall transfer payment on the 25th of the following month.

If the payment date falls on a holiday, payment shall be made on the next working day.

- Bank transfer fees shall be borne by the payee.

- In case withholding tax is deducted, the withholding tax certificate will be sent by post after payment has been made.

Remarks

1. Billing submission constitutes preliminary document acceptance only. If any issues are subsequently identified in the documents, goods, or services, the Company reserves the right to suspend payment until such issues are resolved.

2. For billing inquiries, please contact Warehouse (Rayong) Tel: 038-891411-4 ext. 115 or Bangkok Tel: 02-3793089-95 ext. 211 (Email: gunyanut.kl@qtc-energy.com)

3. For payment inquiries, please contact Tel: 02-3793089-95 ext. 223 (Email: thitsana.r@qtc-energy.com)

This instruction shall be effective from 10 February 2022 onwards and shall replace Instruction No. QTC63035.

Announced on: 8 February 2022

(Mr. Ruangchai Krisanagriangkrai)

Managing Director

Head Office :

2/2 ซอยกรุงเทพกรีธา 8 แขวง 5 ถนนกรุงเทพกรีธา แขวงห้วยหมาก เขตบางกะปิ กรุงเทพฯ 10240
 2/2 Soi Krungthep Krittha 8 (5), Krungthep Krittha Rd., Huamark, Bangkok 10240 THAILAND
 Tel: (66) 0-2379-3089-92 Fax: (66) 0-2379-3097 www.qtc-energy.com

Factory :

149 ม.2 ต.ปลวกแดง-ห้วยปราบ ต.มาบยางพร อ.ปลวกแดง จ.ระยอง 21140
 149 M.2 Pluakdaeng-Huayprab Rd., Tambol Mabyangporn Amphur pluakdaeng Rayong 21140 THAILAND
 Tel: (66) 0-3889-1411-3 Fax: (66) 0-3889-1414 www.qtc-energy.com