



(Translation)

**Announcement
No. LIT 011/2567**

Donation and Sponsorship Policy

(Note: This document is an English translation of the original Thai version. In the event of any discrepancy or conflict between the English translation and the Thai original, the Thai version shall prevail in all respects.)

Endorsed by	LIT – Corporate Governance Committee, September 16, 2024
Approved by	LIT – Board of Directors, October 7, 2024
Effective Date	October 18, 2024
Next Review Date	Upon any changes



Revision History

Effective Date	Significant Changes
October 18, 2024	Donation and Sponsorship Policy - Endorsed by the Corporate Governance Committee on September 16, 2024 - Approved by the Board of Directors on October 7, 2024

Charitable Donation and Sponsorship Policy

Lease IT Public Company Limited (the “Company”) has established a Donation and Sponsorship Policy. This policy sets out measures and practical guidelines for donations and sponsorships to ensure alignment with Good Corporate Governance principles and the Anti-Corruption Policy, as approved by the Board of Directors. To ensure operational efficiency and consistency with the Company's objectives, this Donation and Sponsorship Policy shall apply to all directors, executives, and employees of the Company and its subsidiaries, who are required to strictly adhere to the prescribed procedures. Furthermore, the Company expects its business partners, distributors, and any persons involved in the Company's business operations to support and comply with the principles of this policy.

1. Definitions

“**Charitable Donation**” refers to the contribution of money, items, or any other benefits quantifiable in monetary terms to public charitable organizations, provided without any expectation of reciprocal benefit or return.

“**Sponsorship**” refers to money, assets, or any other benefits quantifiable in monetary terms, provided to or received from customers, business partners, or business associates. The objectives may include promoting the business, brand, or reputation of the Group, enhancing commercial credibility, and fostering business relationships on appropriate occasions.

2. Guidelines

Charitable donations and Sponsorships must be verifiable, ensuring that all donated funds, solicitations, assets, or any other benefits are genuinely intended for community assistance, social support, or public charity in accordance with their stated objectives. Complete supporting documentation is required, and such contributions must not be used as a pretext for accepting or offering bribes. The conditions are as follows:

- 2.1 Charitable Donation and sponsorships must be carried out with transparency, in full compliance with the law, and in accordance with moral principles, and shall not involve any actions that could result in damages to society at large.
- 2.2 Charitable Donation and sponsorships for specific projects must be verifiable, demonstrating that actual activities are carried out to achieve the project's objectives. Such contributions must provide genuine benefits to society or align with the corporate social responsibility objectives.
- 2.3 Charitable Donation and sponsorships must not involve any form of reciprocal benefits for any specific individual or entity.
- 2.4 The use of the Company's funds or assets for project support must be made in the name of the “Company” only. Such sponsorships must serve the purposes of business interests, brand image, and the Company's reputation. Furthermore, all disbursements must clearly state a specific objective, be supported by verifiable evidence, and receive prior approval from the Chief Financial Officer (CFO) and the Chief Executive Officer (CEO).

3 Procedures

- 3.1 The requester shall prepare the “Charitable Donation/Sponsorship Request Form”, specifying the name of the recipient organization, the objective of the charitable donation or sponsorship, and the name of the activity or project for which the support is requested.



- 3.2 The requester shall submit the “Charitable Donation/Sponsorship Request Form” along with all supporting documents to the relevant Line Chief Officer for initial review. Upon endorsement, the request shall be presented to the Chief Executive Officer (CEO) for approval, through the Chief Financial Officer (CFO).
- 3.3 The Chief Executive Officer (CEO) and the Chief Financial Officer (CFO) shall review the details of donations and sponsorships to ensure full compliance with the Company’s guidelines.
- 3.4 Upon completion of the donation, the requester shall submit the supporting evidence—such as a letter of appreciation, a donation receipt (merit certificate), or photographs—to the Accounting Department for record-keeping purposes.
- 3.5 The Accounting Department shall review the evidence of the donation or sponsorship. If the provided evidence is deemed insufficient, the requester will be notified to provide additional information or clarification. Should it be proven that the donation or sponsorship violates the Company’s guidelines or is used as a pretext or channel for corruption, the Company will impose the maximum disciplinary action against the offender.
- 3.6 The Internal Audit Department shall review the charitable donation and sponsorship process on an annual basis to ensure that the procedures are efficient, effective, and maintained under appropriate internal controls.

Donation and Sponsorship Policy was approved by the Board of Directors of Lease IT Public Company Limited at Board Meeting No. 8/2024, held on October 7, 2024. This policy shall be effective from the announcement date onwards.

Announced on October 18, 2024.
Police General Jate Mongkolhutthi
Chairman of the Board
Lease IT Public Company Limited