



(Translation)

Announcement No. LIT 009/2025

Procurement and Supplier Selection Guidelines

(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, May 9, 2025
Approved by	LIT – Board of Directors, May 14, 2025
Effective Date	May 15, 2025
Next Review Date	May 15, 2026



Revision History

Effective Date	Significant Changes
May 15, 2025	Procurement and Supplier Selection Guidelines - Endorsed by the Corporate Governance Committee on May 9, 2025 - Approved by the Board of Directors on May 14, 2025



Procurement and Supplier Selection Guidelines

Definitions

The Company	mean	Lease IT Public Company Limited and its subsidiaries
Procurement	mean	purchasing, hiring, leasing, hire-purchase, exchanging, or acquiring any rights or taking any actions related to the procurement and acquisition of goods or services.
Supplier	mean	sellers, contractors, service providers, subcontractors, logistics providers, lessors, or hire-purchase providers of goods or services to the Company.

Supplier Procurement and Selection Policy

The Board of Directors has established the procurement and supplier selection policy and guidelines to ensure a fair and equitable selection process. The Company supports suppliers who operate ethically with social and environmental responsibility, and strictly refrains from engaging in business transactions with individuals or juristic persons involved in illegal acts, corruption, or any misconduct suggesting fraudulent behavior, as follows:

1. The Company conducts procurement in accordance with its procurement regulations and procedures, which incorporate appropriate internal controls, taking into account requirements regarding quality, price, quantity, time, service, delivery, after-sales service, warranties, and other relevant conditions. Furthermore, the Company refrains from engaging in business transactions with any individuals or juristic persons involved in illegal acts, corruption, or any misconduct suggesting fraudulent behavior.
2. The Company conducts supplier selection in a fair and equitable manner, while supporting suppliers who operate ethically and demonstrate social and environmental responsibility.
3. The Company does not solicit, accept, or pay any dishonest commercial benefits to or from suppliers, and strictly complies with all contracts, agreements, and conditions established with them. In the event that any conditions cannot be met, the Company will promptly notify the supplier in advance to collaboratively seek a solution based on the principle of reasonableness.
4. The Company appropriately monitors and prevents actual or potential conflicts of interest related to its business operations, and refrains from seeking any unlawful benefits or those contrary to government regulations.
5. The Company refrains from any actions involving intellectual property infringement, while encouraging executives and employees to utilize corporate resources and assets efficiently. Furthermore, the Company promotes the use of legally copyrighted goods and services, and strictly opposes the support of any products or services that infringe upon intellectual property rights.
6. The Company strictly complies with commercial agreements and conditions in order to foster standardized trading practices.
7. The Company ensures timely payment to suppliers in accordance with the agreed payment terms.

Supplier Qualification Criteria

The Company has established qualification criteria for the selection of both existing and new suppliers on an equitable, fair, and appropriate basis. All suppliers are evaluated and audited equally to ensure their capability to deliver products and services accurately, on time, and in accordance with the required specifications. The criteria for products and services under various conditions are as follows:



- 1.1 Past performance and quality of deliverables must meet the specifications required by the Company and comply with the established standards of those respective products or services.
- 1.2 The supplier must not infringe upon the intellectual property rights of others, whether regarding product design, manufacturing methods, or any other aspects.
- 1.3 The supplier must not offer any remuneration, gifts, or other benefits to corporate personnel to facilitate or influence any dishonest or improper actions.
- 1.4 The supplier must not employ child labor or illegal migrant workers, and all labor practices must strictly comply with applicable labor laws and regulations.
- 1.5 The supplier must conduct its business operations with high regard for the environment, society, and local communities, strictly complying with relevant laws and regulations, as well as respecting human rights principles.
- 1.6 The supplier must possess a verifiable business establishment and maintain an appropriate financial status.
- 1.7 The supplier must possess a reliable performance history and verifiable professional references.
- 1.8 The supplier must provide an appropriate after-sales warranty and responsive after-sales service.
- 1.9 The supplier must provide the Company with adequate and appropriate support regarding information, documentation, product samples, or other relevant materials.
- 1.10 The prices of products or services must be appropriate and within the acceptable criteria established by the Company.
- 1.11 The delivery timeline for products or services must strictly conform to the mutually agreed schedules.
- 1.12 The proposed payment terms must align with the criteria established by the Company's policy.
- 1.13 The supplier must agree to strictly comply with the Company's Supplier Code of Conduct.

Supplier Registration

To register as a company supplier, the applicant must submit supporting documents, including a Certificate of Corporate Registration (for juristic persons) or a Commercial Registration Certificate (for individuals), or other official certifications issued by government authorities, a Power of Attorney, authorized representative identity documents, and bank account details, among others.

Supplier Quality Evaluation

The Company requires comprehensive supplier evaluations encompassing key criteria such as pricing, product delivery, full compliance with contractual obligations, alignment with quality standards, punctuality, communication, crisis management, and after sales service. Furthermore, the assessment integrates business ethics, labor practices and human rights, environmental management, as well as occupational health and safety. Suppliers must achieve the predetermined score to pass the evaluation and maintain their approved supplier status with the Company.

Termination of Supplier Status

The Company reserves the right to terminate a supplier's status immediately and without prior notice upon the occurrence of any of the following events:

1. The supplier's performance evaluation results or quality of deliverables fail to meet the Company's acceptable standards.
2. The supplier provides false information or misrepresentations to the Company.
3. The supplier commits illegal acts or has a documented history of bribery and corruption.



4. The supplier fails to submit price quotations or service proposals more than three (3) times within a single year upon the Company's request.

Review and Amendment of Procurement and Supplier Selection Guidelines

These Procurement and Supplier Selection Guidelines shall be reviewed and updated annually, or upon any significant changes, and will be communicated to all stakeholders accordingly. Any material amendments to these guidelines must be reviewed and endorsed by the Corporate Governance Committee and formally approved by the Board of Directors.

These Procurement and Supplier Selection Guidelines were approved by the Board of Directors at Meeting No. 5/2025 on May 14, 2025, and shall become effective from the announcement date onwards.

Announced on May 15, 2025.

Police General Jate Mongkolhutthi
Chairman of the Board
Lease IT Public Company Limited