

# Multiplex PTE Ltd - Company Policy

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Multiplex PTE Ltd

Effective Date: 01/05/2025

Version: 1.0

## 1. Matching Policy

### 1.1. Policy Overview

- To ensure accuracy and accountability in our procurement process, Multiplex PTE Ltd implements invoice matching procedures based on the value and type of transaction.

### 1.2. Application Criteria

- For all orders up to and including AUD 5,000, Two-Way Matching is required.
- For all orders exceeding AUD 5,000, Three-Way Matching is mandatory.

### 1.3. Service Transactions

- For service-related procurements (e.g., cleaning, utilities, office rentals), no matching is required but you need to check with the service agreement(contract).
- Invoices for services may be processed directly, subject to internal approval and contract verification.

## 2. Invoice Processing Policy

### 2.1. Review Policy

- Invoice Review: All invoices less than AUD 5,000 must be reviewed by the Junior Accountant.
- Invoice Review: All invoices worth more than AUD 5,000 must be reviewed by the Senior Accountant.

### 2.2. Approval Policy

- Invoice Approval: All invoices must be approved by the Accounts Manager.

### 2.3. Rejection Justification Policy

- For **any invoice review or approval rejection**, the reviewer or approver must **clearly state the reason** for the rejection in the system or on the relevant documentation.
- This ensures transparency, traceability, and accountability in the financial workflow.

- Rejection reasons must be documented and available for audit purposes.

### **3. Payment Processing policy**

#### **3.1. Review Policy**

- Payment Review: All payments must be reviewed by the Finance Analyst.

#### **3.2. Approval Policy**

- Payment Approval: All payments must be approved by the Chief Financial Officer (CFO).

### **4. Vendor Payment Terms**

#### **4.1. All Vendors**

- Standard payment terms are 30 calendar days from the date of receipt of a correct invoice, unless otherwise agreed in writing.

### **5. Onboarding policies**

#### **5.1. Vendor Onboarding Policies**

- All vendor onboarding must receive prior approval before being registered in the system.

#### **5.2. Item Onboarding Policies**

- All item onboarding must be approved in advance before being added to the system.

### **6. Conflict of Interest Clause**

#### **6.1. Disclosure Requirement**

- Vendors must fully disclose any actual, perceived, or potential conflicts of interest prior to engagement.

#### **6.2. Non-Disclosure Consequences**

- Failure to disclose may result in disqualification or immediate termination of the contract.

## **7. Anti-Bribery & Corruption Compliance**

### **7.1. Compliance Requirement**

- Vendors are required to strictly comply with anti-bribery and anti-corruption laws applicable in Australia and internationally.

### **7.2. Written Confirmation**

- Vendors must provide written confirmation of acknowledging adherence prior to engagement.

### **7.3. Breach Consequence**

- Any breach will be grounds for immediate contract termination and possible legal action.

## **8. Data Privacy and Confidentiality**

### **8.1. Data Protection Requirement**

- Vendors must safeguard all confidential and sensitive information belonging to Multiplex PTE Ltd.

### **8.2. Legal Compliance**

- Vendors must comply with all applicable Data Protection Laws, including:
- Australian Privacy Principles (APPs)
- GDPR (for international operations)

### **8.3. Information Sharing Restriction**

- Confidential information must not be shared with unauthorized third parties without prior written consent.

## **9. Vendor Performance Review Cycle**

### **9.1. Review Frequency and Criteria**

- Vendor performance will be reviewed quarterly against the following criteria:
- Compliance with contract terms
- Quality of service and products
- Timeliness and delivery accuracy
- Responsiveness to queries or disputes

### **9.2. Poor Performance Consequence**

- Vendors with consistently poor performance may face suspension or termination of the vendor relationship.

## **10. Audit Rights**

### **10.1. Right to Audit**

- Multiplex PTE Ltd reserves the right to audit any vendor at any time.

### **10.2. Audit Conditions**

- Audits will be conducted upon providing reasonable written notice.

### **10.3. Audit Scope**

Audits may include:

- Review of invoices
- Supporting documentation
- Contract compliance
- Delivery records

### **10.4. Vendor Obligation**

- Vendors are required to cooperate fully and provide access to all requested documentation during audits.

Approved By:

*Rob Jones*

CEO, Multiplex PTE Ltd

Date: 01/05/2025