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| Space for approval | **General Manager** | |
| **【Signature】** | |
| Date | / / |

**To: General Manager**

Applicant:

**Regarding entertainment /gifts/ invitation to Public officials, etc.**

I hereby submit the following application made as entitled above.

Note

1. Date:

2. Counterparty’s participant(s):

The Company’s participant(s):

3. Place:

4. Budget (ceiling):

5. Department(s) and section(s) to bear costs:

6. Expense items:

7. Relationship to the counterparty:

8. Purpose:

\* Amount of gift, entertainment to Public officials shall not over Baht 3,000

\* Gift, entertainment can’t be provided to Public officials who are in charge of or may affect the results of the relevant licenses and approvals during such applications or one (1) month prior or subsequent to such application.

\* This document must be kept for ten (10) years by the relevant department.

A code of conduct defines behavior expectations for both management and other associates. Our Code of Conduct is –

* the fundamental action policy of Honda reflecting the important Honda values and
* based on Honda Philosophy,

As such -

* All Honda Subsidiaries are required to adopt Honda Code of Conduct as is. Same is applicable to BHL too.
* Honda Code of Conduct shall apply to all associates (Directors and all associates) in their day to day operation.
* Acts in violation of the Code may be subject to disciplinary action under company’s Work Regulations and applicable laws.

In view of the above, you know that during joining we provide you the Code of Conduct. Besides, we are sharing again the Code of Conduct to read, understand and comply.

Should you have any query/ concern please do let me know.