

DELEGATED AUTHORITY / AUTHORITY LIMITS

Unit : VND Million (Mn)

Approval level	Endorsement level	Requester	Capital Expenditures	OVH	Direct Material	Services Supply Chain Cost	Trade Marketing Expenditure	Marketing Expenditure	Asset Disposal	Write off (Material & Asset)	Debit Note & Credit Note	Taxation & Government Penalty Payment
BOD	COO	VP Finance	Above 2,000	NA	NA	NA	NA	NA	Above 2000	Above 400	NA	NA
COO	VP Finance	VP	Up to 2,000	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	2000	400	Unlimited	Unlimited
VP/Head of Function	Commercial Director	Director/Senior Manager	Up to 200	500	3000	500	3000	5000	100	80	1000 Co approval with VP finance	3000
Director	Senior Fin. Manager/Fin. Manager	Director/Senior Manager	NA	50	300	50	100	300	NA	NA	NA	NA
Senior Manager	Senior Fin. Manager/Fin. Manager	Manager & Below Anyone	NA	10	100	10	50	100	NA	NA	NA	NA

- 1.All the above limits are for budgeted expenditure, any unbudgeted expenditure MUST BE endorsed by VP Finance and approved by COO
- 2.Notification to the Board for all kinds of Fines to the Government
- 3.All Fines are approved by COO
- 4.For Taxation, it is approved by VP Finance & Control
- 5.All the above refer to commitment under contract/PO/MFAR
6. All of write-off MUST BE notified to VP Finance & Control
- 7.Any revision to above limit MUST BE approved by COO
- 8.All approving authorities can delegate authority limit to subordinate based on consultation with VP Finance & Control and confirmed by written documentation