

DELEGATION OF AUTHORITY TABLE

	BOD	P	MD	DMD	DEPARTMENT			DIVISION			Remark	
					DEPT	FD	Deputy/ Asst.	SN DIV	DIV	ASST DIV		
EMPLOYEE												
6 Employee Expense Statement												
6.1 Travelling on company business												
and training												
6.1.1	Value over Baht 200,000		A								All (both local and overseas) travelling and trainings shall comply with the Human Resources Policy.	
6.1.2	Value not over Baht 200,000			A	A	A*						Either one
6.1.3	Value not over Baht 50,000					A	A					Either one
6.1.4	Value not over Baht 40,000							A				
6.1.5	Value not over Baht 30,000								A			
6.1.6	Value not over Baht 20,000									A		
6.2 Entertainment												
6.2.1	Value over Baht 200,000		A									
6.2.2	Value not over Baht 200,000			A	A	A*					Either one	
6.2.3	Value not over Baht 50,000					A	A				Either one	
6.2.4	Value not over Baht 40,000							A				
6.2.5	Value not over Baht 30,000								A			
6.2.6	Value not over Baht 20,000									A		
FINANCE												
11 Cash Advance (Cash and Cheque) & Clearing												
11.1	Value over Baht 500,000		A									
11.2	Value not over Baht 500,000			A								
11.3	Value not over Baht 200,000				A		A				Either one	
11.4	Value not over Baht 50,000					A						
11.5	Value not over Baht 40,000							A				
11.6	Value not over Baht 30,000								A			
11.7	Value not over Baht 20,000									A	(AD)	
11.8 Import & Export Advance and Clearing **												
11.8.1	Value over Baht 50,000		A	A							Either one	
11.8.2	Value not over Baht 50,000						A					
11.8.3	Value not over Baht 20,000										A ⁽⁵⁾	
** Advance Shipping Form and Clear Advance Shipping Expense Form, ⁽⁵⁾ Procurement Exim Senior Section Manager												
Note: Advance & Clearing for Entertainment, Donation, and Public Affair shall be subject to approval authority under each specific category												
12 Petty Cash Funds												
(Cash Amount Baht/Transaction)												
12.1	Value not over Baht 5,000		A	A	A	(SC)	A		(FN)		Either one	
12.2	Value not over Baht 3,000								A ⁽⁴⁾	A ⁽⁵⁾	Either one	

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MISCELLANEOUS											
18 Public Donation											
18.1 Value over Baht 150,000			A								
18.2 Value not over Baht 150,000				A							

Note:

BOD : Board of Directors' Resolution/2 Authorized Director

P : President

MD : Managing Director

DMD : Deputy Managing Director

FD : Finance Director

SED : Senior Executive Director - Commercial

DEPT : Department

Deputy/ASST : Deputy Director or Assistant Department

BD : Business Director (MG/TGEE/SMD)

SN DIV : Assistant Plant Manager & Senior Division Manager

DIV : Division

ASST DIV : Assistant Division

A : Approve

*** All the Department or Division Abbreviation and Individual Initial are listed in the attached sheet ***