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### **Introduction:**

Finance department has responsibilities to govern to create standardized processes, clear roles, and responsibilities related to the management of financial activities within the organization.

This work procedure document is designed and targeted for officers within and outside Corporate Finance department (or its equivalent in subsidiary entities) to be guiding procedures for the specified financial and accounting processes in the Objective section.

Adherence to the activities and steps are crucial and mandatory to all targeted stakeholders to ensure consistent and transparent financial practice, clear accountabilities, regulatory compliance, and alignment with the company's financial policies used in conjunction with this work procedure.

### **Objective:**

To establish the guideline procedures for 'WHT Submission for Thailand process', ensuring that Withholding Tax (WHT) is prepared and submitted to the local tax authority in a correct and timely manner per local tax authorities requirements.

### **Scope:**

This work procedure shall be adopted by Banpu Public Company Limited and subsidiaries, whose Finance and Accounting operations are handled by Corporate Finance department in Thailand, and shall be effective until announced otherwise.

### **Definitions:**

Key terminology used in this procedure includes the following:

- Withholding Tax (WHT)

For definitions of each terminology, refer to the Appendix 1: Definitions [File Name: SOP Appendix 1 Definitions].

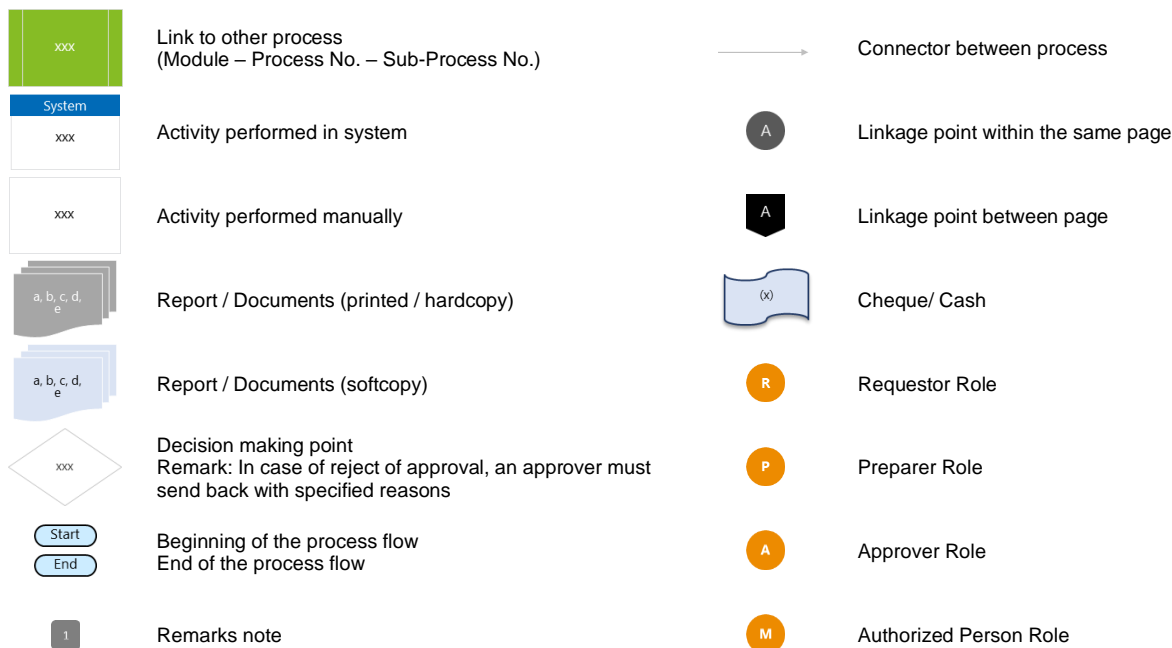
### **References:**

N/A

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## Flowchart:

### Process Flowchart Legends



### Abbreviations and Definitions

Abbreviation	Definition
AP	Accounts Payable
AR	Accounts Receivable
FA	Fixed Asset Accounting
GL	General Ledger
I&C	Inventory & Costing
TR	Treasury Operations
MA	Managerial Reporting and Budgeting
D&I	Digital and Innovation
MS&L	Marketing, Sales & Logistics

Abbreviation	Definition
ERP	Enterprise Resource Planning system
ECM	Enterprise Content Management system
ACCP	Accounting Portal system
VAT	Value Added Tax
WHT	Withholding Tax
SBT	Specific Business Tax
CIT	Corporate Income Tax

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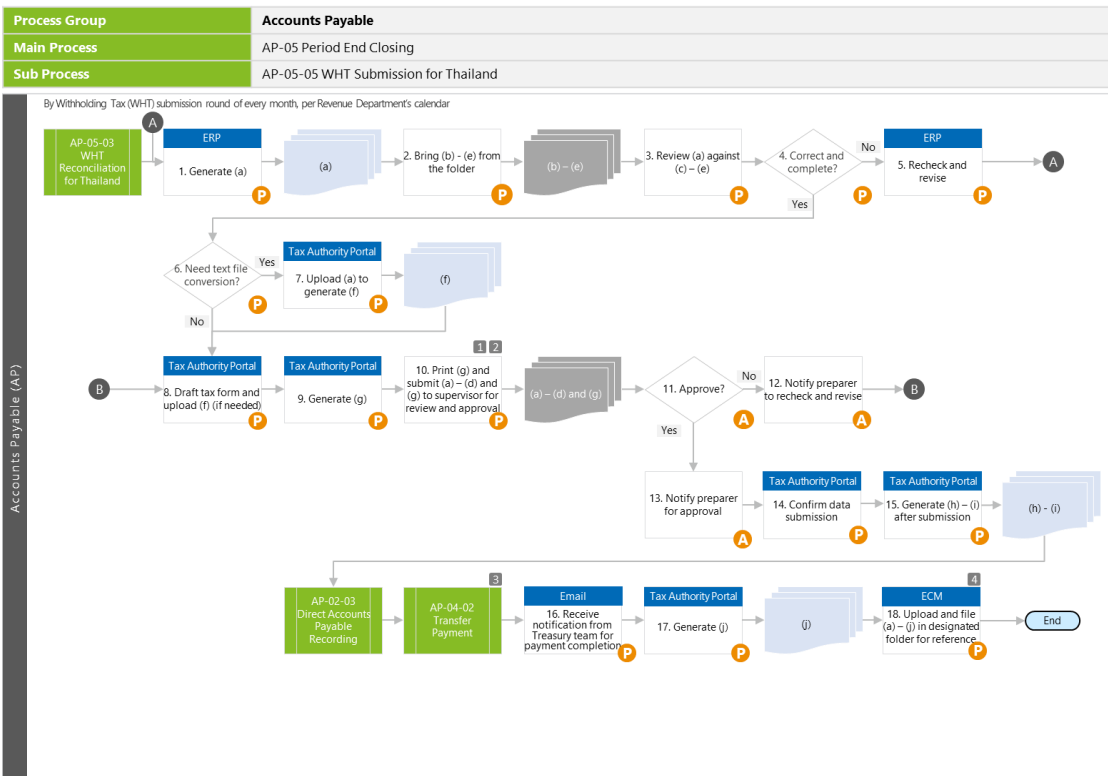
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#### Relevant Document(s)

- WHT Text File
- e-WHT Report
- WHT Certificates
- General Ledger - WHT Balance Report
- WHT Control Sheet
- WHT Text File Converted Form
- Drafted WHT Form
- WHT Form
- Pay-in Slip from RD E-Filing
- Example of WHT Filing and Payment Evidence including
  - WHT form submission confirmation
  - Receipt

#### Remark(s)

- AP preparer can submit Drafted WHT Form, WHT Report and General Ledger - WHT Balance Report for review and approval via either hardcopy or email
- AP preparer can pull out the hardcopy of WHT Report and General Ledger - WHT Balance Report from the folder referring the WHT reconciliation processes
- The payment should be completed 2 days before the due date from revenue department referring to the payment form
- Documents are stored in compliance with related laws and regulations

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### ***Detail of Procedure: AP-05-05***

1. By WHT submission round of every month, per Revenue Department's calendar, AP preparer generates WHT Text File from ERP to prepare for the WHT submission.
2. AP preparer brings the following documents and reports from the folder:
  - E-WHT Report
  - WHT Certificates
  - General Ledger – WHT Balance Report
  - WHT Control Sheet
3. AP preparer reviews the WHT Text File from step #1 against the following documents and reports from step #2:
  - WHT Certificates
  - General Ledger – WHT Balance Report
  - WHT Control Sheet
4. AP preparer reviews the result from step #3 to determine whether the WHT is correct, complete and can be fully reconciled:
  - a. If correct and complete, proceed to step #6.
  - b. If incorrect and/or incomplete, proceed to step #5.
5. AP preparer rechecks and revises the WHT related information. Then proceed back to step #1.
6. AP preparer considers if the WHT Text File needs to be converted per the format required by local tax authority:
  - a. If need to convert the text file, proceed to step #7.
  - b. If no need to convert the text file, proceed to step #8.
7. AP preparer upload WHT Text File, generated from step #1, to Tax Authority Portal to generate WHT Text File Converted Form in the required format.
8. AP preparer drafts WHT form and upload WHT Text File Converted Form (if needed) into Tax Authority Portal.
9. AP preparer generates and prints Drafted WHT Form from Tax Authority Portal to submit to supervisor for review and approval.
10. AP preparer prints Drafted WHT Form and submits the following documents and reports to supervisor for review and approval:
  - Drafted WHT Form
  - e-WHT Report
  - WHT Certificates
  - General Ledger – WHT Balance Report
  - WHT Control Sheet

Note: AP preparer can submit Drafted WHT Form, WHT Report and General Ledger – WHT Balance Report for review and approval via either hard copy or email.
11. AP approver reviews the submitted reports to approve Drafted WHT Form:
  - a. If approved, proceed to step #13.
  - b. If not approved, proceed to step #12.
12. AP approver notifies the preparer to recheck and revise, then proceed back to step #8.
13. AP approver notifies the preparer for approval.
14. AP preparer confirms the data submission in Tax Authority Portal.
15. AP preparer generates WHT Form for reference, and Pay-in slip from RD E-Filing for payment reference. Then proceed to the work procedure of AP-02-03 Direct Accounts Payable Recording and AP-04-02 Transfer Payment for accounts payable and payment entries.

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Note: The payment should be completed 2 days before the due date from revenue department referring to the payment form.

16. After the payment has been made, AP preparer receives the email notification from TR team to confirm the payment completion.
17. AP preparer generates WHT Filing and Payment Evidence from Tax Authority Portal for reference. Example of WHT Filing and Payment Evidence including:
  - WHT Form Submission Confirmation.
  - Receipt.
18. AP preparer uploads and files the documents listed below in the arranged folder for reference:
  - WHT Text File
  - e-WHT Report
  - WHT Certificates
  - General Ledger – WHT Balance Report
  - WHT Control Sheet
  - WHT Text File Converted Form
  - Drafted WHT Form
  - WHT Form
  - Pay-in Slip from RD E-Filing
  - WHT Filing and Payment Evidence

Note: Documents are stored in compliance with related laws and regulations.