

Type: Standard Operating Procedure No: AR-04-03 Title: WHT Paid by Other Persons Reconciliation for Thailand	Banpu Public Company Limited Finance	Page 1 / 4
--	---	------------

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 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 Paid by Other Persons Reconciliation for Thailand process', ensuring that the balance of withholding income tax paid by other persons is accurate, complete, and in compliance with tax regulations to ensure the correctness and completeness of deduction amount when preparing for the corporate income tax filings.

Scope:

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

Definitions:

Key terminology used in this procedure includes the following:

- Withholding tax paid by other persons (WHT)

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

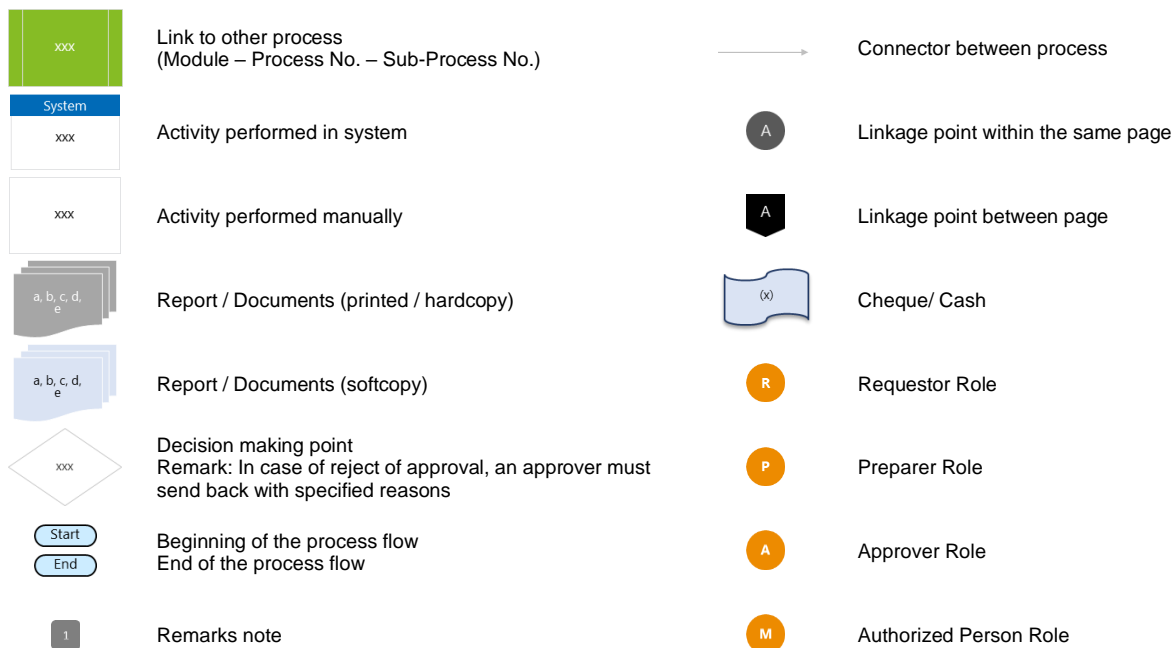
References:

N/A

Type: Standard Operating Procedure	Banpu Public Company Limited	Page 2 / 4
No: AR-04-03	Revision: 00	
Title: WHT Paid by Other Persons Reconciliation for Thailand		
Finance		

Flowchart:

Process Flowchart Legends



Abbreviations and Definitions

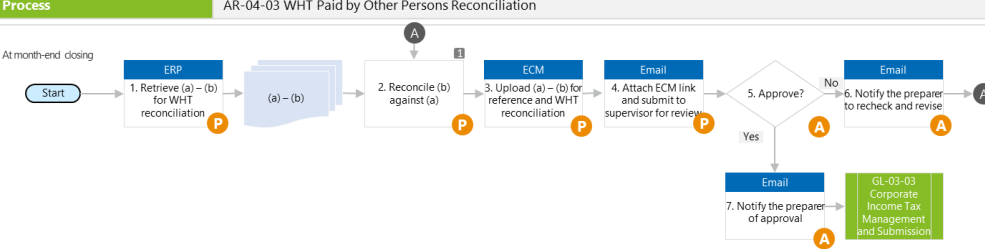
Abbreviation	Definition
AP	Accounts Payable
AR	Accounts Receivable
FA	Fixed Asset Accounting
GL	General Ledger
I&C	Inventory & Costing
TR	Treasury Operations
MA	Managerial Reporting and Budgeting
D&I	Digital and Innovation
MS&L	Marketing, Sales & Logistics

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

Type: Standard Operating Procedure	Banpu Public Company Limited	Page 3 / 4
No: AR-04-03	Revision: 00	
Title: WHT Paid by Other Persons Reconciliation for Thailand	Finance	

Process Group	Accounts Receivable	Relevant Document(s)
Main Process	AR-04 Period End Closing	a) General Ledger – WHT Paid by Other Persons b) WHT Paid by Other Persons Report
Sub Process	AR-04-03 WHT Paid by Other Persons Reconciliation	Remark(s)

At month-end closing



```

graph TD
    Start([Start]) --> Step1[1. Retrieve (a) - (b) for WHT reconciliation  
ERP]
    Step1 --> Data[(a) - (b)]
    Data --> Step2[2. Reconcile (b) against (a)]
    Step2 --> Step3[3. Upload (a) - (b) for reference and WHT reconciliation  
ECM]
    Step3 --> Step4[4. Attach ECM link and submit to supervisor for review  
Email]
    Step4 --> Step5{5. Approve?}
    Step5 -- No --> Step6[6. Notify the preparer to recheck and revise  
Email]
    Step6 --> Step5
    Step5 -- Yes --> Step7[7. Notify the preparer of approval  
Email]
    Step7 --> End[GL-03-03 Corporate Income Tax Management and Submission]
  
```

AR team must review at least the following:

- Balances WHT Paid by Other Person Report must reconcile to the General Ledger – WHT Paid by Other Persons

Type: Standard Operating Procedure	Banpu Public Company Limited	
No: AR-04-03	Revision: 00	Page 4 / 4
Title: WHT Paid by Other Persons Reconciliation for Thailand	Finance	

Detail of Procedure: AR-04-03

1. At month-end closing, AR preparer retrieves the General Ledger – WHT Paid by Other Persons and WHT Paid by Other Persons Report from ERP for WHT reconciliation.
2. AR preparer reconciles the balance between WHT Paid by Other Persons Report and the General Ledger – WHT Paid by Other Persons. AR team must review at least the following:
 - Balances of WHT Paid by Other Persons Report must reconcile with General Ledger – WHT Paid by Other Persons.
3. AR preparer uploads the General Ledger – WHT Paid by Other Persons and WHT Paid by Other Persons Report in ECM to prepare for supervisor review.
4. AR preparer attaches the ECM link and submits it to supervisor for review via Email.
5. AR approver reviews the submitted documents to finalize WHT Paid by Other Persons reconciliation:
 - a. If approved, proceed to step #7
 - b. If not approved, proceed to step #6
6. AR approver notifies the preparer to recheck and revise via Email, and then proceed back to step #2.
7. AR approver notifies the preparer on approval, and then proceed to the work procedure of GL-03-03 Corporate Income Tax Management and Submission.