



Kofi Co.,Ltd.

#86, St. Mao Tse Toung Blvd, Sangkat Boeung Trabek
Khan Chamkarmorn, Phnom Penh, Cambodia
077 777 970 / 069 666 999

Internal Memorandum

To: All Department Concerned
From: Finance Department
Date: 01-Aug-2019
Subject: Over Credit Limit Approval

Page: 1

Dear All,

This memo serves to confirm that Sales Manager and Senior Regional Sales Manager are authorised to approve (in their respective territory) temporary extended credit limit to customers whose pending balance amount are over approved credit limit by up to 30% of the approved credit limit and there is no unsettled balance aging over 60 days.

The authority of credit limit approval is summary as follow:

Position	Limit of Authority
Sale Manager or Senior Regional Manager	0-30%
CEO	31%-UP

Sincerely yours,


Mr. Chhay Mony
CFO


Mr. Hei Dara
CEO

