



<Form No: F-2-A Mar 2020>

**TOYOTA MOTOR VIETNAM**

|                |                   |
|----------------|-------------------|
| Receiving date | Oracle Input date |
|----------------|-------------------|

**REQUEST FOR SUPPLIER PAYMENT**

(Form PR, Entertainment, Vendor proposal, Purchase Order (if any), Goods Receipt Note(If any) and Invoice... must be attached)

|                                   |  |                    |
|-----------------------------------|--|--------------------|
| Request date: 18/10/2023          | Budget Code:                           | Budget check       |
| Request by: Ngô Minh Hạnh         | Employee No: 420012                    |                    |
| Dept/Division: General Purchasing | Contact no:                            |                    |
| Amount: 12.100.000,00 VND         | Date of payment (Due date): 19/10/2023 |                    |
| Description:                      | Apply for ADV payment > 40%            |                    |
|                                   | Reason:                                | Approved by: _____ |
|                                   |  | Checked by: _____  |
|                                   |  | Name: _____        |
|                                   |  | Title: _____       |
| Payee's name:                     | Payee's Bank account number:           |                    |
| CTY TNHH ANH SAO                  | 0021001892151                          |                    |
|                                   | VIETCOMBANK-HA NOI                     |                    |

**Requesting Division**

|                                      |                 |                 |                 |                                    |                                  |
|--------------------------------------|-----------------|-----------------|-----------------|------------------------------------|----------------------------------|
| Approved by:                         |                 | Checked by:     |                 |                                    | Prepared by:                     |
| Date:                                | Date:           | Date:           | Date:           | Date:                              | Date:                            |
|                                      |                 |                 |                 |                                    |                                  |
| Name: Văn Tiến<br>Quân<br>Title: DGM | Name:<br>Title: | Name:<br>Title: | Name:<br>Title: | Name: Lưu Đức<br>Binh<br>Title: MA | Name: Ngô Minh Hạnh<br>Title: ST |

**Finance Division**

|                 |                 |                 |                 |
|-----------------|-----------------|-----------------|-----------------|
| Approved by     |                 | Checked by:     |                 |
| Date:           | Date:           | Date:           | Date:           |
|                 |                 |                 |                 |
| Name:<br>Title: | Name:<br>Title: | Name:<br>Title: | Name:<br>Title: |

| Total  | Finance Division | Requesting Division |                        |
|--|------------------|---------------------|------------------------|
|  | Approved by      | Approved by         | Checked by             |
| a) <= VND 125 mil  | Dept. Head       | Div. Head           | Dept. Head             |
| b) > VND 125 mil   | Dept. Head       | Group Head          | Dept. Head & Div. Head |
| c) <b>Re-curring payments limited to:</b><br><ul style="list-style-type: none"> <li>● Production part, material/ in-direct material for production</li> <li>● Monthly administrative expenses: stationery, telephone, mobile, internet, rental line, postal service, air- tickets, transportation, canteen, security &amp; cleaning services, photocopy &amp; fax machine, tree caring service, etc...</li> <li>● Monthly energy expenses e.g. electric, water, gasoline for company car</li> <li>● Monthly insurance expense of company employees and assets</li> <li>● Periodical payable as Government regulation under other functions e.g. import duty, register fees</li> <li>● Monthly Warranty expenses &amp; Pre-delivery Service cost</li> <li>● Monthly Dealers' holdback</li> <li>● Monthly discount amount for tested vehicles by Vietnam Register (VR) have</li> </ul> | Dept. Head       | Div. Head           | Dept. Head             |

|  |            |                        |                        |
|--|------------|------------------------|------------------------|
| high km Odometer   |            |                        |                        |
| <ul style="list-style-type: none"> <li>Monthly salary including bonus of out-source employees (NIC members)</li> <li>Periodical tax payment under Finance's roles: VAT, SCT, CIT,...</li> </ul>                          | Dept. Head | Group Head             | Dept. Head & Div. Head |
| 'Penalty/ compensation due to law/ tax... regulation/ contract violation<br>1. Report of the violation<br>2. Payment request (It's required to attach the violation report to TOP & FIN Group Head with payment request) | Dept. Head | 1.TOP & FIN Group Head | Dept. Head & Div. Head |
|  |            | 2.Div. Head            | Dept. Head             |

<This request sheet should be sent to Finance division 7 working days before payment date with above level of approval >  
 <To avoid risk of losing invoice, please stick invoice to A4 size paper (used paper is better) with paste>.

**Detail informations:**

**Supplier Name:** CONG TY TNHH ANH SAO

**Total payment:**

**12.100.000,00**

| PO Number      | Invoice No | Invoice Date | Actual amount | AmountVat |
|----------------|------------|--------------|---------------|-----------|
| PO-082023-0126 |            | 25/08/2023   | 12.100.000,00 | 0,00      |