



Document	Charitable Donation Policy
Document No.	PROUD/LC/POLICY020
Effective Date	1 January 2021

Charitable Donation Policy

Proud Real Estate Public Company Limited and its subsidiaries (the “Company”) recognise that charitable donations and sponsorships may create risks of fraud and corruption because such activities involve expenditure without tangible returns and may be used as a pretext or channel for corruption. Charitable donations and sponsorships shall therefore be conducted with transparency, in compliance with the law, and in accordance with the Company's established procedures. All transactions shall be transparent, verifiable, and approved by an authorised person to ensure that donations and sponsorships are used for their intended purposes and are not used as a pretext for bribery.

Purpose

The purpose of this Charitable Donation Policy is to provide guidelines for making or receiving charitable donations and providing or receiving sponsorships in a transparent and lawful manner. There shall be clear evidence that donations and sponsorships are genuinely used for charitable or sponsorship purposes in accordance with the approved objectives. Clear supporting documents shall be maintained to prevent donations and sponsorships from being used as a channel for fraud and corruption.

Definitions

1. Provision or Receipt of Sponsorship means the provision or receipt of funds for business purposes to build business credibility or strengthen business relationships, as appropriate to the circumstances.
2. Charitable Donation means the voluntary donation of the Company's resources, such as money, goods, assets, personnel, or any other benefits, to an organisation or individual to support charitable activities without expecting any commercial benefit in return.
3. Executive means a person who is responsible for planning, management, and decision-making within the organisation and holds a position at Department Director level or above.

Charitable Donation Guidelines

1. Charitable donations and sponsorships shall be conducted transparently, lawfully, and in accordance with ethical principles. They shall not involve any act that may cause harm to society.
2. Charitable donations and sponsorships for projects shall be supported by clear evidence that the activities have achieved the project objectives and provided genuine benefits to society or fulfilled the objectives of the Company's corporate social responsibility activities.
3. Charitable donations and sponsorships shall not involve any reciprocal benefit for any individual or organisation, except for customary acknowledgements, such as displaying a logo, announcing



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names at the event venue, or acknowledgement in publicity materials.

4. Charitable donations and sponsorships in any form shall comply with the Company's procedures and regulations and shall be approved by a Company director or an authorised approver.
5. Any donation of the Company's funds or assets shall be made only in the name of the Company. Charitable donations shall be made only to foundations, public charitable organisations, temples, hospitals, healthcare facilities, or other organisations that serve the public interest and are certified or reputable. Clear and reliable documentary evidence of the donation shall be retained, and the Company's procedures shall be followed. The Company shall not use charitable donations as a pretext or for any other purpose.
6. Any use of the Company's funds or assets to support a project shall be made only in the name of the Company. Sponsorships shall have a business purpose and support the Company's image and reputation. Each disbursement shall clearly state its purpose and be supported by verifiable documentary evidence.

Procedures for Charitable Donations

1. Any department that wishes to make a charitable donation or provide sponsorship shall submit the request through its supervisor at executive level or above for further submission to the authorised approver. The supervisor shall review the request to ensure that the purposes of the donation or sponsorship comply with the Company's guidelines.
2. Requests for approval of charitable donations and sponsorships shall be submitted to the person authorised to approve charitable donations.
3. After a charitable donation or sponsorship has been made, the requesting department shall submit supporting documents, such as a letter of acknowledgement from the organisation that received the donation or sponsorship or photographs of the donation or sponsorship, to the Accounting Department for review and classification. The documents shall be retained as evidence of the charitable donation or sponsorship.

Policy Review

The Company shall regularly review and update the Charitable Donation Policy to ensure that it remains consistent with the Company's current financial position and business strategy.

Penalties

Any director, executive, or employee who violates this Policy, neglects or omits compliance with it, or intentionally fails to comply with it and who is found to have carried out charitable donation activities that



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appear to involve fraud or the pursuit of personal benefits or benefits for a group or associates shall be considered to have committed a disciplinary offence and shall be subject to penalties in accordance with the Company's work rules and regulations. Such person may also be subject to penalties under applicable law.

Issued on 1 January 2021

A handwritten signature in blue ink, appearing to read "Pum", is positioned above a horizontal line.

(Mr. Pumipat Sinacharoen)

Chief Executive Officer

Proud Real Estate Public Company Limited