

## **Convenience Fee Policy**



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**THAI AUTO TOOLS AND DIE PUBLIC COMPANY LIMITED**

**(“The Company”) and Subsidiaries (“Group”)**

## Convenience Fee Policy

Thai Auto Tools and Die Public Company Limited (“**the Company**”) and its subsidiaries (collectively referred to as the “**Group**”) have established a convenience fee policy to ensure that the Company’s directors, executives, employees, and staff do not pay any convenience fees to government officials in any form, directly or indirectly, or through other individuals, in exchange for facilitating business operations. This is because such actions pose a high risk of bribery, increase business costs, damage the Company’s reputation and credibility, and violate this anti-corruption policy, with examples of such actions including obtaining licenses, certifications, and public services.

### Scope

This convenience fee policy applies to all directors, executives, employees, and staff of the Company, its subsidiaries, joint ventures, and controlling entities, all of which must strictly adhere to the established procedures. Furthermore, the Company expects its business partners, agents, distributors, and all individuals involved in the Company’s business operations to support the implementation of this policy.

### Definition

Convenience fee means a small amount of money paid informally to government officials and solely to ensure that they follow procedures or to incentivize faster processing, by which such processes are not up to the discretion of the official and are considered the legitimate duties of such officials and are also the rights that legal entities are legally entitled to, for example, license applications, certifications and rendering of public services, etc.

### Action Measures

1. Payment of convenience fees that could lead to corruption is strictly prohibited.
2. The Company has no policy of paying convenience fees in any form, whether direct or indirect, that could lead to corruption.

## Fact-Finding and Reporting

A designated person (according to the confidentiality level of each case) will investigate complaints and facts, and then submit each matter to the Chief Executive Officer for approval to close the matter. A copy of the matter will also be submitted to the Internal Audit Office for reporting to the Audit Committee.

## Penalties for Policy Violations

This convenience fee policy is a duty that all directors, executives, employees, and staff must adhere to as a guiding principle in their work and they must not neglect the principles set forth in this policy. Any violation or non-compliance with the above regulations that result in damage to the Company will be considered a breach of the Company's work regulations, and the Company will consider disciplinary actions fairly, with consideration to the severity and nature of each offense. Those authorized to impose penalties will act according to the Company's established guidelines.

Engaging in corruption is a breach of the business Code of Conduct and is subject to disciplinary action according to Company regulations. Furthermore, legal penalties may be imposed if such actions are illegal.

## Policy Review and Revisions

This convenience fee policy must be reviewed and revised regularly, at least once a year, or immediately if there are significant changes, after the Executive Committee submits them to the Board of Directors for approval.

This policy was approved by the Board of Directors Meeting No. 4/2025 on 14 November 2025, effective from 14 November 2025 onwards.

- Dr. Damri Sukhotanang -

Dr. Damri Sukhotanang  
Chairman of the Board of Directors