

Seller FA Policy

For juristic persons/ordinary persons who accept the Seller Agreement with Agrimomo only.

1. In case the buyer pays with pre-paid and credit term payment method

1.1 Documents issued by Agrimomo to juristic persons/ordinary persons under the Seller Agreement

Document	Guideline
1. Tax invoice 2. receipt	Agrimomo will deliver to the seller once a month by the 10th of the following month. Delivery must be made to the name and address of the seller registered in the Distribution Management System (DMS) in the Seller KYC section only.

1.2 Documents issued by the seller under the Seller Agreement in case the seller is a legal entity wishing to withhold tax

Document	Guideline
1. 2 copies of withholding tax certificates dated upon receipt of payment for goods only. 2. Copy of bank account	In case the seller wishes to withhold tax on the service fee, the above documents must be attached and sent to Agrimomo within the 30th of the month.

1.3 The transfer schedule for the year 2023-2024 by date, time, and place is as follows:

Document submission cycle	Withholding tax remittance schedule
30/08/2023	25/09/2023
30/09/2023	25/10/2023
30/10/2023	25/11/2023
30/11/2023	25/12/2023
30/12/2023	25/01/2024
30/01/2024	25/02/2024
29/02/2024	25/03/2024
30/03/2024	25/04/2024

30/04/2024	25/05/2024
30/05/2024	25/06/2024
30/06/2024	25/07/2024
30/07/2024	25/08/2024
30/08/2024	25/09/2024
30/09/2024	25/10/2024
30/10/2024	25/11/2024
30/11/2024	25/12/2024
30/12/2024	25/01/2525

Document delivery address

Agrimomo (Thailand) Company Limited

252/115 Muang Thai-Phatra Complex, Building B, 22nd Floor, Ratchadapisek Road, Huai Khwang, Bangkok 10310

Note

1. In case of failure to submit documents within the specified time, Agrimomo reserves the right to refund.
2. If the 25th is a holiday, the transfer will be postponed to the next business day.
3. In case of incomplete documents, Agrimomo reserves the right to pay in all cases.
4. For more information, please contact accounting@agrimomo.com only, Agrimomo does not have a policy to respond to inquiries by telephone.
5. This document is intended to provide a brief summary of key content for understanding the guidelines. Agrimomo reserves the right to change the terms and conditions, whether in part or in whole, without prior notice. Therefore, we ask that you to study the full Seller Agreement and if there is any statement that may conflict with the interpretation, the full version shall prevail.

2. In case the buyer pays with cash on delivery payment method

2.1 Documents issued by Agrimomo to juristic persons/ordinary persons under the Seller Agreement

Document	Guideline
1. Invoice	Agrimomo will send an invoice for the service fee under the Seller Agreement to the Seller once a month by the 5th day of the following

	month by email, whereby the seller has to pay the service fee within 7 days from the date of the invoice.
2. Tax invoice 3. Receipt	Agrimomo will send tax invoice and receipt to the seller upon receipt of payment for services and withholding tax certificate. Agrimomo will send the documents by the 10th of the following month according to the name and address of the seller registered in the Distribution Management System (DMS) in the Seller KYC section only.

2.2 Documents issued by the seller under the Seller Agreement in case the seller is a juristic person who wants to withhold tax.

Document	Guideline
1. 2 copies of withholding certificates	In case the seller wishes to withhold tax on the service fee, the withholding certificate must be attached and sent to the company within the month in which the withholding tax was deducted.

Document delivery address
Agrimomo (Thailand) Company Limited 252/115 Muang Thai-Phatra Complex, Building B, 22nd Floor, Ratchadapisek Road, Huai Khwang, Huai Khwang, Bangkok 10310

Note

1. In case the seller withholds tax and does not submit the withholding certificate, Agrimomo reserves the right to send the original tax invoice and receipt.
2. For more information, please contact accounting@agrimomo.com only, Agrimomo does not have a policy to respond to inquiries by telephone.
3. This document is intended to provide a brief summary of key content for understanding the guidelines. Agrimomo reserves the right to change the terms and conditions, whether in part or in whole, without prior notice. Therefore, we ask that you to study the full Seller Agreement and if there is any statement that may conflict with the interpretation, the full version shall prevail.