

## Supplier FA Policy

*For juristic persons/ordinary persons offering products/services to Agrimomo only.*

### 1. Billing Documents: *Fixed Assets and goods*

The supplier is a legal entity.	The supplier is an individual.
1. Invoice 2. Original tax invoice 3. Copy of tax invoice (2 copies) 4. Receipt 5. Copy of bank account	1. Invoice 2. Copy of ID card 3. Copy of bank account

### 2. Billing Documents : *Services*

The supplier is a legal entity.	The supplier is an individual.
1. Invoice 2. Original tax invoice 3. Copy of tax invoice (2 copies) 4. receipt 5. Copy of bank account	1. Invoice 2. Copy of ID card 3. Copy of bank account

### 3. Billing Schedule - Transfer money for the year 2023-2024 by date, time, place as follows:

Billing	Transfer deadline
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	25/01/2025

Billing 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. The original copy of Tax invoices and receipts must be sent to Agrimomo only.
2. In case of failure to submit billing documents on time, payouts will be paid in the next round in all cases.
3. If the 25th is a holiday, the transfer will be postponed to the next business day.
4. In case of incomplete documents, Agrimomo reserves the right to pay in all cases.
5. The withholding tax certificate will be sent to the supplier's address only.
6. For more information, please contact [accounting@agrimomo.com](mailto:accounting@agrimomo.com) only, the company does not have a policy to respond to inquiries by telephone.
7. This document is intended to provide a brief summary of key content for understanding the guidelines. The company reserves the right to change the terms and conditions, in whole or in part, without prior notice.