



# CONTRACT MANAGEMENT POLICY

EUROASIA TOTAL LOGISTICS PUBLIC COMPANY LIMITED

REVISION 3

EFFECTIVE DATE 20 FEBRUARY 2025



#### Preparation and Approval History

Document No.	Editor/Controller	Reviewer	Approver
CP-BOD-023-02	Managing Director	Chief Executive Officer	Board of Directors
	3 January 2025	30 January 2025	20 February 2025

#### Revision History

Revision	Revision Date	Effective Date	Revision details
1	10 October 2021	9 November 2021	First issue
2	10 June 2022	6 August 2022	Revise company name after conversion to public limited company
3	3 January 2025	20 February 2025	Annual review

Note: To add or cancel any document, proceed according to the acts set out in the Approval and Implementation Authority.

Euroasia Total Logistics Public Company Limited  
19, 21 Motorway Road, Klongsongtonnoon,  
Lat Krabang, Bangkok, 10520 Thailand  
Tel: (662) 123 1727  
Website: [www.etl.co.th](http://www.etl.co.th)

บริษัท ยูโรเอเชีย โลจิสติกส์ จำกัด (มหาชน)  
19, 21 ถนนมหกั�อเรีย์ แขวงคลองสองตันนุ่น  
เขตคลองกรุงบัง กรุงเทพมหานคร 10520  
โทรศัพท์: (662) 123 1727  
เว็บไซต์: [www.etl.co.th](http://www.etl.co.th)



## Contract Management Policy

### 1. Introduction

This policy on processes of procurement, bidding, and contracting is prepared to describe the duties and responsibilities, including defining the roles of all relevant departments clearly.

Before performing duties, all staff must ensure that they understand and apply this policy effectively.

#### 1.1 Objectives

To define clear procedures for contracting to be orderly and well controlled.

#### 1.2 Scope

This policy is for the employees of Euroasia Total Logistics Public Company Limited ("the Company") and its subsidiaries for use in the execution of contracts only.

#### 1.3 Definitions

Contracting means the procedure to make it legally binding after the Company has notified the contract parties.

#### 1.4 Relevant Departments

- 1.4.1 Departments Involved in Contracting
- 1.4.2 Legal Department

### 2. Duties and Responsibilities

#### 2.1 Departments Involved in Contracting

- 2.1.1 Coordinate with the contracting parties regarding contracting and preparation of documents supporting the signing of the contract.
- 2.1.2 Collect all signed contracting documents and send them to the relevant departments.

#### 2.2 Legal Department

- 2.2.1 Review the contents of the contract and compare the issues in the contract.
- 2.2.2 Prepare a memorandum explaining issues, differences, or disadvantages for the authorized director to consider for approval of implementation.



- 2.2.3 Prepare a memorandum explaining the differences for the counterparty to review to revise the details in the contract.
- 2.2.4 Concluding the negotiation, amending/changing the details of the contract to the authorized director before signing the contract.

### 3. Contracting Procedures

#### 3.1 Departments Involved in Contracting

- 3.1.1 When knowing the results, follow up the notice of contract preparation from the contracting party.
- 3.1.2 Check the requirements, such as the duration of the contract or the conditions on the contract date.
- 3.1.3 Send contract documents and requirements to the Legal Department to review the essence of the contract.
- 3.1.4 Prepare a power of attorney from the Company's authorized person to sign the contract (if any).
- 3.1.5 On the date of the contract, the authorized signatory signs the contract by attaching the following documents for signing the contract:
  - A copy of the Company's Registration Certificate
  - Copies of ID card and house registration of 2 authorized signatories
  - Power of attorney
  - A copy of ID card and house registration of the authorized person
  - Other documents necessary for contracting
- 3.1.6 Make a photocopy of all signed contracts and present them to the Managing Director and collect the following documents for submission:
  - Duplicate of the contract signed by both parties
  - Other supporting documents (if any)

#### 3.2 Legal Department

- 3.2.1 Review the materiality of the contract and the terms received to be consistent with the conditions proposed for consideration on all advantages and disadvantages in all respects.
- 3.2.2 In case there are differences from the contract or disadvantages, a memorandum explaining differences and potential impacts must be prepared and submitted to the approver for consideration. If the directors agree to accept the differences, then all documents will be returned to the department involved in the



contract for the execution of the contract. If the directors do not agree to the differences, a memorandum explaining the issues must be made for the counterparty to consider, review, and draw conclusions and conclude negotiations to propose to the approver before executing the contract.

This Contract Management Policy was considered and approved at the Board of Directors' meeting No. 2/2025 on February 20, 2025. It shall be effective from February 20, 2025 onwards.

Note: This English translation is for reference purposes only. In the event of any discrepancy between the Thai original Contract Management Policy and this English translation, the Thai original shall prevail.

Mr. Komol Rungruangyot

Chairman of Board of Directors

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