



## **Procedures on Donation to the Charity and Becoming a Patron** **This procedure is part of the Anti-Corruption Policy**

Asia Hotel PCL has operated the business under the good supervision by adhering to the good governance principles and business code of conduct, with social responsibility, environment and the stakeholders from all partisans. It uses the strategy in the business competition with fairness, best product quality and service. Moreover, the company still has determination in the opposition to corruption in all forms. It also designates its directors, management and employees, including the relevant persons on its business, which it has the power in the control to comply with the anti-corruption policy strictly.

Donations or patronage has the objective for the public benefit on religion, education, sports and art and cultural activities shall be implemented with transparency and legality as well as complying with the procedures set by the company. It has verification and approval from the authorized persons to make sure that the donation or financial support is used in accordance with the objective and not an excuse for bribery.

### **Definition**

A donation is for charity and financial support means the money that the company has paid for the public benefit as follows for religion, education promotion, sports, art and culture.

### **Format of Donation or Support**

The company has a policy on donation or support in the following formats:

1. Cash or check
2. Room voucher
3. Food voucher
4. Things such as equipment/appliances and food, etc.

### **Procedures**

1. The operator shall prepare a record form for donation/financial support by stating the name of the donee or financial support, objective and name of the activity or requesting project.
2. Submission of the application for the donation/patron of the financial support with the entire supplemental documents to the authorized person of the company for approval.



**The company has set up the guidelines for a charitable donation and financial support for a public benefit with the following conditions:**

1. It shall be transparent, legal and moral, including not doing anything causing damage to the community.
2. Making a donation and support for the project according to the objective and can be proven to have an activity to support the objective of the project to success and create benefits for the society truly, or in compliance with the objective of the operation with social responsibility.
3. The donations and support shall not be involved with a reciprocal benefit to anyone or agency except a general announcement, e.g. decorating a logo or announcement of the name at the activity venue or in the media for public relations, etc.
4. It shall comply with the procedures on the operations. However, if it is a donation or financial support, regardless of the form, it shall be approved by the board of directors or the authorized person.
5. In donating money or property of the company, it shall be made in the name of the “Company” only. With such charitable donation shall go to a foundation, public charity organization, temple, hospital, medical place or organization to benefit the society. It shall have a certificate or reliability and evidence of the donation clearly and reliably, and in compliance with the procedure of the company. Nevertheless, the company shall not use the donation as a reference or use for other purposes.
6. Spending of the company’s money or property in support of the project shall state the name of the “Company” only. Meanwhile, the spent money must have the company’s business purpose, good image and reputation, and the payment shall state the clear objective and the evidence that is accountable.

**\*The rules on the charitable donation and being the patron are approved by the board of directors on 11 November 2016**



**Application for a Donation Record/Monetary Patron Form**

Date.....

Dear.....

I,Mr./Mrs./Ms.....Department.....

I would like to record the donation/financial support by the company as follows:

- Donation for Charity
- Financial Support

Agency.....

Address.....

Contact.....Telephone

Number.....

Purpose of seeking the donation/financial support for.....

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Date of implementing the activity or project.....

List of donated items/financial support

Cash/check.....baht

Room voucher value.....baht

Dining room voucher value.....baht

Property/things/ others please state

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Supplementary documents:

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Signed.....Recorder,

(.....)

Signed.....Approved by

(.....)