

(Unofficial Translation)

## Policy Announcement of Thai Private Sector Collective Action Against Corruption

No. 01/2561

### on Storage, Access, Retention and Backup of Financial Information

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#### Practice

1. All accounting and financial documents must have complete information for transaction and has already been approved in accordance with the Company's approval authority.
2. The original documents must be stored in files separate by types and document number.
3. All accounting and financial documents must be completely collected within 3 months from the date of record.
4. The files of original documents of current year must be stored in the accounting and financial department's document storage room.
5. The files of original documents that last more than 1 years but not over 10 years from the date of record must be stored in boxes separate by types of accounting transaction in the document storage room.
6. The documents that lasts more than 10 years must be approved before destruction.
7. To request and check the original documents must contact the responsible manager directly and must notify in writing for documents requisition as well as signing when receiving / returning documents every time.
8. Provide record book for document requisition with signing when returning documents.
9. Information uses in accounting records must be backed up daily with appropriate data protection system, preventing access or correction without authorization from authorized person as well as set up measures to test data recovery system annually.

This policy is effective as of 15 August 2018 onwards.

Yours sincerely,

- *Signature* -

(Ms. Soontareeya Wongsirikul)

Thai Private Sector Collective Action

Against Corruption Director