



บริษัท สหอุตสาหกรรมน้ำมันปาล์ม จำกัด (มหาชน)  
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## HR Announcement No. HRA 27/2024

### Estate's Supplier Procurement Procedure

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To align with the fluctuating levels of fresh fruit bunch production, which are dependent on the seasons, the Company has implemented a policy of hiring contractors to work in the estates. This policy is designed in accordance with economic conditions and involves the following steps:

1. The estate manager shall seek approval from the Managing Director to hire contractors for the estates as deemed appropriate.
2. Upon approval, the estate administrator prepares the contract and submits it to the human resources department for review and approval.
3. The contract details shall specify the job description and the remuneration.
4. The Managing Director signs the contract with the contractor, and each party receives a copy.
5. The contractor representative shall agree on terms within the group and submit documents to the Company.
6. The contractor shall adhere strictly to the contract and attached documents.
7. Upon each payment, the contractor representative and the group members shall sign to acknowledge and verify the accuracy of the amount received.

Announced on 3<sup>rd</sup> May 2024

(Mr. Nattaporn Thawornnyuttitam )

Human Resources and Administration Manager

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A Subsidiary of Lam Soon (Thailand) Public Company Limited