



ZEON ADVANCED POLYMIX CO., LTD.

SUPPLIER MANUAL



※私たちはこれからも成長し、着実に前進し続けます※
WE WILL CONTINUE TO GROW AND MOVE FORWARD WITH STABILITY

ZEON ADVANCED POLYMIX

Effective on June 20th, 2025



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Part I

Prologue

Objective

To guide the suppliers/subcontractors to understand and comply with the requirements of the Company (Zeon Advanced Polymix Co., Ltd.). To ensure the confidence of the Company's customers that the products and services related to the manufacturing process produce the quality products that truly meet customer requirements. The suppliers/subcontractors must be sincere, dedicated to continuously improving their products and manufacturing processes delivered to the Company. Always maintain the quality of products and services, including regular self-improvement in improving and developing the manufacturing process effectively, develop personnel with useful training, systematic collection of various assessment results and statistical data. Emphasis on Quality Management Systems (QMS) to meet customer expectations and to prevent non-standard product problems, as well as systematic management of environmental responsibility. By managing resources and the environment along with organizational development, to achieve environmental development along with business development, with a focus on pollution prevention and environmental protection. This is to reduce the impact on the environment and reduce production costs in the business, which is in line with the Company's Environmental Policy. In addition, the suppliers/subcontractors have knowledge and understanding of Corporate Social and Environmental Responsibility (CSR), which operates under the principles of ethics and good management. The Company operates fairly with the establishment of ethical, social, environmental and gender equality rules. Do not violate human rights, protect consumers, and ensure health and safety in terms of policies and practices on purchasing, procurement, distribution, tenders and contracts. There is an anti-corruption campaign to meet the objectives of social responsibility.

This includes cooperation in the field of Occupational Health and Safety. The suppliers/subcontractors strictly complies with the Company's Policies, such as controlling hazards, injuries, and illnesses that may arise from work methods, social factors, workload, and working hours that may be caused by victimization, intimidation, bullying, harassment, leadership, and corporate culture, as well as ensuring that personal data is managed appropriately and in accordance with the law (PDPA). The Company also recommends that the suppliers/subcontractors adopt a business model that reduces non-value-generating activities. Avoid unnecessary expenses such as sustainable energy conservation and so on, which is the core of reducing costs and generating profits to create long-term, sustainable success and maintain competitiveness and be recognized as the leading suppliers/subcontractor by formulating an internal improvement plan in terms of quality and applying cost analysis at the highest cost.

For the goal of Sustainable Development with 3 important elements:

- (1) Economic Growth
- (2) Social Inclusion
- (3) Environmental Protection

According to the factors that are linked in the 5 dimensions (5P), they are:

- (1) *People*: focuses on eliminating poverty and hunger to reduce inequality in society.
- (2) *Planet*: Emphasis is placed on protecting and preserving natural resources. Climate for the next generation of global citizens.
- (3) *Prosperity*: Promote people's well-being and harmony with nature.
- (4) *Peace*: Based on the principle of peaceful coexistence. There is a peaceful and non-discriminatory society.



- (5) *Partnership*: Cooperation of all sectors in driving the sustainable development agenda.

The Company will contribute to the development of suppliers/subcontractors to promote and assist suppliers/subcontractors to be able to improve and develop seriously and continuously. In terms of providing the necessary information, the Company's Policies, useful advice, monthly/annual evaluation of suppliers/subcontractors, and monitoring of production sites/storage facilities (Audit) to drive and achieve success at the same time.

Scope

This manual is only applicable to the suppliers/subcontractor of the type of inputs that affect the quality of the product for use in the manufacturing process of Zeon Advanced Polymix Co., Ltd.

Definition

Company

It means Zeon Advanced Polymix Co., Ltd.

Supplier/Deliverer/Subcontractor

It means the person who delivers the product to the Company.

GHS Label

It means a chemical classification and labeling system prepared with the aim of achieving a uniform communication of the hazard of chemicals around the world through the same criteria that are used to classify hazards.

SDS (Safety Data Sheet)

It means a document that shows the specific information of each chemical regarding its hazard characteristics, toxicity, use, storage, transportation, disposal and other handling to ensure that the operation of the chemical is accurate and safe. The information displayed in the document must comply with the standards required by law.

COA (Certificate of Analysis)

It means the report on the results of biological quality analysis.

REACH (Registration-Evaluation-Authorization-Chemicals)

It means the Registration, Evaluation, Authorization and Restriction of Chemicals (REACH) is a European Union regulation dating from 18 December 2006,[1] amended on 16 December 2008 by Regulation (EC) No 1272/2008.

SVHC (Substances of Very High Concern Identification)

It refers to a chemical substance that requires extreme caution that must be approved as specified in Article 59 of the REACH Regulation and is a chemical substance selected from the chemical characteristics defined in Article 57 of the REACH Regulation.

RoHS (Restriction of Hazardous Substances)

Refers to a directive to control the use of specified hazardous substances (The presence of such substances exceeds the defined concentration) in electrical and electronic equipment used in the EU (European Union). Prioritize the issue of 'health risks the most to people and the environment', effective from July 1, 2006. RoHS3 refers to the EU directive 2015/863 (RoHS 3) of the European Union, which has been enforced since July 22, 2019, limiting the hazardous substances to 10 types.

**SoC (Substance of (Environmental) Concern)**

It refers to the specification of 4 types of hazardous substances: mercury (Hg), lead (Pb), cadmium (Cd) and chromium (Cr+6).

IMDS คือ International Material Data System

It is a regulation of European countries regarding the use of heavy metals in vehicle components in accordance with ELV, SOC, REACH, SVHC, 76/769/EEC, and EU www.mdsystem.com Regulation first, after that, you will receive a code to be recorded in the International Material Data System (IMDS) database.

ChemSHERPA

Developed by the Ministry of METI of Japan, chemSHERPA is a system that combines JAMP and JGPSSI* into a single system to unify the information communication mechanism in the production chain. Leading Japanese businesses are turning to chemSHERPA to manage and communicate chemical information in their products in the production chain.



Part II

Procurement Process

2.1 Procurement Principle

The Procurement Department has set the principles for considering procurement as follows:

6R's PURCHASING PRINCIPLE

- RIGHT QUALITY Procurement of parcels of the right quality (Good Quality).
- RIGHT QUANTITY Correct quantity (Number of products delivered in full).
- RIGHT PRICE Correct price (Reasonable Price).
- RIGHT TIME The timing is right (Punctual).
- RIGHT SOURCE Correct sales sources (From the right sources).
- RIGHT PLACE The right place (Deliver to the right location).

2.2 Selection of suppliers and deliverers

Zeon Advanced Polymix Co., Ltd. has standards for the selection, evaluation and monitoring of suppliers/subcontractors regarding raw materials in a fair and transparent manner, adhering to the principles of business stability, and the reliability of suppliers/subcontractors, as well as being able to respond well to the needs of the Company. Which considers the suppliers/subcontractors that can deliver products that meet the specifications and requirements of the production formula and product requirements as the main criteria. In case there is more than 1 supplier of that product, except for the case of a supplier/subcontractor determined by the customer, the price, delivery time and payment terms will be compared by considering and selecting according to the needs at that time. The Procurement Department manages the selection of suppliers/subcontractors by sending a preliminary raw material supplier survey PC-4 -5 -0 0 1 6 (Raw Material Supplier Information Survey Form) to assess the potential of suppliers/ subcontractors in various aspects of raw materials, which has 5 main topics:

2.2.1 General Information consists of:

- Company Name/Address (Promise address as in VAT (Phor Phor 20) registration and factory address) including telephone number, fax number and E-mail.

2.2.2 Business Operations consist of:

- Tax identification Code / Capital
- Banks in transactions
- Type of Business
- Business Size
- Income from the previous year's operations.
- Credit Term
- Main types of products/service
- The value of the automotive business compared to the total business value.
- Main customers

2.2.3 Infrastructure consists of:

- Description of employee
- Coordinator Name.
- Name of the authorized signatory.

**2.2.4 Delivery consists of:**

- Delivery term
- Minimum delivery quantity per order (MOQ)
- Inventory Policy (Minimum stock/month)
- Type of shipping/delivery
- Source of the delivery

2.2.5 Supply Competent consists of:

- Certification by the International Standards Institute.
- Quality control and production process to meet the requirements.
- Have sufficient human resources and infrastructure for production efficiency.
- Technologies related to raw materials used in the production process.
- Design and development capabilities, including project management.
- SDS, COA, RoHS, SoC and Original Tax Invoice with Goods.
- Handling of Prohibited Substances.
- Software design/development capabilities.
- Process Change Management.
- Business continuity planning.
- After-sales service.
- Ability to deliver products on schedule and delivery processes in accordance with safety standards.
- Ability to deliver products correctly complete Purchase Order conditions.
- Fair operation with ethical criteria, social, environmental and gender equality, as well as health and safety, are incorporated into procurement policies and practices, distribution and contracting to meet the objectives of social responsibility.
- Safety Control in production process.
- Providing basic work safety training to workers with knowledge and understanding.

***** The list of selected delivery suppliers is contained in the Approved Supplier List (PC-4-5-0005). *****



ZEON ADVANCED POLYMIX CO., LTD.

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SUPPLIER MANUAL

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20 JUNE 2025

ZEON ADVANCED POLYMIX CO., LTD.

แบบสำรวจผู้ขายวัตถุดิบเบื้องต้น

RAW MATERIAL SUPPLIER INFORMATION SURVEY

ชื่อผู้กรอก / Name :

ตำแหน่ง / Position :

วันที่ / Date :

GENERAL INFORMATION

1 ชื่อบริษัท / Company name : ไทย
..... English

2 ที่อยู่ / Address

2.1 สถานที่ประกอบการ(ตาม ภ.พ.20) / Promise address(as in VAT registration) :

โทรศัพท์ / Tel.: แฟกซ์ / Fax.: อีเมลล์ / E-mail :

2.2 ที่อยู่โรงงาน / Factory address :

โทรศัพท์ / Tel.: แฟกซ์ / Fax.: อีเมลล์ / E-mail :

BUSINESS OPERATIONS

3. หมายเลขประจำตัวผู้เสียภาษี (TAX ID Code) :ทุนจดทะเบียน (Capital) :

4. ธนาคารที่ใช้ (Bank in transaction) :

5. ประเภทกิจการ / Type of Business :

☐ ตัวแทนจำหน่ายและนำเข้า / Distributor & Importer☐ ผู้ผลิต / Manufacturer☐ อื่น ๆ ระบุ / Other specify

6. ธุรกิจของท่านเป็นขนาด (Business Size):

☐ ขนาดย่อม (Small Enterprise)☐ ขนาดกลาง (Medium Enterprise)☐ ขนาดใหญ่ (Large Enterprise)

7.รายได้จากการประกอบการ ปีก่อนหน้า (Income Previous Year):.....บาท / Baht

8. การให้เครดิต (Credit Term)

☐ ให้เครดิต/Credit☐ ไม่ให้เครดิต เงินสดเท่านั้น / No credit, cash only☐ 30 วัน (30 Days Net)☐ 45 วัน (45 Days Net)☐ อื่น ๆ ระบุ / Other specify.....วัน / Day

9. ประเภทสินค้า/บริการหลัก ๆ / Please specify your main product / service :

ชื่อสินค้า

ผลิตโดยบริษัท / ประเทศ

ความสามารถในการผลิตต่อเดือน

(Product name)

(Produced by / Country)

(Capacity (unit / month))

1 .

2 .

3 .

10. ปริมาณมูลค่าของธุรกิจด้านยานยนต์เมื่อเทียบกับมูลค่าธุรกิจทั้งหมดเป็นมูลค่าหรือ %:

(The value of the automotive business compared to the total business value (Value or %))

10. ชื่อลูกค้าหลัก / Main Customers

ชื่อบริษัท

ผลิตภัณฑ์ที่จำหน่าย

อัตราส่วนที่จำหน่ายผลิตภัณฑ์นั้น ๆ

(Company Name)

(Supplied product name)

(Percentage of this product sold)

1 .

2 .

3 .

Zeon Advanced Polymix Co., Ltd.

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INFRASTRUCTURE

11. รายละเอียดเกี่ยวกับพนักงาน / Description of employee

- 11.1 จำนวนพนักงานทั้งหมด / No. of employee.....คน / Persons
- 11.2 จำนวนพนักงานฝ่ายคุณภาพ / No. of QA staffs.....คน / Persons
- 11.3 จำนวนพนักงานฝ่ายขาย / No. of sell staffs.....คน / Persons
- 11.4 จำนวนพนักงานฝ่ายผลิต / No. of operators.....คน / Persons

12. ชื่อผู้ประสานงาน / Name of liaison

ชื่อผู้ประสานงานระดับบริหาร / Name of liaison - management level

ชื่อ / Name ตำแหน่ง / Position : โทรศัพท์/ HP No.

ชื่อผู้ประสานงานระดับปฏิบัติการ / Name of liaison - operation level

ชื่อ / Name ตำแหน่ง / Position : โทรศัพท์/ HP No.

13. ผู้มีอำนาจลงนาม / Authorized person :

- 1) ชื่อ / Name ตำแหน่ง / Position :
- 2) ชื่อ / Name ตำแหน่ง / Position :

DELIVERY

9. ระยะเวลาการจัดส่ง (Leadtime).....วัน / Days

10. จำนวนส่งมอบขั้นต่ำ (Minimum Delivery per order):.....

8. นโยบายการเก็บสต็อกสินค้าที่จำหน่าย (Minimum stock Policy):.....เดือน / Month

9. ประเภทของการจัดส่งสินค้า (สามารถเลือกได้มากกว่า 1 ข้อ) (Type of delivery (more than 1 item can be selected))

- ☐ รถบรรทุก 4 ล้อ (4 Wheels Pick Up) ☐ รถบรรทุกน้ำมัน (Oil Truck)
- ☐ รถบรรทุก 6 ล้อ (6 Wheels Truck) ☐ รถตู้คอนเทนเนอร์ (Container Truck)
- ☐ รถบรรทุก 10 ล้อ (10 Wheels Truck) ☐ รถขนส่งวัตถุอันตราย (Hazardous Materials Transport Vehicles)
- ☐ อื่นๆ โปรดระบุ (Others, please specify).....

10. ลักษณะของการส่งมอบสินค้าของท่านคือ: (The source of your delivery is) :

- ☐ โดยหน่วยงานจัดส่งสินค้าของบริษัทของท่าน (By own logistics department)
- ☐ โดยผู้ให้บริการด้านการขนส่งสินค้า (By logistic subcontractor)
- ☐ โดยผู้ให้บริการคลังสินค้าที่มีหน้ากระจายสินค้า (By warehouse services provider who is also the distributor)
- ☐ ลูกค้ามารับสินค้าเอง (Ex Work)

SUPPLY COMPETENT

Q	1. บริษัทท่านได้รับการรับรองโดยสถาบันมาตรฐานสากลหรือไม่ (โปรดระบุ) Does your company certified by any International standard or not? <input type="checkbox"/> ISO 9001 <input type="checkbox"/> ISO 14001 <input type="checkbox"/> ISO 45001 <input type="checkbox"/> IATF 16949 <input type="checkbox"/> ISO/IEC 17021 <input type="checkbox"/> ISO/IEC 17025 <input type="checkbox"/> อื่น ๆ(ระบุ)/Others (Pls. Speciy).....	รายละเอียด/Details		คะแนน
			Score	
		มี (โปรดแนบ) / Yes (Pls. attach certificate)	<input type="checkbox"/>	10
		ไม่มี / None	<input type="checkbox"/>	0
		กำลังดำเนินการ (Improvement opportunities and under	<input type="checkbox"/>	5
		คาดว่าจะได้รับการรับรองภายใน (will be certified		
		อื่นๆ (โปรดแนบ) / Others (Pls. attach)	<input type="checkbox"/>	5
Q 2.	ท่านมีการควบคุมคุณภาพและกระบวนการผลิตให้เป็นไปตามข้อกำหนดหรือไม่ Do you have quality control and production processes to ensure that the products meet the required standards?	มี / Yes	<input type="checkbox"/>	5
		ไม่มี / None	<input type="checkbox"/>	0
Q 3.	ท่านมีทรัพยากรทางด้านบุคลากรและโครงสร้างพื้นฐานเพียงพอเพื่อให้เกิดการผลิตมีประสิทธิภาพหรือไม่ Do you have sufficient personnel and infrastructure resources?	เพียงพอ / Enough	<input type="checkbox"/>	5
		ไม่เพียงพอ / Not enough	<input type="checkbox"/>	0



SUPPLY COMPETENT				
Q 4.	วัตถุดิบที่ท่านใช้ในกระบวนการผลิตสินค้าของท่านมีความซับซ้อนหรือไม่ Do the raw materials that use in your production process are complicated? ถ้ามี เทคโนโลยีที่ต้องการในกระบวนการผลิตนี้คือ (โปรดระบุ) / Yes, and technology required in this production process.	มี / Yes ไม่มี / None	<input type="checkbox"/> <input type="checkbox"/>	5 0
Q 5.	ท่านสามารถออกแบบและพัฒนา รวมถึงการบริหารโครงการหรือไม่ Can you design and develop including project management or not?	ได้ / Can ไม่ได้ / Cannot	<input type="checkbox"/> <input type="checkbox"/>	5 0
Q 6.	ท่านสามารถให้ SDS และ Spec. เมื่อมีการซื้อสินค้าชนิดใหม่ได้หรือไม่ / Can you submit the SDS and Spec. when we buy new product?	ได้ / Can ไม่ได้ / Cannot	<input type="checkbox"/> <input type="checkbox"/>	5 0
Q 7.	ท่านสามารถส่งเอกสารรับรองคุณภาพ COA มาพร้อมกับสินค้าได้หรือไม่ / Can you submit the COA when deliver us the product?	สามารถ / Can ไม่สามารถ / Cannot	<input type="checkbox"/> <input type="checkbox"/>	5 0
Q 8.	ท่านมีระบบการจัดการสารต้องห้ามสำหรับสินค้าของท่านหรือไม่ Do you have the Prohibited Substance Management System? **สามารถเลือกได้เพียงข้อใดข้อหนึ่ง	มีการควบคุมตามมาตรฐาน RoHS/SoC (โปรดแนบ) / Yes, control by RoHS/SoC Standard (Pls. attach). ไม่มี / Do not have ไม่มีแต่สามารถส่งทดสอบและแจ้งผลเมื่อมีการร้องขอ Don't have but can get testing and results if require. ไม่มี / Do not have	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	10 0 5 0
Q 9.	ท่านสามารถพัฒนาซอฟต์แวร์หรือไม่ (ถ้าเกี่ยวข้อง) Can you develop software (if applicable)?	สามารถ / Can ไม่สามารถ / Cannot	<input type="checkbox"/> <input type="checkbox"/>	5 0
Q 10.	ท่านมีกระบวนการบริหารการเปลี่ยนแปลงหรือไม่ Do you have a process change management?	มี / Yes ไม่มี / None	<input type="checkbox"/> <input type="checkbox"/>	5 0
Q 11.	ท่านมีการวางแผนเพื่อความต่อเนื่องทางธุรกิจหรือไม่ เช่น แผนธุรกิจ กรณีเกิดโรคระบาดหรือภัยพิบัติ เป็นต้น Do you have a business continuity plan, such as a business plan in the event of an epidemic or a disaster?	มี / Yes ไม่มี / None	<input type="checkbox"/> <input type="checkbox"/>	5 0
Q 12.	ท่านมีการบริการหลังการขายหรือไม่ Do you have after sales service?	มี / Yes ไม่มี / None	<input type="checkbox"/> <input type="checkbox"/>	5 0
D 1.	บริษัทท่านมั่นใจว่าจะสามารถจัดส่งสินค้าได้ตามกำหนดหรือไม่ / Can you ensure that you can deliver as per due date?	ได้ / Can ไม่ได้ / Cannot	<input type="checkbox"/> <input type="checkbox"/>	5 0
D 2.	ท่านมีกระบวนการส่งมอบสินค้าตามมาตรฐานความปลอดภัยหรือไม่ Do you have a safety delivery process?	มี / Yes ไม่มี / None	<input type="checkbox"/> <input type="checkbox"/>	5 0
D 3.	ท่านสามารถส่งมอบสินค้าถูกต้อง ครบถ้วนตามเงื่อนไขใบสั่งซื้อหรือไม่ Can you completely deliver the right products according to Purchasing Terms and Conditions of the purchase order?	ได้ / Can ไม่มี / None	<input type="checkbox"/> <input type="checkbox"/>	5 0
C 1.	มีการดำเนินงานอย่างเป็นธรรม โดยมีการกำหนดเกณฑ์ทางด้านจริยธรรม สังคม สิ่งแวดล้อมและความเท่าเทียมกันทางเพศ รวมถึงสุขภาพและ ความปลอดภัยเข้าไปในนโยบายและแนวปฏิบัติด้านการจัดซื้อ จัดจ้าง การจำหน่ายและการทำสัญญา เพื่อให้ตรงตามวัตถุประสงค์ด้านความ รับผิดชอบต่อสังคม / Have a fair deal By definition of Ethical Criteria, Society, Environment and Gender Equality includin Health and Safety into procurement policies and practices, distribution and contracting. To meet the purpose of Social responsibility.	มี (โปรดแนบ) / Yes (Pls. attach) ไม่มี / Do not have	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	5 0 0
S 1.	ท่านมีการควบคุมความปลอดภัยในกระบวนการผลิตหรือไม่ Do you have safety control in production processes?	มี / Yes ไม่มี / None	<input type="checkbox"/> <input type="checkbox"/>	5 0
S 2.	บริษัทท่านจัดให้มีการอบรม เพื่อให้ผู้ปฏิบัติงาน มีความรู้ ความเข้าใจ เกี่ยวกับความปลอดภัยในการทำงานขั้นพื้นฐาน Do you provide basic safety taining course for your worker or not?	มี / Yes ไม่มี / Do not have	<input type="checkbox"/> <input type="checkbox"/>	5 0
เกรต		คะแนนที่ได้/Total Score		/100



หลักเกณฑ์การอนุมัติ (APPROVAL CRITERIA)

A =	85 - 100	ดีมาก / very good
B =	75 - 84	ดี / Good
C =	55 - 74	พอใช้ / Fair
F =	< 55	ไม่ผ่านเกณฑ์ / Not Pass

แต่กรณีจำเป็นต้องซื้อ ต้องรับการอนุมัติเป็นพิเศษจากผู้จัดการขึ้นไป
but in necessary case the approval by Manager level up is required.

เอกสารที่ร้องขอ/ REQUIRED DOCUMENT

- หนังสือรับรองบริษัทฉบับปัจจุบัน / Updated Company Affidavit
- ภพ. 20 หรือ ภพ. 01 หรือ ภพ. 09 (ถ้ามี) / VAT registration
- สำเนาเอกสารรับรองระบบมาตรฐานสากลฉบับปัจจุบัน / Copy of updated Certificate from International Standard
- ผลการทดสอบสารต้องห้าม / Substance of Concerned test report
- ทะเบียนพาณิชย์จากกรมพัฒนาธุรกิจการค้า / Commercial Registration from DBD

หมายเหตุ (REMARKS)

****กรณีจำเป็น :** เป็นผู้ขายรายเดียว, กำหนดโดยลูกค้า หรือ เป็นคำสั่งจากผู้บริหาร ต้องได้รับการอนุมัติจากระดับผู้จัดการขึ้นไป

****Necessary case :** Monopoly, Customer specification or Manager's decision , the approval by Manager level up is required.

ร่วมพิจารณาประเมินคัดเลือกเบื้องต้นโดยหน่วยงานที่เกี่ยวข้อง (APPROVAL CONSIDERATION BY CONCERNED DEPARTMENT)

ฝ่ายขาย (SALES)

- ☐ ผ่าน
☐ ไม่ผ่าน (ระบุเหตุผล)

ลงชื่อ

(.....)

วันที่.....

ฝ่ายเทคนิค (TEC)

- ☐ ผ่าน
☐ ไม่ผ่าน (ระบุเหตุผล)

ลงชื่อ

(.....)

วันที่.....

ฝ่ายบริการด้านเทคนิค (TS)

- ☐ ผ่าน
☐ ไม่ผ่าน (ระบุเหตุผล)

ลงชื่อ

(.....)

วันที่.....

ฝ่ายจัดหา (Procurement)

- ☐ ผ่าน
☐ ไม่ผ่าน (ระบุเหตุผล)

ลงชื่อ

(.....)

วันที่.....

สรุปผลการอนุมัติ (APPROVAL CONCLUSION)

- ☐ ผ่านการคัดเลือก อนุมัติขึ้นทะเบียน ASL /
Selected and approved for ASL registration
- ☐ ผ่านการคัดเลือก อนุมัติขึ้นทะเบียน TEMPORARY ASL (TRIAL) /
Qualified for Temporary ASL Registration (Trial)
- ☐ ไม่ผ่านการคัดเลือก เนื่องจากคะแนนการสำรวจต่ำกว่าหลักเกณฑ์การอนุมัติ (ต่ำกว่า 55 คะแนน)
Not qualified because lower survey score than approval criteria (below 55 points)
- ☐ ไม่ผ่านการคัดเลือก เนื่องจาก / Failed to qualify because.....



Standards for delivering products to the company

1 Name and address for issuing tax invoice

ZEON ADVANCED POLYMIX CO., LTD.

111/2 Soi Nikom 13, Mu 2, T. Makhamkhoo, Nikompattana District, Rayong 21180

Tax ID: 0115538003875 (Head Office)

2 Delivery location

Factory 1 or Factory 2 as specified in the purchase order.

3 Delivery

3.1) Actions after receiving the order

- Please confirm the delivery by signing the PO document provided by the company.
- In case it is not possible to deliver the goods as scheduled, please specify the date when delivery can be made along with confirmation of acknowledgment from the company.

3.2) Documents to be delivered with the goods

- Two sets of the original tax invoice and a copy, to be provided with the goods.
- Copy of PO - COA

3.3) Standards for Packaging and Containers

- The quantity and weight are in accordance with what is specified on the invoice.
- The container is in good condition, not leaking, cracked, damaged, or torn, waterlogged to the extent that it affects the delivery weight and product quality.
- There is a label attached to the packaging, which must indicate the product name, lot number, weight per unit, and at least the name of the manufacturer.

3.4) Standards for receiving and delivering goods

- Deliver goods on the confirmed delivery date between 8:30 AM - 11:00 AM and 1:00 PM - 4:00 PM.

3.5) Transportation

- Delivery vehicles must be equipped with devices that ensure that the goods being transported do not fall, slide, or become wet during transit, which could adversely affect the condition of the products.
- Ensure the prevention of dust dispersion during transport, and be careful not to drop any goods while moving.
- If there is a transportation of hazardous chemicals, the vehicles used for transport must be equipped with protective and treatment equipment in case of chemical spills and leaks.
- The seller must inform the transport driver of the procedures to follow in the event of an emergency during transportation, as well as prepare the necessary equipment. It is necessary to keep in the car in case of an emergency.
- Suppliers/deliverers are strictly prohibited from allowing employees under the age of 18 to work in the company's factory area.
- The delivery personnel of the seller or supplier transporting goods or products in Oil Bulk must wear personal protective equipment. (PPE) includes helmets, safety glasses, safety shoes, and reflective vests. The company's warehouse staff will carry out Check every time, the company reserves the right not to accept products in cases where personal protective equipment (PPE) is not fully worn. Upon delivery of goods or products to the company.

4 Controlled Substances Management System

- If your products are under the management system for prohibited substances, please issue a certificate of delivery for non-prohibited substance products according to international standards. The aforementioned documents must be prepared by an accredited laboratory, along with this preliminary raw material vendor survey for consideration. Select and register vendors further.



Purchasing Terms and Conditions

PURPOSE AND SCOPE

This establishes the Master Purchasing Terms and Conditions of that govern the supply of goods, equipment, and materials ("Goods") and the provision of services ("Services") to **ZEON ADVANCED POLYMIX CO., LTD. ("ZAP" or "Buyer")** by Suppliers (Each a "Supplier") are referred to individually as a "Party" or collectively as the "Parties".

These terms and conditions apply to every order placed by **ZEON ADVANCED POLYMIX CO., LTD. ("ZAP" or "Buyer")** with any individual, firm, organization, or company ("Supplier"). Any terms and conditions contained within or attached to any document of any kind which are inconsistent with the terms and conditions outlined in this document, or which attempt to add to or modify these terms and conditions in any way shall not be deemed acceptable or legally binding unless expressly and clearly accepted by **"ZAP" (Buyer)** in writing in accordance with the laws of the Kingdom of Thailand.

PURCHASE ORDER

Supplier may accept a Purchase Order by written acknowledgment or by commencing performance thereunder on *Confirmed By: and Confirmed Date:* Supplier's commencement of performance of a Purchase Order shall be deemed an acceptance by Supplier of all terms and conditions set forth in the Purchase Order. No amendment, addition, modification or waiver of the Purchase Order or any provision of its terms and conditions shall be binding upon **"ZAP" (Buyer)** or Supplier unless it is in writing and signed by authorized representatives of both Parties.

PRICES AND FORM OF PAYMENT

The prices reflected in each Purchase Order Form shall be identified as (i) fixed, firm and definitive or (ii) time and materials. Each Purchase Order Form shall clearly delineate those Deliverables which are for a fixed fee and those which are payable based on time and materials, which in the latter case shall include hourly rates and an estimate of total and not to exceed hours to complete performance. **"ZAP" (Buyer)** and Supplier hereby acknowledge that there is no index or formula pricing. The price stated in the Purchase Order Form shall be understood as including all items which make up the cost of the Goods or Services subject to the Purchase Order Form including, without limitation fees, insurance, consumable goods, Supplier's raw materials or third-party costs, transport, packing and labelling, accessories, devices, necessary tools, any type of expenses, payments for intellectual property, costs deriving from inspections, tests and other certificates specified in the Purchase Order Form, currency, exchange rates, sales, use or excise tax, duties or import fees or tariffs.

INVOICES & CREDIT TERMS

Unless otherwise specified in the Purchase Order Form, Supplier shall invoice **"ZAP" (Buyer)** for delivered Goods or Services on the same date in which the Goods or Services were delivered to **"ZAP" (Buyer)**'s location. Supplier shall provide, one set of original invoices, two sets of copy invoices, one set of copy Purchase Order Form. Invoices shall specify the Purchase Order Number under which the Goods or Services were purchased. Invoices shall be accompanied by any other supporting documentation reasonably requested by **"ZAP" (Buyer)**. No invoices shall be processed for Goods or Services which do not comply with the requirements of the Purchase Order or Contract. Unless otherwise stated in a Purchase Order Form, payment to Supplier shall be depended on an agreement between **"ZAP" (Buyer)** and the Supplier but must comply with Notification re Guidelines for Considering Unfair Trade Practices Pertaining to Credit Terms in cases the sellers of goods or services are small and medium-sized enterprises (SMEs), were published in the Royal Gazette on 18 June 2021 and will become effective in mid-December 2021 by The Trade Competition Commission ("TCC") of Thailand who considers that the credit term between "SMEs", as sellers, and buyers, must be in a period of 30 – 45 days net (Thirty to forty-five days of ZAP's receipt of an undisputed invoice). The Tax Invoice name and address of **"ZAP" (Buyer)**: **ZEON ADVANCED POLYMIX CO., LTD. 111/2 Soi Nikom 13, Moo 2, T.Makhamkhoo, Nikompattana District, Rayong 21180, Tax ID: 0115538003875 (Head Office).**

VALUE ADDED TAX (VAT)

Must comply with Revenue Code: Value added tax ("VAT") of Thailand Revenue Department, "VAT" is a tax on the sale of goods or the provision of services. The current rates are 7% and 0% with some exemptions from VAT.

WITHHOLDING TAX

Must comply with Revenue Code: Pre-Taxation of Thailand Revenue Department for payment to supplier more than 1,000 THB in one time or many times of same Purchase Order. **"ZAP" (Buyer)** has the duty to withhold taxes from the suppliers. There are many rates of withholding taxes, 1% for transportation, 2% for advertising, 5% for rental, 3% for most other services (including legal, accounting, repairs, cleaning, construction, making things to order), etc. Even when need to make payment to overseas suppliers, must submit withholding taxes if the transactions meet the criteria.

TIMELY DELIVERY AND ACCEPTANCE OF GOODS AND SERVICES

Unless otherwise specified in the Purchase Order, delivery of Goods shall be Delivery Duty Paid ("DDP") delivery of Goods shall be delivered to the location indicated by **"ZAP" (Buyer)** at **ZEON ADVANCED POLYMIX CO., LTD. 111/2 Soi Nikom 13, Moo 2, T.Makhamkhoo, Nikompattana District, Rayong 21180, Thailand, Factory 1 or Factory 2 will by specified on Purchase Order.** The standard receive of goods time was fixed to two period at 8.30 a.m. – 11.00 a.m. and 1.00 p.m. – 4.00 p.m. The delivery dates specified in any Purchase Order Form shall be of the essence. In case the supplier cannot deliver the goods as per the date which confirmed on Purchase Order or cannot deliver goods within ZAP's limited times that made postponing delivery plan, the supplier must inform to Purchasing Group, Supply Chain Department immediately. The Supplier shall provide, with upon delivery of Goods, a delivery note showing the Purchase Order number, quantity, weight, price, part number, date of delivery, and, where appropriate, any remarks and any other documentation referred to in the Purchase Order, Title, and risk of loss to Goods (including Goods supplied as part of Services) shall pass to the **"ZAP" (Buyer)** upon Delivery. Delivery of Goods shall take place at the moment the delivery is made to the **"ZAP" (Buyer)**'s location and signed for by user's designated department, but such delivery shall not confer acceptance of Goods by **"ZAP" (Buyer)**. No inspection, test, delay, or failure to inspect or test, or failure to discover any defect or non-conformance shall relieve Supplier of any of its obligations or prevent a subsequent rejection of Goods by **"ZAP" (Buyer)**.

**DELAYED DELIVERY PENALTY**

Delivery of Services shall be deemed complete when all services have been satisfactorily completed as confirmed by "ZAP" (Buyer). Whenever Supplier, for reasons not attributable to a force majeure event, does not meet the established delivery date for Goods or Services, "ZAP" (Buyer) shall be entitled to receive liquidated damages, notwithstanding and in addition to all other remedies available to "ZAP" (Buyer), at the rate of zero point two percent (0.2%) of the value of the delayed Goods or Services for each complete day of delay up to a maximum of ten percent (10%) of the total value of the delayed Goods or Services. If delay in delivery is such that "ZAP" (Buyer) is entitled to maximum penalty and if the Goods or Services still are not delivered, "ZAP" (Buyer) may terminate the Purchase Order or Contract in whole or in part without penalty. In no event shall "ZAP" (Buyer) be prevented from exercising termination rights under the Purchase Order or Contract during any delay period.

SCOPE CHANGE AND CHANGE ORDERS

"ZAP" (Buyer) may request changes that affect the scope or duration of the Services. If "ZAP" (Buyer) requests such a change, or if Supplier notifies "ZAP" (Buyer) of issues or circumstances beyond the applicable scope of Services that may require a change, then the Parties shall negotiate promptly and in good faith a reasonable and equitable adjustment in the applicable scope, fees or deadlines. Unless "ZAP" (Buyer) directs Supplier to stop work pending acceptance of such change, Supplier shall continue work pursuant to the existing Purchase Order, and no change shall be implemented unless accepted in writing by both Parties. Any and all such changes once agreed to and signed by the Parties will be reflected in written Change Orders, Amendments or Addenda to the applicable Purchase Order Form.

QUALITY

Supplier shall be responsible for the quality of the Goods or Services delivered to "ZAP" (Buyer), regardless of whether Supplier manufactured or executed them itself or acquired them from a subcontractor. Goods and Services shall conform to the requirements set out in the documentation, drawings, specifications, and regulations provided to Supplier and referred to in the Purchase Order Form. No technical modifications shall be made without the prior written consent of "ZAP" (Buyer) who shall notify Supplier in writing of any quality non-conformity detected by "ZAP" (Buyer) or its customers in Goods and Services supplied by Supplier. Supplier shall promptly respond to a non-conformity report or similar document issued by "ZAP" (Buyer) and shall promptly investigate and inform "ZAP" (Buyer) of the cause of the nonconformity and the corrective measures taken to correct it. Any other changes shall be notified in writing to "ZAP" (Buyer) for information purposes.

SERVICE LEVELS

As applicable, in the case of digital Services, platforms or tools requiring Supplier support, and unless otherwise agreed by the Parties in writing, Supplier shall abide by "ZAP" (Buyer)'s minimum Service Level Requirements.

WARRANTIES

In addition to any warranties made by Supplier in its brochures, catalogues, sales materials or other documentation, Supplier represents and warrants to "ZAP" (Buyer) that: (i) the Goods or Services it provides to "ZAP" (Buyer) are free from any defect in design, workmanship, raw material or manufacture; (ii) the Goods or Services conform to the specifications, drawings, samples or other descriptions applicable thereto; (iii) any Services are performed in a professional and workmanlike manner; (iv) any Goods are merchantable; (v) the Goods are new and of quality, unless otherwise specified by "ZAP" (Buyer); (vi) Supplier has conveyed to "ZAP" (Buyer) good and unencumbered title to the Goods or Services; and (vii) the Goods or Services comply with applicable local, state, federal laws and international legislation, and domestic industry-recognized standards currently applicable to such Goods or Services. The term of such warranty (the "Warranty Period") shall be as set forth in the applicable Purchase Order Form.

If during the Warranty Period any of the Goods or Services delivered by Supplier do not meet the warranties specified herein or otherwise applicable, "ZAP" (Buyer) may, at its option, (i) require Supplier to correct any defective or non-conforming Goods or Services at Supplier's expense; (ii) if Supplier fails to timely correct any defect or nonconformity, correct such defect and charge the expense of such correction to Supplier; (iii) obtain a refund from Supplier for any defective or non-conforming Goods or Services and return such Goods or Services to Supplier at Supplier's expense; or (iv) obtain cover Goods or Services and charge the additional costs incurred in obtaining such cover Goods or Services to Supplier. Such remedies are in addition to other remedies available to "ZAP" (Buyer) at law or equity and are not exclusive. Any warranties made by Supplier shall run to "ZAP" (Buyer) and be freely assignable to "ZAP" (Buyer)'s successors, affiliates, assignees, financing parties, and customers without any requirement for Supplier's consent. Supplier shall assign warranties made by other parties on or before the commencement of the Warranty Period, including its vendors and suppliers, to "ZAP" (Buyer) to the fullest extent permitted by contract and applicable law.

INSURANCE

Supplier and its subcontractors shall procure and maintain insurance for the duration of the performance of the Purchase Order consisting of worker's compensation, employer's liability, comprehensive general and commercial liability, including bodily injury and property damage insurance, and property damage insurance for any equipment that may be brought to "ZAP" (Buyer)'s facilities, coverage per incident with respect to the general and commercial liability policies. In addition, and as applicable, Supplier is required to maintain appropriate levels of Technology Errors and Omissions Liability Insurance and Commercial Blanket Bond, including Electronic & Computer Crime or Unauthorized Computer Access Insurance commensurate with the type of data it secures under the Contract. Consultant shall provide certificates of insurance or other acceptable written proof of coverage to "ZAP" (Buyer) upon "ZAP" (Buyer)'s request. All policies will keep reasonable limits according to the risk of the activity and any third-party requirements and be provided by insurance companies of a reputable solvency. Supplier shall name "ZAP" (Buyer) as an additional insured and include a waiver of subrogation against the "ZAP" (Buyer) when the additional insured status is forbidden by law, for the duration of the Purchase Order Form. Insurance maintained pursuant to this clause shall be considered primary as respects the interest of "ZAP" (Buyer) and is not contributory with any insurance which "ZAP" (Buyer) may carry.

CONFIDENTIALITY

"ZAP" (Buyer) and Supplier each agree to keep confidential all non-public information provided by the other Party which the receiving party knows or reasonably should know to be confidential or proprietary information or documentation of the disclosing party, including without limitation information related to a Party's finances, business plans, strategic plans, customers, products in development, employees, or vendors (collectively, "Confidential Information") The Parties may disclose Confidential Information to those employees, agents or subcontractors with a need to know in order to fulfil obligations under the Contract or any Purchase Order; provided that the Parties shall be responsible for any breach of confidentiality obligations by such employees, agents or subcontractors. In the event that a Party is requested or required in legal, regulatory or other administrative proceedings to disclose any Confidential Information, the Party receiving the request shall promptly notify the other Party of such request or requirement prior to disclosure so that the disclosing party may seek an appropriate protective order, or waive compliance with the terms of this clause, as applicable.

**DATA PRIVACY AND SECURITY**

Supplier represents and warrants that it maintains appropriate administrative, physical and technical safeguards to protect the confidentiality, integrity and security of its customers' data, including without limitation personally identifiable information and other sensitive data. Supplier affirms that it meets or exceeds the required administrative, physical and technological security safeguards for the type of data Supplier processes under this Agreement. Supplier further represents and warrants that it is in compliance with the requirements of all applicable data protection laws in connection with its provision of Goods or Services. Supplier agrees to comply with the requirements of "ZAP" (Buyer)'s PDPA under enforcement of the Personal Data Protection Act (PDPA) respect to Supplier's processing of any and all data either containing personally identifiable information of an individual, or that could be used to determine the identity of an individual, when "ZAP" (Buyer) is the data controller and the data subjects include any employee, agent, customer or prospective customer of "ZAP" (Buyer).

NO GRATUITIES OR COMMISSIONS

Supplier understands that "ZAP" (Buyer) prohibits its employees, contractors, and representatives from accepting gifts from Suppliers and prohibits its Suppliers from offering anything of material value to "ZAP" (Buyer) employees, contractors and representatives, as well as to third parties, in connection with its provision of Goods and Services to "ZAP" (Buyer). Supplier represents and warrants that it, including its agents, subcontractors, or other representatives, has not given and will not give any material gift or gratuity, nor has it agreed and will not agree to pay any commission, bonus or other payment, nor provide anything of material value, to any of "ZAP" (Buyer)'s employees, agents or representatives, nor to any third party, in connection with any Purchase Order or Contract. In the event of any breach of the foregoing provisions, "ZAP" (Buyer) may terminate the relevant Purchase Order or Contract and recover from Supplier any losses suffered by "ZAP" (Buyer) as a result of (i) such termination and (ii) the breach of any obligation under this paragraph, whether or not the Purchase Order or Contract has been terminated.

CORPORATE SOCIAL RESPONSIBILITY

"ZAP" (Buyer) considers observance of human rights and non-discrimination laws to be a key component of its and its Suppliers' corporate social responsibilities. Accordingly, Supplier undertakes: (i) not to admit to employment, directly or indirectly, anyone below the minimum age as defined in the International Labour Organisation Convention No.138 (ILO); (ii) not to apply, directly or indirectly, forced labor or any means of labor under duress; (iii) not to apply, amongst its employees, physical punishment, threats of violence nor any other means of duress or physical or mental abuse; and (iv) to avoid any kind of unlawful discrimination against or among its employees, meaning any distinction, exclusion or preference giving rise to duress or inequality based on race, color, sex, religious belief, political opinion, nationality, gender expression, sexual orientation, disability or any other personal, physical or social condition, or other status protected by law. If Supplier is found to be in breach of any of the foregoing provisions, "ZAP" (Buyer) shall take the measures it considers appropriate, including the suspension or termination of the Purchase Order or Contract.

SURVIVAL OF TERMS

All provisions which must survive termination of the Contract or a Purchase Order to be effective shall survive termination. The following provisions specifically shall survive the expiration or termination of the Contract or a Purchase Order: Prices and Form of Payment, Warranties, Environmental Requirements, Indemnification, Confidential Information, Privacy, Applicable Law and Jurisdiction, and Proprietary Rights.

IN WITNESS WHEREOF, the Parties hereto have executed these Purchasing Terms and Conditions which has been entered into on the date stated at the beginning of it.

For and on behalf of Buyer

For and on behalf of Supplier

Zeon Advanced Polymix Co., Ltd.

.....

Name:

Name:

Position:

Position:

Date:

Date:



2.4.1 Comply with the requirement on Purchase Order.

- 2.4.1.1 The supplier/subcontractor shall provide the Purchase Order Number (P.O.) (PC-4-5-0002) for reference on the invoice/tax invoice/receipt or other documents related to every delivery.
- 2.4.1.2 Delivery times are 8.30 a.m. – 11.15 a.m. and 13.00 p.m. – 16.00 p.m.
- 2.4.1.3 Bills are accepted on the 1st and 2nd working days of every month, corresponding to holidays, based on the 2025 billing calendar.
- 2.4.1.4 All products delivered to the Company according to the Purchase Order must be in a package that prevents damage during transportation/storage. It must be able to indicate appropriately.
- 2.4.1.5 The Company reserves the right to refuse any additional terms, differences or modifications to the Company's order conditions offered by the supplier/subcontractor and the Company refuses to accept such products.
- 2.4.1.6 Acknowledgment and confirmation of Purchase Order will be completed only if the supplier/subcontractor signs the acknowledgment and dates the acknowledgment. After signing the acknowledgment and the date of acknowledgment, it must be sent back to the Company by electronic mail (E-mail).

*** The conditions specified on the Purchase Order are considered part of the Purchase Order. ***

2.4.2 Delivery

- 2.4.2.1 After receiving the order, confirm the delivery by signing the Purchase Order (P.O.) (PC-4-5-0002) that the Company has sent to the supplier/subcontractor. In case the delivery cannot be delivered as scheduled, specify the delivery date and confirm the acknowledgment from the Company, otherwise the delivery will be considered as not on time.

2.4.3 Documents to be delivered with the goods

- 2.4.3.1 Original and 2 copies of the original invoice/tax invoice required to be delivered with the goods. **In case the original invoice/tax invoice cannot be sent with the delivery of the goods. By sending a temporary consignment or a copy of the tax invoice instead. The original documents must be submitted no later than 7 working days after delivery. But if the suppliers/subcontractors send the goods nearly at the month-end, the suppliers/subcontractors must scan the original tax invoice and send it via by electronic mail (E-mail) only on the same date the goods are shipped. If the supplier/subcontractor the original documents cannot be submitted within the specified period, the late invoice/tax invoice must be canceled and reissued with the current date only. The Company reserves the right not to accept bills in case of problematic invoices/tax invoices. In all cases**.



- 2.4.3.2 Copy of Purchase Order (P.O.) (PC-4-5-0002).
- 2.4.3.3 COA (Certificate of Analysis).
- 2.4.3.4 SDS GHS Version (Up-to-date safety data sheet according to the GHS System) in case of the delivery of a new product or the delivery of the same product but the safety data sheet has been updated according to the GHS System, which must be explained according to the 16 main elements as follows:
- Chemicals or mixtures and manufacturing and/or distributors.
 - Hazard Information.
 - Composition and information about ingredients.
 - First Aid Measures.
 - Fire Fighting Measures.
 - Measures to deal with accidental substance spills.
 - Loading, unloading, moving and storage.
 - Exposure control and personal protection.
 - Physical and chemical properties.
 - Stability and sensitivity to reactions.
 - Toxicology Information.
 - Ecological Impact Information.
 - Disposal Considerations.
 - Transportation Information.
 - Regulatory Information.
 - Other Information.

2.4.4 Material Standard

The Procurement Department will send the Raw Materials Standards Sheet (QA-4-5-1002) to the suppliers/subcontractors to fill in the following details:

- Maker/Manufacturer.
- Trader/Distributor.
- Product Name.
- Chemical Name.
- American Chemical Society (Cas. No.).
- Japanese Existing and New Chemical Substances (ENCS No.).
- Specific Gravity.
- Guarantee Period.
- Shelf Life.
- Flow of goods (System Flow).
- Sample Lot No.
- Sample Readings Lot No.
- Packing Standards.
- Package Photo (Packing Style) *** Multiple photos can be sent if there are many types of packages.
- The style of the label attached to the product/GHS Label Style (Label Picture).
- Material Appearance/Color.



- Raw Material Picture.
- Raw Material Specified Properties.
- Storage Conditions.
- International Standard System Manufacturer/Distributor Certified (System Certification).

*** At a minimum, the product must be certified by the ISO 9001 Quality Management System.***

- Sample Keeping Period at Manufacturer.
- Retention year limit of manufacturing data.
- Attach Document.
- In case that the product is changed, such as a change in the production base or a change in the ingredients of the product.

2.4.5 Packing Standards and Containers

- The quantity and weight are exactly as specified on the invoice.
- The container is in a neat condition. It will not leak, break, or tear. Wet, dusty, unclean or animal manure, which affects the weight delivered and the quality of the product.
- There is a label attached to the packaging body, which must include at least the product name, lot number, unit weight and manufacturer's name.
- The label must be clear. It is not torn, or the text is not blurry. It must be indicated correctly and must come with the product delivered at any time.
- Try to use reusable packaging and avoid using packaging made from materials that affect the environment.
- In the case of a hazardous substance that is a single substance or a mixture, the United Nations Chemical Labeling (GHS Label) must be affixed in both the language of origin of the product and the local language in which the product is shipped and stored, and the two languages of the GHS Label must be affixed in close proximity to each other on the same container in order to classify the hazards and communicate the hazards of chemicals, according to the Notification of the Ministry of Industry on the System of Classification and Communication of Hazards of Hazardous Substances B.E. 2555, Government Gazette Volume 129, Page 15, Special Part 48 D 12 March 2012 with the following elements on the label:
 - Pictograms
 - A signal word
 - Hazard Statements
 - Precautionary Statements
 - Product identifier
 - Supplier identification
 - Any other additional information



ZEON ADVANCED POLYMIX CO., LTD.

Rev. No. 00

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Effective date
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Raw materials standards sheet

CODE No.

Manufacturer

Company Name :

Address and country :

Site :

Supplier or Trader

Supplier or Trader Name :

Address and country :

PRODUCT NAME :

CHEMICAL NAME :

CAS No. :

ENCS No. :

S.G. :

Guarantee period :

Shelf life :

System flow :

Sample Lot No. :

Sample readings Lot No. :

Packaging standards :

Packing material type :

☐ PE Bag☐ PP Bag☐Wooden crates and underlie with ☐ Other☐ PE Film☐ Paper Bag☐

Steel crates and underlie with

Package weight per bag :±.....Kg.

Package weight per crate :±.....Kg.

PACKING STYLE (picture)



LABEL (picture)

Material appearance :

Material color :

Raw material (picture)

Specified Properties

Parameters	Set specification	Unit	Test Method

Storage Conditions :

Sample Keeping period (at manufacturer) :



How many years to review a document? (Example : review the document every 2 years.) :

Attach document :

☐ COA☐ Technical Data Sheet or Product Data Sheet☐ SDS☐ Test result substances

What systems are certified? :

Details changes in the production process of products (Before/After)

Before change

After change

ZEON ADVANCED POLYMIX CO.,LTD

Maker or Supplier

REVIEWED BY

APPROVED BY

ISSUED BY

APPROVED BY



2.4.6 Confidentiality

Zeon Advanced Polymix Co., Ltd. (Buyer) and the suppliers/subcontractors each agree to keep confidential all non-public information provided by the other Party which the receiving party knows or reasonably should know to be confidential or proprietary information or documentation of the disclosing party, including without limitation information related to a Party's finances, business plans, strategic plans, customers, products in development, employees, or agents of the suppliers/subcontractors (Collectively, "Confidential Information"). The parties may disclose confidential information to those employees, agents of the suppliers/subcontractors with a need to know to fulfil obligations under the contract or any purchase order. But the Company shall not be liable for any breach of its obligation of confidentiality by any employee, agent or subcontractor, provided that the parties shall be liable for breach of confidentiality obligations by such employees, agents or subcontractors. If the parties are requested or required to disclose any confidential information by law, regulation or other administration. The requesting party shall notify the other party of such request or requirement immediately prior to disclosure so that the disclosing party can seek an appropriate protective order or refrain from complying with the provisions of this clause as appropriate.

2.4.7 Security of Personal Information

Suppliers/subcontractors represent and warrant that appropriate administrative, physical, and technical safeguards are maintained to protect the confidentiality, integrity and security of customer information, including, without limitation, simply by personally identifiable information and other sensitive information, the suppliers/subcontractors confirms that the suppliers/subcontractors' management complies with or has taken measures. Physical administrative safety protection that exceeds the standard and contains the technology required for the process. Data security safeguards are subject to this agreement, the suppliers/subcontractors further represent and warrant that it complies with the requirements of all applicable data protection laws relating to the supply of goods or services. The suppliers/subcontractors agree to comply with the PDPA requirements of Zeon Advanced Polymix Co., Ltd. (Buyer) under the enforcement of the Personal Data Protection Act (PDPA) in relation to the processing of all data of the suppliers/subcontractors that contain personally identifiable personal information or can be used to determine the identity of an individual that Zeon Advanced Polymix Co., Ltd. (Buyer) is the data controller and the data subject, including employees, agents, customers or prospective customers of Zeon Advanced Polymix Co., Ltd. (Buyer).

2.4.8 Pick-Up Time and Delivery Time Standards

- 2.4.8.1 Delivery of the Goods on the day of confirmation of delivery in the period of 8:30 hrs. – 11:00 hrs. and 13:00 hrs. – 16:00 hrs.
- 2.4.8.2 The schedule may vary for some suppliers/subcontractors, with standard time being notified on a case-by-case basis.
- 2.4.8.3 In case of failure to deliver on time, the Company would like to request the cooperation of the suppliers/subcontractors to inform us of the time when the delivery can be delivered on the same day (Contact phone number of the Procurement Department at the end of this manual).



- 2.4.8.4 In case of delay and notification of a new arrival schedule to the Company.
The Company can pick up the product no later than 16.00 hrs.

2.4.9 The Company reserves the right not to accept goods in the following cases:

- In case of late arrival without prior notice.
- In case of coming after 16:00 hrs. in all cases.
- In case the package is damaged/does not meet the notified packaging standard.
- In case the documents used to accompany the shipment are incorrect or incomplete.
- In case the product name does not match the details on the purchase order/ packaging.
- In case the Lot Number is not specified or is incorrectly specified, it is not clear.

2.5 Transportation

- 2.5.1** The suppliers/subcontractors deliver the goods on time.
- 2.5.2** Delivery vehicles must have equipment that ensures that the delivered goods do not fall, drop, slide or get wet during the journey, which adversely affects the condition of the product and the environment.
- 2.5.3** The suppliers/subcontractors shall provide protection against the spread of dust during the transportation of products into the Company during the unloading process.
- 2.5.4** If hazardous chemicals are transported, the vehicles used for transportation must be equipped with protective and therapeutic equipment in the event of chemical spills and spills.
- 2.5.5** Garbage, hazardous waste and/or non-hazardous waste arising from transportation or transportation process which the Company has refused to accept such goods. The suppliers/subcontractors must return the garbage or waste (See Environmental Management).
- 2.5.6** The suppliers/subcontractors must strictly comply with the laws regarding transportation and hazardous materials.
- 2.5.7** The suppliers/subcontractors are strictly prohibited from allowing child employees under the age of 18 to work in the Company's factory premises.
- 2.5.8** The suppliers/subcontractors must inform the driver of the procedures in case of an emergency during transportation and provide the necessary equipment in the vehicle in case of emergency.
- 2.5.9** Dress politely according to international principles and must always wear a mask inside the Company.
- 2.5.10** The suppliers/subcontractors who transport goods or products in bulk oil must wear personal protective equipment (PPE) such as helmets, safety glasses, safety shoes, and reflective vests. The Company's warehouse staff will conduct every inspection. The Company reserves the right not to accept the product. In case of not wearing the personal protective equipment (PPE) when the goods or products are delivered to the Company.



2.5.11 The suppliers/subcontractors who transport goods or products in bulk oil must notify the age inspection standards of the oil cargo line such as the vehicle registration used for transportation, the frequency of inspection, the date of inspection, and the due date of inspection, together with a sample photo of the dispenser or end of the line cover, as well as the meaning of the letters and numbers indicated on the dispenser or end of the line. For the clarity of identification and inspection of the consignee at the Company's warehouse. Before loading the goods safely and correctly. If it is not possible to determine the expiration date of the load line or explain the indications on the dispenser or end loop, the end of the line is not available. The Company's warehouse Request the suppliers/deliverers attach the inspection document to the loading line with every delivery of goods.

*****If there is no documentation or explanation of the meaning of the indication on the dispenser or the end of the cable. The Company reserves the right not to accept the load of such oil products because the Company must take safety into consideration*****



Part III

Billing for goods and services

3.1 Billing Criteria

- 3.1.1** The suppliers/subcontractors must prepare 2 bills attached to a copy of the tax invoice or a copy of the delivery bill and the original purchase order (P.O.) (PC-4-5-0002) to place the bill at the Company's accounting department by depositing it at the security guard. Factory Page 2 according to the date specified in the Bill and Payment Regulation 2025/2568 or within the first 2 working days of the following month after delivery of the goods.
- 3.1.2** The suppliers/subcontractors must attach the original sales receipt and tax invoice (In case the tax invoice is issued at the time of payment) with the signatures of the approver and the payee. Always send it with the bill placement document.
- 3.1.3** For suppliers/subcontractors must attach an empty envelope with a stamp addressed to the suppliers/subcontractors themselves, along with the billing document for the Financial & Accounting Department to send the withholding tax certificate by postal mail to the suppliers/subcontractors when next billing period.
- 3.1.4** If the suppliers/subcontractors fail to comply with the 2 criteria mentioned above. Payment will be postponed to next month. Therefore, in order not to have problems transferring money to the account, we ask that you check the documents correctly and completely before sending them to place the bill every time.

3.2 Payment Criteria for goods and services

- 3.2.1** The Company will pay for goods and services on the 30th date of every month. For example, if you send an item on July 1st – 31st, 2025, place the bill on August 1st – 2nd, 2025, you will receive payment for goods and services on August 30th, 2025, for a 30-day credit term, or September 15th, 2025, for a 45-day credit term.
- 3.2.2** To comply with the announcement on small and medium enterprises (SMEs), billing and issuance of receipts. Please separate the following billing below:
- Separate bills and receipts in case of delivery on 1st – 15th date, place one set of bills. Place the bill after the 15th date onwards.
 - Separate bills and receipts in case of delivery on 16th – 31st, place one set of bills.



ZEON ADVANCED POLYMIX CO., LTD.

Rev. No. 00

SUPPLIER MANUAL

Effective date
20 JUNE 2025

Schedule for Bill and Transfer for 2025

Month	Case of SME Company				case of a large company		Remark
	Delivery Date	Bill Date	Delivery Date	Bill Date	Bill Date	Transfer Date	
January	1 - 15	16 -31	16 -31	2,3	2 , 3	14 , 31	
February	1 - 15	16 -28	16 -28	3 , 4	1 , 2	14 , 28	
March	1 - 15	16 -31	16 -31	3 , 4	1 , 4	14 , 31	
April	1 - 15	16 -30	16 -30	1 , 2	1 , 2	17 , 30	
May	1 - 15	16 -31	16 -31	2 , 3	2 , 5	14 , 30	
June	1 - 15	16 -30	16 -30	4 , 5	2 , 4	13 , 30	
July	1 - 15	16 -31	16 -31	1 , 2	1 , 2	15 , 31	
August	1 - 15	16 -31	16 -31	1 , 2	1 , 4	14 , 29	
September	1 - 15	16 -30	16 -30	2 , 3	1 , 2	15 , 30	
October	1 - 15	16 -31	16 -31	1 , 2	1 , 2	14 , 31	
November	1 - 15	16 -30	16 -30	1 , 4	3 , 4	14 , 29	

Sample Bill Placement Document

ABCD Company Limited

999/9 Moo 2, Soi Nikhom 13, T. Makham Song Nikhom Pattana District, Rayong Province 21180

Bill

customer ZEON ADVANCED POLYMIX CO., LTD

111/2 Moo 2, Soi Nikhom 13, T. Makham Song Nikhom Pattana District, Rayong Province 21180

Date 01/12/2024

Must be specified
every time

The Company would like to place the bill dated from 01/11/2024 to 30/11/2024 as follows

No.	Bill Date	Tax invoice number	Amount	Vat	Sum	Withholding		Total
1	1/11/2024	A2411001	30,000.00	2,100.00	32,100.00	service 3%	900.00	31,200.00
2	5/11/2024	A2411008	4,500.00	315.00	4,815.00	Made to orde	135.00	4,680.00
3	21/11/2024	A2411020	60,000.00	4,200.00	64,200.00	Rental 5%	3,000.00	61,200.00
4	22/11/2024	A2411030	40,000.00	2,800.00	42,800.00	Goods		42,800.00
Total				9,415.00	143,915.00		4,035.00	139,880.00

Remark :

Details of the account that accepts the transfer

Bank of Ayudhya Code 025
Nikhom Pattana Branch Code 0589
Account Name: ABC Company Limited
Account Number 8999999999

Must be specified
every time

***Please sign every time ***

Billers

Bill Date

bill recipient

Billing Date.....

Payment Date

3.3 Criteria for using the remittance system

The Company has assigned Bank of Ayudhya Public Company Limited and Mizuho Bank Co., Ltd. to coordinate the transfer of funds to the bank account of the suppliers/subcontractors on behalf of the Company. The suppliers/subcontractors shall be responsible for the cost of the remittance, and Zeon Advanced Polymix Co., Ltd. will deduct such expenses from the amount payable to the suppliers/subcontractors. The destination bank that accepts such payment is Bank of Ayudhya Public Company Limited or Mizuho Bank Co., Ltd. will be exempted from the fee.



3.4 Supporting documents for applying for bank transfer payment service

- 3.4.1** Notice of intent to use bank transfer payment service according to the attached form
Please fill in the details by typing or computer only.
- 3.4.2** A copy of the passbook or a copy of the statement from the bank on the page with the name and account number of the suppliers/subcontractors to be given to the director to sign and seal the Company.
- 3.4.3** Send the original documents to Khun Nithikan Kaewmora, Financial & Accounting Department After receiving the original documents, the Company will start to pay by transferring money to the Company.
- 3.4.4** If you want to fax the amount before the date of the transfer, please inform us according to the above form that there will be a fee that the suppliers/subcontractors will be responsible for as well as the transfer fee.



Bill and Payment Regulations for the Year 2025

1. Submission of tax invoices

Original tax invoices/shipping bills must be submitted to the warehouse department by the last business day of the month. If you have not submitted the original tax invoice opened after the 25th, please fax or submit the original tax invoice to the Purchasing Department first to receive the goods

2. Billing

According to the date specified in the annual bill - transfer calendar only.

- In order to comply with the announcement on small and medium enterprises (SMEs), bill placement and receipt issuance Please separate the bill placement as follows

1. Separate bills and receipts in case of delivery on the 1st - 15th date, place 1 set of bill, and place the bill after the 15th - 18th date of this month.
2. Separate bills and receipts in case of delivery on 16th - 31st date, place 1 set of bill.

2.1 Place of bill

Send documents by mail, by EMS or register with the Accounting/Finance Department, take the date of the postage stamp only (the date according to the billing calendar).

2.2 Bill Placement Documents

1. Bill (in case you need a receipt please attach a copy of the bill to return.)
2. 1 copy of tax invoice / invoice (must be signed by the consignee).
3. Copy of purchase order (please check the signature, The approver on the purchase order must be completed.)
4. Original receipt (Please check the signature of the payee, must sign it completely)

(*Documents required to place the bill must be completed as required.

Otherwise, the company will not accept the bill*).

If you cannot place the bill on time. Please come and place the bill in the next month according to the calendar.

2.3 Original Bill

The total amount of the bill must be summarized, ****It is necessary to indicate "Service or Custom-made work"***** on the bill for your benefit.

In case of withholding tax. If not specified, the company intends to deduct all withholding tax on all bills.

For companies with withholding tax, please send an envelope with a stamp of not less than 18 baht and address the envelope to your company so that it can be delivered by mail.

note If you need a bill back receipt Please attach an empty envelope with a stamp

3. Payment

The company will pay by Transfer money according to the date specified in the annual billing-remittance calendar only.

**ZEON ADVANCED POLYMIX CO., LTD.
CALENDAR BILLING 2025****JANUARY**

WK	SUN	MON	TUE	WED	THU	FRI	SAT	Billing	Transfer
1	0	0	0	1	2	3	4	2,3	14, 31
2	5	6	7	8	9	10	11	Holiday	
3	12	13	14	15	16	17	18	1/ Substitute New Year's Day	
4	19	20	21	22	23	24	25		
5	26	27	28	29	30	31	0		
6	0	0	0	0	0	0	0		

FEBRUARY

WK	SUN	MON	TUE	WED	THU	FRI	SAT	Billing	Transfer
5	0	0	0	0	0	0	1	3, 4	14, 28
6	2	3	4	5	6	7	8	Holiday	
7	9	10	11	12	13	14	15		
8	16	17	18	19	20	21	22		
9	23	24	25	26	27	28	0		
10	0	0	0	0	0	0	0		

MARCH

WK	SUN	MON	TUE	WED	THU	FRI	SAT	Billing	Transfer
9	0	0	0	0	0	0	1	3, 4	14, 31
10	2	3	4	5	6	7	8	Holiday	
11	9	10	11	12	13	14	15		
12	16	17	18	19	20	21	22		
13	23	24	25	26	27	28	29		
14	30	31	0	0	0	0	0		

APRIL

WK	SUN	MON	TUE	WED	THU	FRI	SAT	Billing	Transfer
14	0	0	1	2	3	4	5	1, 2	17, 30
15	6	7	8	9	10	11	12	Holiday	
16	13	14	15	16	17	18	19	14 Songkran Festival Day	
17	20	21	22	23	24	25	26	15 Songkran Festival Day	
18	27	28	29	30	0	0	0	16 Substitute Songkran Festival Day	
19	0	0	0	0	0	0	0		

MAY

WK	SUN	MON	TUE	WED	THU	FRI	SAT	Billing	Transfer
18	0	0	0	0	1	2	3	2, 5	14, 30
19	4	5	6	7	8	9	10	Holiday	
20	11	12	13	14	15	16	17	1/ National Labour Day	
21	18	19	20	21	22	23	24	12/ Visakha Bucha Day	
22	25	26	27	28	29	30	31		
23	0	0	0	0	0	0	0		

JUNE

WK	SUN	MON	TUE	WED	THU	FRI	SAT	Billing	Transfer
22	1	2	3	4	5	6	7	2, 4	13, 30
23	8	9	10	11	12	13	14	Holiday	
24	15	16	17	18	19	20	21	1/ H.M. The Queen's Birthday	
25	22	23	24	25	26	27	28		
26	29	30	0	0	0	0	0		
27	0	0	0	0	0	0	0		

JULY

WK	SUN	MON	TUE	WED	THU	FRI	SAT	Billing	Transfer
27	0	0	1	2	3	4	5	1, 2	15, 31
28	6	7	8	9	10	11	12	Holiday	
29	13	14	15	16	17	18	19	28/ Substitute H.M. King Maha Vajiralongkorn's	
30	20	21	22	23	24	25	26	Birthday and the Lent Day	
31	27	28	29	30	31	0	0		
32	0	0	0	0	0	0	0		

AUGUST

WK	SUN	MON	TUE	WED	THU	FRI	SAT	Billing	Transfer
31	0	0	0	0	0	1	2	1, 4	14, 29
32	3	4	5	6	7	8	9	Holiday	
33	10	11	12	13	14	15	16	12/ H.M. The Queen's Birthday	
34	17	18	19	20	21	22	23		
35	24	25	26	27	28	29	30		
36	31	0	0	0	0	0	0		

SEPTEMBER

WK	SUN	MON	TUE	WED	THU	FRI	SAT	Billing	Transfer
36	0	1	2	3	4	5	6	1, 2	15, 30
37	7	8	9	10	11	12	13	Holiday	
38	14	15	16	17	18	19	20		
39	21	22	23	24	25	26	27		
40	28	29	30	0	0	0	0		
41	0	0	0	0	0	0	0		

OCTOBER

WK	SUN	MON	TUE	WED	THU	FRI	SAT	Billing	Transfer
41	0	0	0	1	2	3	4	1, 2	14, 31
42	5	6	7	8	9	10	11	Holiday	
43	12	13	14	15	16	17	18	13/ His Majesty King Shumbol Adul	
44	19	20	21	22	23	24	25	yadej The Great Memorial Day	
45	26	27	28	29	30	31	0	23/ Chulabongkorn Memorial Day	
46	0	0	0	0	0	0	0		

NOVEMBER

WK	SUN	MON	TUE	WED	THU	FRI	SAT	Billing	Transfer
45	0	0	0	0	0	0	1	3, 4	14, 29
46	2	3	4	5	6	7	8	Holiday	
47	9	10	11	12	13	14	15		
48	16	17	18	19	20	21	22		
49	23	24	25	26	27	28	29		
50	30	0	0	0	0	0	0		

DECEMBER

WK	SUN	MON	TUE	WED	THU	FRI	SAT	Billing	Transfer
50	0	1	2	3	4	5	6	2, 3	15, 30
51	7	8	9	10	11	12	13	Holiday	
52	14	15	16	17	18	19	20	1/ His Majesty King Shumbol Adul yadej The	
53	21	22	23	24	25	26	27	Great's Birthday / National Day / Father's Day	
54	28	29	30	31	0	0	0	29/30/31/ New year's day	
55	0	0	0	0	0	0	0		

■	= Billing Day Working Time : 9.00am - 16.30pm
■	= Transfer Payment Day at Time : 14.00pm
■	= Company Holiday

Note

If you have any doubt? For more information,
please contact the Accounting/Finance Department
Tel. 088-1830364, 088-1830370, 088-2830380-6 ext. 317, 318 and 320



ZEON ADVANCED POLYMIX CO., LTD.

Rev. No. 00

SUPPLIER MANUAL

Effective date
20 JUNE 2025บริษัท ซีออน แอดวานซ์ โพลีมิक्स จำกัด
ZEON ADVANCED POLYMIX CO., LTD.HEAD OFFICE & FACTORY : 111/2 SOI NIKOM 13 MOO 2 T.MAKHAMKHO, NIKOMPATTANA DISTRICT, RAYONG 21180, THAILAND
TEL : 66 (0) 3889-3565-8, 3889-3113-5 FAX : 66 (0) 3889-3159, 3889-3167

December 19, 2014

Dear Sirs,

New Deposit Account Information

We would like to inform you of our new account information, because of the business integration between “The Bank of Tokyo-Mitsubishi UFJ, Ltd. Bangkok Branch” and “Bank of Ayudhya Public Company Limited”. Please kindly refer to the new account information in the below table.

Item	Current	New
Bank Name	The Bank of Tokyo-Mitsubishi UFJ, Ltd.	Bank of Ayudhya Public Company Limited
Bank Code	010	025
Branch Name	Bangkok Branch	Bangkok Sathorn Branch
Branch Code	-	0789
Deposit Type	Saving Account	Saving Account
Account Number	2100808709	2100808709
SWIFT Code	BOTKTHBX	BOTKTHBX

The new account information will become valid on January 5, 2015. Please kindly use this new number on January 5, 2015 onwards.

Should you have any query, please do not hesitate to contact our staff in charge.

Thank you for your kind understanding and patronage.

Yours Faithfully,

Mrs. Nonnara Uraivorn
Financial & Accounting Manager



SALES OFFICE : 591 UBC II BLDG., OFFICE NO. 2206, 22nd. FL,
SUKHUMVIT 33 RD., KLONGTON NUA, WATTANA, BANGKOK 10110 THAILAND
TEL : 66 (0) 2261-0175-8 FAX : 66 (0) 2261-0172, 66 (0) 2261-0179



**Notice of intention to request payment for goods and services**

Date _____ Month _____ B.E. _____

Subject Acknowledgment of the payment rules and procedures for goods and services including the payment methods.

To Khun Nithikan Kaewmora
Assistant Head Manager, Financial & Accounting Department
Zeon Advanced Polymix Co., Ltd.

The company has read and understood the changes in the procedures regarding the payment for goods and services from cheques to bank transfer systems. Moreover, it accepts the bank fees that may arise from the payment transactions to the company. Therefore, we would like to inform you of the company's bank details so that you can prepare the payment information as follows.

Account Name		
Bank account and branch		
Bank code and branch code		
Account number		
Tax identification number		
Person in charge for finance		e-mail
Fax number		Phone Number
How to confirm the payment amount (notified by Tokyo Bank)	<input type="checkbox"/> Notification of payment via e-mail (the bank does not deduct any fees from the payment amount).	
	<input type="checkbox"/> Payment notification via fax (the bank deducts fees from the payment amount).	

I hereby agree to provide the receipt and tax invoice (in case a tax invoice is issued upon payment) along with the billing, according to the money transfer guidelines you have communicated in every respect.

If I do not comply with the money transfer rules set by the company, I agree that the company can immediately cancel the payment transfer to me in the month scheduled for that payment without prior notice.

Company's Seal



Yours sincerely

(.....)

Position.....

****Remarks:** Fill in the information by computer or typewriter only.



3.5 Bill Receipt Schedule

The Company accepts bills on the first 2 working days of the month from 9:00 hrs. to 16:00 hrs. on the date specified in the Bill and Payment Regulations for the year 2025 / 2568.

****The Company reserves the right not to accept bills in case the supporting documents for sending the bill are wrong or have problems.**

3.6 Bill Placement

Head Office: Rayong Provincial, 111/2 Soi Nikhom 13, Moo 2, Makham Kaeng Subdistrict, Nikhom Pattana District, Rayong Province Tel. 088-203-0380 to 6 ext. 317 or 319

*****However, due to measures to continuously prevent the new coronavirus infection. Therefore, the Company accepts bills within the Company, which suppliers/subcontractors can submit a set of bills at the security guard. In front of Factory 2 within the due date of billing, or you can send a set of billing documents by mail as well. The Company will adhere to the date of the stamp on the front of the postal envelope within the scheduled date of placing the bill.**





Part IV

Quality Requirements

4.1 Supplier/Subcontractor Evaluation

Covers from selection assessments and periodic assessments, such as monthly assessments or annual assessments, for suppliers/subcontractors. Standard procedures for the procurement of raw materials or equipment that affect the conformity of product specifications under the Quality Management System Standard (QMS), including actions against suppliers/subcontractors who receive evaluation results below the specified standards.

Objective

- 4.1.1 To provide suppliers/subcontractors with knowledge of the selection method, evaluation and guidance for further improvement in the delivery of goods and services.
- 4.1.2 The assessment period is 12 times a year, with the assessment being conducted every month.
- 4.1.3 The Company will conduct an assessment divided into 5 main assessment topics as follows:
 - 4.1.3.1 QUALITY
 - 4.1.3.2 COST
 - 4.1.3.3 DELIVERY
 - 4.1.3.4 SAFETY
 - 4.1.3.5 SERVICE

GRADING CRITERIOR

SCORE	GRADE	CLASSIFICATION
85 - 100	A	(EXCELLENT)
75 - 84	B	(FAIR)
65 - 74	C	(NEED TO IMPROVE)
<= 64	F	(GET RID)

SCORING CRITERIOR

NO.	EVALUATION ITEM		Weight	Rating			
				4 Score	3 Score	2 Score	1 Score
1	QUALITY	1 Quality problem At receiving	3	None	< 0.5%	< 3%	>= 3 %
		Inprocess	4	None	<=15000 Baht	<=50000 Baht	>50000 Baht
		In customer process	5	None	<=100 Kgs	<=500 Kgs	>500 Kgs
		2 Quality Feedback	2	None	Within deadline	Delay 1 day	Delay > 1 day
		3 Recurrence problem	2	None			> 1 time
2	COST	1 Discount Negotiable	1	Yes			Never
		2 Premium Freight Charge	2	None	<=5000 Baht	<=10000 Baht	>10000 Baht
3	DELIVERY	1 Delay delivery	2	None	1 time	2 times	> 2 times
		2 Packaging problem	2	None	< 0.5%	< 3%	>= 3 %
		3 Document inavailability	1	None	1 time	2 times	> 2 times
4	SAFETY	1 Accident during delivery	2	None			Yes
		2 Complaints of Dressing & Wearing PPE	1	None	1 time	2 times	> 2 times
		3 Complaints of compliance with the Company's regulations	1	None	1 time	2 times	> 2 times
5	SERVICE	1 Environmental support document availability	2	100%	80 - 99%	50 - 79%	<50%
		2 Response to our requirement satisfactorily	1	100% satisfied	75% satisfied	50% satisfied	<50% satisfied



4.1.4 The Procurement Department will send the Raw Material Supplier Performance Evaluation Report (PC-4-5-0019) which has been completed and send to the suppliers/subcontractor every month to acknowledge the evaluation results, which will be sent no later than the 10th date of the following month via E-mail. After the suppliers/subcontractors receive the form, it must be signed an acknowledgement and return it to the Procurement Department within 7 working days of the same month.

4.1.5 Evaluation Criteria

Grade A	from score	85-100
Grade B	from score	75-84
Grade C	from score	65-74
Grade D	below score	65

SCORE	GRADE	CLASSIFICATION
85 – 100	A	EXCELLENT
75 – 84	B	FAIR
65 – 74	C	NEED TO IMPROVE
<= 64	D	GET RID

4.1.6 Evaluation Results

- 4.1.6.1 The suppliers/subcontractors with grades "A", "B" still exist in the Approved Supplier List (ASL).
- 4.1.6.2 The suppliers/subcontractors who get grade "C" will be requested to make corrections so that the suppliers/subcontractors must submit an improvement plan with evidence within 30 days.
- 4.1.6.3 The suppliers/subcontractors who get grade "F" will be removed from the ASL (PC-4-5-0005) except for a single supplier/subcontractor.

4.2 Annual Performance Monitoring Operation of supplier/subcontractors (Supplier Audit)

Principles and Rationale:

The suppliers/subcontractors are considered important business partners. High-potential suppliers/subcontractors will help the Company as a customer move towards sustainable competitive advantages in business, including competition in terms of cost, product quality, efficient production planning and processes, flexibility, effective inventory management, and most importantly, the speed of delivery to meet customer demands. The Company must know and ensure that each supplier/subcontractor has sufficient potential as required. Therefore, the process of monitoring suppliers/subcontractors is very necessary, which the Company has recognized the importance of this matter and wants to ensure true confidence in the potential of the suppliers/subcontractors. Responsible for monitoring suppliers/subcontractors continuously every year. In order to achieve the highest efficiency in monitoring the suppliers/subcontractors who are knowledgeable and understanding. In the process and procedures of monitoring suppliers/subcontractors and be able to conduct effective monitoring. Obtain the necessary information for the development of suppliers/subcontractors so that suppliers/subcontractors can deliver quality products. The Company is confident that the suppliers/subcontractors will operate the business as a business partner who is ready to progress in the business at the same time. The suppliers/subcontractors must cooperate when the Company requests to conduct a follow-up inspection every time.



Objective

- To review the management system of the suppliers/subcontractors in terms of quality and environment, which contributes to continuous and sustainable development.
- Assessment period is at least 1 time per year.
- Assessment Method: The procurement department will send documents (Self-Audit) to the suppliers/ subcontractors to review their own management system by dividing the audit topics according to the Supplier Audit Check Sheet PC-4-5-0023.
- Suppliers/subcontractors are aware of the criteria and evaluation results.

4.2.1 Methods used to evaluate suppliers/subcontractors

There are 4 methods depending on the conditions and methods of each supplier/subcontractor, and the Company has the following evaluation methods:

- 4.2.1.1 **Allowing the suppliers/subcontractors to self-audit** is an effective method. In order to collect information related to the capacity of the suppliers/subcontractors, the products produced, the size, production technique and the ability of the management team/employees of the suppliers/subcontractors, the procurement department will submit the Supplier Audit Check Sheet PC-4-5-0023 for self-audit.

Especially suppliers/subcontractors who have been notified to visit the production/storage site (Site Audit) when the date and time have been confirmed by the Company. The suppliers/subcontractors are required to fill in the details and submit the Supplier Audit Check Sheet (PC-4-5-0023) for Site Audit and return to the Procurement Department before the date of on-site inspection for the Audit Team to compare during the next inspection.

- 4.2.1.2 **Monitoring at the production/storage site of the suppliers/subcontractors (On Site Audit)**

On-Site Audit is an audit to show the ability of the suppliers/subcontractors to meet the Company's requirements reliably or maintain the same good standards. It is a method that not only focuses on the products or goods of the suppliers/subcontractors, but also a way to consider the process at the suppliers/subcontractor's establishment, allowing the Company to evaluate the consistency of the suppliers/subcontractors in complying with the requirements. This is generally done by surveying the surroundings of the establishment and checking the documents in accordance with the self-audit of the suppliers/subcontractors on the Supplier Audit Check Sheet (PC-4-5-0023).

The Procurement Department will select the suppliers/subcontractors to monitor the production/storage site of about 5 suppliers/subcontractors per year. The Procurement Department sends a follow-up letter to the selected suppliers/subcontractors to explore whether the suppliers/subcontractors is convenient to be audited on the said date and time. The Auditor Team make a comparison while conducting the audit and conclude the results at the closing of the audit on the same day. The Audit Team is the group of people who were appointed by the Company, according to the appointment letter of Supplier Auditor in IATF16949:2016/ISO9001:2015 No. Bor Khor 018/2568 which has been announced to the public as of April 3rd, 2025. Audit Results will be made on the Supplier Audit Check Sheet (PC-4-5-0023) and signed by the Lead Auditor. It will then be sent to the suppliers/subcontractors for acknowledgment of the



audit results. If the suppliers/subcontractors are requested to make improvements, the Procurement Department will send the Supplier Improvement Request Form (the last page of the Supplier Audit Check Sheet), which must be completed and returned to the Procurement Department within 7 working days.

If the suppliers/subcontractors who is requested to improve by the monitoring team do not return the Supplier Improvement Request form within the specified timeframe, the auditor who requested the improvement will consider issuing a CAR (Corrective Action Request) to the suppliers/subcontractors and points will be deducted. In the Raw Material Supplier Performance Evaluation Report (PC-4-5-0019) concerning the topic of service, the cooperation in providing environmental support document availability, and the satisfaction of our requirements as a customer, which affects the overall evaluation and may lead to a request for an improvement plan or removal from the Approved Supplier List (ASL) (PC-4-5-0005) thereafter.

4.2.1.3 **The onsite visit to the production site/storage facility of the suppliers/subcontractors** will be in the case of an inspection to assess the potential of the suppliers/subcontractors before procurement (Initial Audit) will be in an informal form. A visit will be conducted by the Procurement Department and key personnel involved. Generally, this will be done by surveying the surroundings of the establishment and may request to review certain documents. In requesting the visit, the Procurement Department will notify the suppliers/subcontractors in advance.

4.2.1.4 **Inspection without going to the production/storage site of the suppliers/subcontractors (Remote Audit)** is to be conducted without going to inspect the Suppliers' storage location in the event of the outbreak of the Coronavirus Disease 2019 (COVID-19) if there is a need for oversight via Remote Audit to assess whether the suppliers/subcontractors can reliably meet the Company's demands or maintain the same good standards as before, as well as to collect sufficient and appropriate evidence that is consistent with the self-assessment of the suppliers/Subcontractors in the Supplier Audit Check Sheet (PC-4-5-0023)

The Procurement Department will select suppliers/subcontractors for Remote Audit for online monitoring. Once the period is determined, the Procurement department sends a notification letter to the selected suppliers/subcontractors to check if they are prepared and available for assessment on the specified date and time. The Auditor Team compares the audit and summarizes the results at the closing of the audit on the same day. According to the appointment letter of Supplier Auditor in IATF16949:2016/ISO9001:2015 No. Bor Khor 018/2568 which has been announced to the public as of April 3rd, 2025. The Procurement Department will summarize the Supplier Audit Check Sheet PC-4-5-0023 based on the ability to access the documents and evidence of the audit and have it signed by the Lead Auditor. After that, it is sent to the suppliers/subcontractors for acknowledgement of the results of the audit. The Procurement Department will send a Supplier Improvement Request Form, which must be completed and returned to the Procurement Department within 7 working days.



If the documentary evidence for the audit is in electronic form, or can be communicated and converted into paper documents in the form of a data file and sent to the auditor for inspection, or the auditor can access the data source and evidence without having to visit the production/storage site of the suppliers/subcontractors, but change the format to a meeting or interview, which will be conducted through an online conference (Video Conference) such as using Microsoft Team or Zoom, the remote audit will be completed when the data source is accessed. The documents and evidence are complete and accurate. Under the speed or ability of data transmission over the Internet, it can be supported efficiently and effectively.

4.2.2 Submission of Supplier Audit Check Sheet (PC-4-5-0023)

The Procurement Department will send the Supplier Audit Check Sheet (PC-4-5-0023) to the suppliers/subcontractors once a year for annual self-assessment and to conduct a self-assessment before being monitored at the production/storage site of the suppliers/subcontractors (On-site Audit) to receive up-to-date information.

If the suppliers/subcontractors does not respond to the Supplier Audit Check Sheet (PC-4-5-0023) within the specified timeframe or as requested by the Procurement Department, the above suppliers/subcontractors will be points deducted in the Raw Material Supplier Performance Evaluation Report (PC-4-5-0019) under the Service Category regarding the cooperation in providing environmental support documents and the response to our requirements satisfactorily, which will affect the overall assessment and may lead to a request to create an improvement plan or removal from the Approved Supplier List (ASL) (PC-4-5-0005) thereafter.

The method of sending the Supplier Audit Check Sheet (PC-4-5-0023) will be conducted by the Procurement Department using electronic mail (E-mail) to the personnel responsible for the suppliers/subcontractors. The recipient (Suppliers/subcontractor) must confirm receipt back to the Procurement Department using the same communication channel.

After the suppliers/subcontractors completely fills in the details on the Supplier Audit Check Sheet (PC-4-5-0023) and send for self-assessment (Self-Audit) back to the Procurement Department, the Assistant Head Manager of the Procurement Department will review and summarize the self-assessment results of the suppliers/subcontractors (Self-Audit) again, comparing with the monthly evaluation records from the Supplier Performance Evaluation Report for Raw Material Suppliers (PC-4-5-0019) and the information in the reference documents. Once the evaluation results are concluded, the Procurement Department will send the Supplier Audit Check Sheet (PC-4-5-0023) in the form of an electronic mail (E-mail) to the person responsible for the suppliers/subcontractors for their acknowledgment.

The Supplier Audit Check Sheet (PC-4-5-0023) completed and concluded and signed by the Assistant Head Manager of the Procurement Department will be collected at the Procurement Department.



หลักเกณฑ์การประเมินผล (EVALUATION CRITERIOR)		
%	GRADE	REQUIREMENT TO IMPROVE
91-100	A	การยอมรับ Accepted
81-90	B	การยอมรับ, ผู้ขายยังต้องปรับปรุงโดยจะส่งแผนการแก้ไข / การป้องกัน ตามที่ "ร้องขอ" เท่านั้น Accepted but supplier has to improve by mean of reports the corrective and prevent action plan up to customer requested only.
71-80	C	การยอมรับ, ผู้ขายยังต้องปรับปรุงโดยส่งแผนการแก้ไข / การป้องกัน Accepted, Supplier has to improve by mean of reports the corrective and prevent action plan.
61-70	D	มีปัญหาบางปัญหาที่ต้องแก้ไข ผู้ขายต้องปรับปรุงพร้อมส่งแผนการแก้ไข / การป้องกัน There is some problems have to solve, supplier must to improve and reports the corrective/prevent action plan
0-60	F	มีปัญหาหนักที่ต้องแก้ไข ผู้ขายต้องปรับปรุงพร้อมส่งแผนการแก้ไข / ป้องกัน หรือตรวจซ้ำในกรณีจำเป็น There are many problems have to solve, supplier must to improve including with reports the corrective and prevent action plan or re-audit (case of necessity)

4.3 Ordering and delivery of raw materials

Raw Material Ordering Requirements and Delivery

- 4.3.1 The Company will issue every time a Purchase Order (P.O.) (PC-4-5-0002) to the suppliers/subcontractors, an order is placed for raw materials/services including specification of the delivery requirements.
- 4.3.2 The quality and packaging of raw materials must be in good condition in every shipment of raw materials.
- 4.3.3 Must specify the purchase order number on every tax invoice.
- 4.3.4 In case the necessary to send the Temporary Bill with the goods, must specify the Purchase Order Number (P.O.) (PC-4-5-0002) on the Temporary Bill. And when the complete Delivery Note is handed out later, specify the Temporary Bill number on the tax invoice (If it cannot be specified, use a pencil to replace it and attach the Temporary Bill at the same time).
- 4.3.5 The delivery time is divided into two periods: from 8:30 hrs. to 11:00 hrs. and from 13:00 hrs. to 16:00 hrs. In urgent cases, it depends on the consideration of the authorized personnel in charge of receiving the goods.

4.4 Quality Requirements for Raw Materials/Products Ordered

- 4.4.1 The suppliers/subcontractors of raw materials/products must attach a quality inspection certificate document every time and every LOT delivered to the Company.
- 4.4.2 In case the suppliers/delivers raw materials/products, attach a Material Test Result/Mill Sheet.
- 4.4.3 In the case of subcontractors delivering the workpieces, attach the inspection data with the number of inspection results of 5 pieces.
- 4.4.4 The suppliers/subcontractors must submit the RoHS Test Report on the raw materials and/or workpieces to the Company's Quality Assurance Department. Once a year

Remarks: The results of the contaminant test in the product must be submitted for testing at SGS or Intertek Testing laboratory only.



4.5 The suppliers/subcontractors must control the instruments for measurement as follows:

4.5.1 Procurement of Measuring Instruments

- 4.5.1.1 The suppliers/subcontractors shall provide and provide sufficient instrumentation for use.
- 4.5.1.2 The suppliers/subcontractors must provide and provide measuring instruments that are competent and detailed enough to check the quality of the workpiece as specified in the Inspection Standard or Control Plan.

4.5.2 Calibration of measuring instruments

- 4.5.2.1 The suppliers/subcontractors must establish a calibration plan for all measuring instruments used in quality inspection and implement it according to the specified plan.
- 4.5.2.2 In the case of the suppliers/subcontractors who do not have the internal calibration laboratory, the suppliers/subcontractors must send the measuring instrument to the institution that must be certified by the calibration laboratory or a government institution or a company that is the manufacture of the above measuring instrument or an institution that is accepted by the Company.
- 4.5.2.3 The suppliers/subcontractors monitor the inspection and calibration status of the measuring instruments and keeps a record of the calibration results for a specified period.

4.6 Quality Control at New Commissioning Project and Start New Production

- 4.6.1 The suppliers/subcontractors must complete a quality assurance system document to control the quality of raw materials and/or products delivered as follows;

4.6.1.1 In the case of supplying and delivering the main raw materials. (Direct Material Supply)

- 4.6.1.1.1 Part Submission Warrant (PSW)
- 4.6.1.1.2 Material Test Result/Mill Sheet
- 4.6.1.1.3 Product Contaminant Inspection Document (RoHS/SoC Test Report)
- 4.6.1.1.4 Safety Data Sheet (SDS)
- 4.6.1.1.5 Packing Standard
- 4.6.1.1.6 Others as requested by the Company's Quality Assurance Department.

4.6.1.2 In the case of supplying and delivering the hired product. (Subcontractor)

- 4.6.1.2.1 Part Submission Warrant (PSW)
- 4.6.1.2.2 Control Plan and/or Process Flow Charge
- 4.6.1.2.3 5 Quality Inspection Records
- 4.6.1.2.4 Inspection Standard
- 4.6.1.2.5 Packing Standard
- 4.6.1.2.6 Sample 5 pieces
- 4.6.1.2.7 Others as requested by the Company's Quality Assurance Department.



- 4.6.2 The Quality Assurance Department and the people concerned of the Company will inspect control of the production process before the actual start of production to see the readiness of the subcontractor. The subcontractor must prepare in every aspect as if it were actual production.
- 4.6.3 The subcontractor must submit the production control documents according to Clause 4.6.1.2 to the quality assurance agency for approval before the actual production.

4.7 Operation Evaluation throughout the actual production period

- 4.7.1 The Procurement Department and concerned people of the Company conduct an annual performance evaluation of the suppliers/subcontractors in accordance with the following Procedures: Supplier and Subcontractor Evaluation (PC-3-3-0004) and Supplier and Subcontractor Quality System Development (PC-3-3-0006) by conducting an evaluation once a year. If problems are found during the operation throughout the year, the suppliers/subcontractors will be considered for selection to be included in the suppliers/subcontractors Development Plan (PC-4-5-0064) in the next year. in accordance with the Procedure: Supplier Development (PC-3-3-0007).
- 4.7.2 Monitoring the production process, the defective products that cause the condition of the problem are encountered every time they are delivered (from inspection, production and from the customer).
- 4.7.3 Notification of the results of the performance evaluation of the Raw Material Supplier Performance Evaluation Report (PC-4-5-0019)/Production Subcontractor Performance Evaluation Report (PC-4-5-0012) on a per-term basis once a year to organize activities to improve and develop performance evaluation results of the suppliers/subcontractors according to the details of the Supplier Audit Check Sheet (PC-4-5-0023) and Supplier Development Check Sheet (PC-4-5-0063).
- 4.7.4 Provide knowledge and information as needed.
- 4.7.5 Subcontractors must monitor and measure quality and service throughout the production period. The following matters must be monitored as:
- 4.7.5.1 Number of Claimed Pieces (Claim)
 - 4.7.5.2 100% On Time Delivery
 - 4.7.5.3 Premium Freight Charge
 - 4.7.5.4 Cost Reduction
 - 4.7.5.5 Causing damage to customers and the Company being in trouble.
 - 4.7.5.6 Responding to complaints
 - 4.7.5.7 Results/Scores of the Company's Evaluation

4.8 Engineering and Process Change Control

- 4.8.1 Subcontractors who wish to request changes in engineering requirements (Raw Materials, Product Standards, etc.) or production processes from those previously approved must write the details of the changes and send them to the Company's Procurement and Quality Assurance Department for at least 15 days for changes in the production process and at least 45 days for engineering changes, together with supporting documents for further consideration.

Note: Conditions that must be notified of changes such as machine changes, mold changes, raw materials, etc. People and places of production, etc.



- 4.8.2 Subcontractors must apply for approval of new production control in accordance with Clause 4.6 after the change has been approved.
- 4.8.3 Subcontractors must affix a label indicating the first LOT that has been changed, stating the following details:
- 4.8.3.1 Sub-Contactor Name
 - 4.8.3.2 Part Name
 - 4.8.3.3 Part Name
 - 4.8.3.4 Material Type
 - 4.8.3.5 Quantity
 - 4.8.3.6 Production Date
 - 4.8.3.7 Lot No.
 - 4.8.3.8 Conditions for Change

4.9 Request for Special Use: RSU

- 4.9.1 The subcontractors shall write the details of the request for special acceptance in the Request of Special Acceptance form (QA-4-5-2005) and send it to the Company's Quality Assurance Department for consideration and approval at least 7 days before the actual deadline for submission of the workpiece.
- 4.9.2 The subcontractors must follow the instructions for the workpiece that is required to be used strictly.
- 4.9.3 The subcontractors must determine remedial guidelines to prevent recurrence.

4.10 Suppliers/Subcontractors Development

Objective

To improve operations with the suppliers/subcontractors. Increase clarity in considering risks affecting the Company's business as well as Supplier Development Planning for sustainability, full of potential and commitment to do business and grow with quality together with the Company, which is in line with the requirements of the Company's certification.

Supplier development process details

- 4.10.1 After the Supplier Development Team prepares the Supplier Development Plan and requests the progressive plan IATF 16949 application project from the supplier in case the supplier is preparing the IATF 16949 project.
- 4.10.2 The Supplier Development Team will monitor the progress of the supplier's project. In order to conduct a supplier development assessment at the supplier's premises production/storage site to compare with the requirements according to the specified frequency by auditing the supplier development and recording the results in the Supplier Development Check Sheet (PC-4-5-0063) in case the site/self-assessment is found to be compliant, the Suppliers must respond within 14 days.
- 4.10.3 The Supplier Development Team asked for the results of the supplier development assessment against standards from customers or their representatives, or from certification bodies.



Supplier/Subcontractor Development Criteria

- 4.10.4 The Company has a policy to develop suppliers/subcontractors who have not yet received IATF 16949 certification by using methods such as audits, submission of appraisals to suppliers/subcontractors, self-assessment, training, and/or other methods as appropriate, etc.
- 4.10.5 Suppliers/subcontractors with evaluation results below 50% must make improvements and report immediately within the year when the evaluation results are lower than the specified criteria.
- 4.10.6 In case the suppliers/subcontractors get a score of more than 50%, the Company will report the audit results and notify the topics that have not yet been evaluated so that the suppliers/subcontractors can make improvements and still need to be in the Development Plan for the next year.
- 4.10.7 Suppliers/subcontractors with 100% evaluation results is considered to have been developed.
- 4.10.8 If the suppliers/subcontractors are certified to IATF 16949, it is not required to be in the development plan.

4.11 Essentials in Quality Assurance Management

- 4.11.1 Subcontractors must have the person in charge of Quality Assurance Management (Responsibility for Quality).
- 4.11.2 Subcontractors must provide a document specifying the names of people who can be contacted in various cases, especially in terms of quality, delivery and service.
- 4.11.3 Subcontractors should have a diagram showing the structure of the organization and the person responsible for quality, such as the Quality Assurance Department or the Quality Control Department, etc.
- 4.11.4 Subcontractors must have Process Flow Chart/Control Plan/Production Process Flow Chart/Quality Control Plan for Each Process.
- 4.11.5 Subcontractors must have documents that show the process of receiving raw materials, raw material inspection process, production process, quality control process during the production process, finished goods inspection, packing and delivery to the Company.
- 4.11.6 Subcontractors must have documents that show how each process is controlled.
- 4.11.7 Subcontractors must have an Inspection Standard.
 - 4.11.7.1 Documents that represent product inspection standards.
 - 4.11.7.2 Documents form indicating the subject of the audit.
 - 4.11.7.3 Efficient preparation of production in the case of new or changed products, such as processes, raw materials, or methods, etc.
- 4.11.8 There must be a process in place to ensure that new or altered products can be delivered to the Company without any quality and/or delivery issues.
- 4.11.9 A method for applying for approval of a new or changed product will be required.
- 4.11.10 Submission of critical process approvals for products in groups that require special production processes, such as welding that require the submission of relevant test reports. The number of inspections is set at least 2 pieces, and no waste is found, along with a process plan and control plan document in the process.



4.12 Action when non-compliance is found

4.12.1 Objective: to guide the suppliers/subcontractors to find defects and preventive measures when something doesn't meet the requirements

4.12.2 Formats Usage Guidelines

4.12.2.1 Deadline for response within 7 days after the date of issuance of the document.

4.12.2.2 Answer questions 2, 3 and 4 with your signature.

4.12.2.3 Present proof of correction (photo, recording form, etc.) by sending it to the Procurement Department after the correction process is completed.

Material Rejection Report (MRR)									
CORRECTIVE ACTION (PREVENTION) *** PLEASE ATTACH FILE (IF ANY) ***									
Why & Why Analysis									
Problem		Root cause	1	2	3	4	5	6	
SUPPLIER		การเกิด Occurrence							
		การหลุดรอด Cause out flow							
	NO.	ROOT CAUSE	COUNTERMEASURE			DUE DATE	FINISH DATE	PERSON RESPONSIBLE	LEADER APPROVE
TS	ACCEPTANCE OF INVESTIGATION (ROOT CAUSE) AND COUNTER MEASURE PLAN								TS Leader :
	<input type="checkbox"/> NOT ACCEPT ,PLEASE RETURN TO SUPPLIER REASON :								<input type="checkbox"/> ACCEPT DATE:
TS	FOLLOW UP CORRECTIVE ACTION (TS)								TS Leader :
	<input type="checkbox"/> NOT ACCEPT ,PLEASE RETURN TO SUPPLIER FOR RE-CORRECTIVE ACTION REASON :								<input type="checkbox"/> CLOSE DATE:
TS Manager	CAR APPROVAL :				EFFECTIVE OF AUTHOR'S CORRECTION / STANDARDIZATION REVIEW.				
	<input type="checkbox"/> APPROVE <input type="checkbox"/> NO APPROVE , PLEASE RETURN QAD QA Manager SIGN : (NO SIGN)				STANDARD CHANGE NO. <input type="checkbox"/> CONTROL PLAN <input type="checkbox"/> STANDARD CHECK LIST <input type="checkbox"/> PROCEDURE <input type="checkbox"/> OTHER <input type="checkbox"/> WI <input type="checkbox"/> N/A TS Manager SIGN: DATE :				

Remark : Please reply to ZAP within 7 days after received this document otherwise the topic could be effected to your customer evaluation scores.

TS-4-5-0006

Rev.00 03/07/2024

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4.13 Actions when a process is changed (Process Change)

4.13.1 Purpose - to guide actions when process changes occur.

4.13.2 Definition - Any change in a process that may affect its quality, properties, characteristics, or environment, etc.

4.13.3 Major process changes

4.13.3.1 Change the Raw Materials

4.13.3.2 Change the Production Process

4.13.3.3 Change the Production Manufacturing

4.13.3.4 Change the Verification Method

4.13.3.5 Change the Packaging.



4.13.4 How to proceed

- 4.13.4.1 Notify the Company about the change in writing.
- 4.13.4.2 In the case of a necessary test, the Company will request a sample for testing.
- 4.13.4.3 The suppliers/subcontractors can deliver after receiving approval from the Company only.
- 4.13.4.4 In case of changes in items 1 – 3 above, the suppliers/subcontractors must present the test results in accordance with the RoHS/SoC requirements when take the first delivery

4.14 Retention period for quality documents (Record Retention)

- 4.14.1 Purpose – To guide the suppliers/subcontractors in the process of storing quality documentation.
- 4.14.2 Definition - It is the main document used to identify to refer to the state of raw materials or equipment that affects the conformity of product specifications under the Quality Management System Standard.
- 4.14.3 The period during which the suppliers must store quality documents from the beginning of the transaction to the end of 20 years includes:
 - 4.14.3.1 Certificate of Analysis (COA)
 - 4.14.3.2 Daily Production Plan
 - 4.14.3.3 Process Change History
 - 4.14.3.4 Other documents used in the operation of the Quality Management System related to raw materials or equipment.



Part V

Environmental Requirements

5.1 Outsider Controls

5.1.1 Regulations for entering and exiting the factory of outsiders

- 5.1.1.1 Everyone entering the area of Zeon Advanced Polymix Co., Ltd. must follow the Security Rules, Safety and Environmental Protection Rules of the Company
- 5.1.1.2 The outsiders: The suppliers/subcontractors/deliverers and visitors. They must wear a mask before entering the Company every time and must always wear a mask while contacting or working in the Company.
- 5.1.1.3 The Company does not allow visitors and followers who have not made an appointment to enter the Company.
- 5.1.1.4 The outsiders, suppliers/subcontractors/deliverers and visitors who do not attach a card issued by Zeon Advanced Polymix Co., Ltd. must wait for a temporary visitor card such as a VISITOR card, card symbol, green stripe, and are allowed to enter and exit only in the office area. Initial Communication and Issuance of Passes (Entry-Out) The Company allows general visitors to complete their errands and return to leave the Company, stand and submit the Company's pass (Entry-Exit) with a temporary visitor card (CUSTOMER/VISITOR /SUBCONTRACTOR), to the security guard for inspection of the signatures from the person who visited and the signature of the person who contacted at the back side.
- 5.1.1.5 People under the age of 18 are strictly prohibited from working in the factory.
- 5.1.1.6 The outsiders who are in the factory area must post the card in an area that can be clearly always seen inside the factory.
- 5.1.1.7 Do not bring alcoholic beverages. drugs, weapons, and illegal substances enter the factory area, including prohibition of gambling or illegal activities.
- 5.1.1.8 Food and beverages are prohibited from being eaten inside the factory building. chemical and oil storage, facilities electrical control room or electric power distribution station.
- 5.1.1.9 It is strictly forbidden to enter the electrical control room or the area of the high-voltage distribution station unless authorized by the Production Engineer Department.
- 5.1.1.10 The drivers of outsiders must drive according to the route and speed requirement of the Company and consider safety as a priority.
- 5.1.1.11 The subcontractors must be within the designated area, **except** for the subcontractor to be only in front of the warehouse or as permitted by the Company's person in charge.
- 5.1.1.12 No unauthorized persons or those not assigned should interfere with any equipment of the factory or walk through the factory building alone. To walk through or visit the production process must be permitted by the authorized person of the Company only. And the outsiders must walk together with the Company's employees only for a factory tour or walk through the factory area.



- 5.1.1.13 Do not bring lighters and matches into the factory because the Company has provided a cigarette lighter for the smoking area. All areas of the factory are considered non-smoking zones, except for the permitted areas such as Factory 1, the area next to the parking area, Factory 2 only. In front of the factory office 1 and next to the office, Factory 2 belongs to the smoking area for Japanese executives and customers.
- 5.1.1.14 Do not sleep in the work area or in all construction areas.
- 5.1.1.15 Photography or recording of images inside the Company is prohibited except for the Company's business or technical purposes, which require permission from the authorized person to take photos or recordings and can only be done in the presence of a representative of the authorized person.
- 5.1.1.16 The person who will temporarily bring the items from outside into the Company, those items must be presented to the security guard at the front guard post of the Company and apply for a permit to bring in and out of the Company. In the notification form for bringing materials/equipment into the Company and permission to bring materials/equipment out of the Company, the person who will bring materials/equipment into the Company must fill in the details.
- 5.1.1.17 The person who will remove the item, the items must be presented to the security guard at the front guard post of the Company along with a form to notify the introduction of materials/equipment into the Company and permission to take materials/equipment out of the Company (blue). The person who will take the materials/equipment out of the Company fill in the details and sign the acknowledgement by acknowledge the inspector who will take them out (the inspector is the Head of the department or equivalent), direct management level or higher of the contacting department to consider and sign for approval to remove the items, and the Human Resources and Administration Department and the management level shall sign and acknowledge the removal. In Clause 2, after that, take in the notification form to bring materials/equipment into the Company and allow the materials/equipment to be taken out of the Company (blue). Standing up to security guards.
- 5.1.1.18 Cars entering and exiting the Company using liquefied petroleum gas as fuel. The sticker authorized by the Department of Land Transport must be clearly displayed. And must comply with Transport Safety Management (TSM)in accordance with the announcement from the Department of Land Transport.

5.2 Dress code

- 5.2.1 Dress politely according to international principles and must always wear a mask inside the Company.
- 5.2.2 Those who wear shorts, miniskirts, single-strap shirts with no sleeves, clothes are thin, shoes are not covered with heels. The Company reserves the right not to allow entry into the Company.



- 5.2.3 Suppliers/subcontractors transporting oil bulk goods or products must wear personal protective equipment (PPE) such as helmets, safety glasses, safety shoes, and reflective vests. The Company's warehouse staff will conduct every inspection. The Company reserves the right not to accept the goods. In case of not wearing the personal protective equipment (PPE) when the goods or products are delivered to the Company.

5.3 Traffic regulations in factories

- 5.3.1 The person who drives the vehicle or controls the operation of the vehicle must be responsible and have a valid driver's license according to the type of vehicle and must wait for the license to bring the vehicle. Temporarily enter the Company by bringing evidence, driver's license or important identification certified by the government. Notify the security officer at the guard post along with receiving a permit to bring the car into the Company temporarily.
- 5.3.2 The visitor card (for visitors) with a green stripe is authorized to enter and exit, and park only in the office area and factory zone. Entry and exit must be permitted before parking, and details must be recorded in the Company pass (entry-exit) when the person driving the vehicle completes their business and is leaving the Company. They must present the pass (entry-exit) along with the temporary vehicle entry permit (CUSTOMERS/VISITORS/SUBCONTRACTORS) to the security officer for verification. The signature of the visitor and the back signature must be provided, and the security officer will sign to acknowledge and note the departure time on the pass (entry-exit) of the Company, returning the evidence such as driver's license identification to the driver, thus concluding the process.
- 5.3.3 The security guard will visually inspect the vehicles entering the Company area to ensure that the vehicles are in a safe condition when in use or loading and clarify the appropriate and safe parking spots (park in front of the office, put the rear in and the front of the car facing out every time you park).
- 5.3.4 The drivers must ensure that vehicles entering the Company area are in safe condition. Vehicle safety equipment is in working condition and complies with legal regulations, such as rearview mirrors and turn signals, etc.
- 5.3.5 Do not! smoke in the car. Do not turn on the car audio to disturb others, and do not stay in the car while operating. In addition to receiving permission from the relevant authorities.
- 5.3.6 **Traffic rules must be respected and followed. Strictly follow the signs and traffic signals in the factory, as well as driving safely according to the law.**
- 5.3.7 No! Driving a vehicle faster than 20 kilometers per hour around the Company area.
- 5.3.8 Do not sit on the border of the pickup truck or travel in the pickup truck along with heavy items.
- 5.3.9 The engine must be turned off every time it is parked.
- 5.3.10 Do not! drive into restricted areas or work zones without permission from the authorized person or supervisor in those areas.
- 5.3.11 Driving in reverse of a vehicle must have a rear observer give the signal correctly. The security guard can be notified to facilitate it to avoid damage or accidents.
- 5.3.12 The parking vehicles on the curb must be at least 2 meters away from water connection point and fire extinguishing equipment.



- 5.3.13 Carrying materials with some items protruding more than 1 meter from the pickup body, the rear must be tied with a red flag or red light at the end of the protruding item. It is a warning signal for the following driver to be aware.
- 5.3.14 If there is an accident caused by a vehicle, do not move it until the security guard or the relevant safety officer/supervisor is notified for a preliminary investigation or investigation first.
- 5.3.15 Parking inside the Company shall be as follows:
- Business visitors should park in front of the office.
 - The truck delivers the raw materials to the parking area at the pick-up point.
- 5.3.16 Drivers must be careful when driving to prevent accidents/emergencies

5.4 Environmental Management

- 5.4.1 Garbage or waste generated by outsiders (customers) and visitors should dispose of garbage or waste in containers that are designated by the Company.
- 5.4.2 Hazardous or non-hazardous waste or waste due to transportation activities or during unloading from suppliers or subcontractors which are still considered to be the assets of the suppliers/subcontractors, the suppliers/subcontractors shall take the damaged waste or products back for management and disposal in accordance with Environmental Management methods.

5.5 Contingency plan in case of problems during transportation

The suppliers/subcontractors must prepare an emergency plan in case of problems during transportation and deliver goods to the Zeon Advanced Polymix Co., Ltd., which consists of at least the following details:

- 5.5.1 Contact and phone number of the person of the transporter or transport coordinator.
- 5.5.2 Names and phone numbers of concerned agencies.
- 5.5.3 Procedures in case of cracked or spilled products There was a fire.
- 5.5.4 Reviewer, Date of review.
- 5.5.5 Approver, Date of Approval
- 5.5.6 Company seal

5.6 Working inside the factory area

- 5.6.1 Suppliers/subcontractors who want to go to see the products or to provide services in the factory area must inform the security guard in front of the Company to coordinate with the person concerned.
- 5.6.2 The suppliers/subcontractors must contact the Procurement Department to register with the Supplier & Subcontractor Patrol Checklist (PC-4-5-0058) before entering the factory premises.
- 5.6.3 The suppliers/subcontractors must dress modestly, wear helmets/hats provided by the Company, and must wear safety shoes when entering the factory area. Follow the designated walking path (Walkway) only. To prevent accidents from forklift collisions.
- 5.6.4 The suppliers/subcontractors must comply with the prohibition signs, warning signs, and prohibition of entering restricted areas.



- 5.6.5 In case the suppliers/subcontractors must enter the area where the forklift is operating, the suppliers/subcontractors must be careful and strictly follow the Company's person in charge

5.7 Prohibited Substances Controls

5.7.1 Objective

To control hazardous substances contaminated with products delivered from the suppliers/ subcontractors.

5.7.2 Scope of control

Control direct material and indirect material

5.7.3 Definition

5.7.3.1 *Direct Material*

Refers to direct raw materials that are directly used to produce Rubber Compounds such as chemicals, polymers, fillers, and oils.

5.7.3.2 *Indirect Material*

Refers to indirect raw materials that help improve the quality of the rubber compound production process, such as Yellow Chalk which indicates the rubber piece, Anti-Tack Agent which helps prevent rubber from sticking together.

5.7.3.3 *RoHS Test report*

It refers to the analysis determines the number of hazardous substances contaminated with products delivered by the suppliers/subcontractors to the Company. The items to be tested include lead (Pb), chromium VI (Cr6+), mercury (Hg), cadmium (Cd), polybrominated biphenyls (PBB), and polybrominated diphenyl ethers (PBDE), diethylhexyl phthalate (DEHP), butyl benzyl phthalate (BBP), dibutyl phthalate (DBP), and diisobutyl phthalate (DIBP).

5.7.3.4 *Prohibited substances according to RoHS III regulations*

It refers to 10 types of hazardous substances that must be controlled: lead (Pb), chromium 6 (Cr6+), mercury (Hg), and cadmium (Cd), polybrominated biphenyls (PBB) and polybrominated diphenyl ethers (PBDE), diethylhexyl phthalate (DEHP), butyl benzyl phthalate (BBP), dibutyl phthalate (DBP), and diisobutyl phthalate (DIBP).

5.7.3.5 *SVHC stands for Substance of Very High Concern.*

Refers to substances hazardous to humans and/or the environment, which will have the candidate list updated through the ECHA website: <http://echa.europa.eu>

5.7.4 Work procedures

5.7.4.1 The sub-suppliers/sub-contractors of the suppliers/subcontractor must verify that the products delivered to the Company do not contain hazardous substances exceeding the limits set by the EU directive in the RoHS (EU) 2015/863 regulation or other requirements requested by each customer in controlling hazardous substances.



Chemical Name	Control of Concentration (Limit/ppm)
Lead	1000 ppm (0.1 Mass%)
Mercury	1000 ppm (0.1 Mass%)
Cadmium	100 ppm (0.01 Mass%)
Hexavalent Chromium	1000 ppm (0.1 Mass%)
Polybrominated Biphenyls (PBB)	1000 ppm (0.1 Mass%)
Polybrominated Diphenyl Ether (PBDE)	1000 ppm (0.1 Mass%)
Bis(2-Ethylhexyl) phthalate (DEHP)	1000 ppm (0.1 Mass%)
Benzyl butyl phthalate (BBP)	1000 ppm (0.1 Mass%)
Dibutyl phthalate (DBP)	1000 ppm (0.1 Mass%)
Diisobutyl Phthalate (DIBP)	1000 ppm (0.1 Mass%)

5.7.4.2 The suppliers/subcontractors of the Company must deliver the Test Report and Declaration of RoHS 3 (Directive (EU) 2015/863) (QA-4-5-0041) for products that are direct and indirect raw materials deliver to the Company (upon first delivery and every time there is a process change) and update the information within the specified time.

- RoHS Test report from the Lab.
- Reply to the form Declaration of RoHS 3 (Directive (EU) 2015/863) (QA-4-5-0041).

5.7.4.3 The suppliers/subcontractors must investigate the ingredients in the products delivered to the Company whenever the SVHC List is updated to be current, in accordance with EU Regulations (<http://echa.europa.eu>), and respond using the SVHC survey sheet.

5.7.4.4 If the inspection results of the products delivered by the suppliers/subcontractors to the Company contain hazardous substances exceeding the control limits, they must undergo a corrective process to bring them within the control limits or request special approval from the customer if they cannot be corrected.

5.7.4.5 For the period test RoHS Report, the Company will request from the suppliers/subcontractors in case of the Company's customers request, or when the Company requires confirmation of the specific product's production quality process, the Company will also notify when there are process changes and will send evidence free of the prohibited substances (Lab Test) again.



ZEON ADVANCED POLYMIX CO., LTD.

Rev. No. 00

SUPPLIER MANUAL

Effective date
20 JUNE 2025บริษัท ซีออน แอดวานซ์ โพลีเม็กซ์ จำกัด
ZEON ADVANCED POLYMIX CO., LTD.HEAD OFFICE & FACTORY : 111/2 SOI NIKOM 13 MOO 2 T.MAKHAMKHO, NIKOMPATTANA DISTRICT, RAYONG 21180, THAILAND
TEL : 66 (0) 3889-3565-6, 3889-3113-5, 088-203-0380-6 FAX : 66 (0) 3889-3159, 3889-3167

February 4, 2025

To All Business Partners

Subject Request for Confirmation of Substance Compliance with REACH, RoHS, and the POPs Convention

Zeon Advanced Polymix Co., Ltd. extends its congratulations on your continued business growth and would like to express our sincere gratitude for your ongoing support and cooperation in our production, sales, and development activities.

As part of our commitment to environmental compliance and product safety, we kindly request your cooperation in providing substance declaration information for the materials and components supplied to our company.

In accordance with the regulations and requirements of **RoHS, REACH, and the POPs Convention**, we must ensure that all substances used in our products comply with the restricted and candidate substance lists. Therefore, we kindly ask you to provide the following information:

1. Confirmation of compliance with the relevant regulations (e.g., RoHS, REACH, POPs).
2. A completed **Substance Declaration Form** specifying the presence and concentration of restricted substances.
3. Supporting documents such as **chemSHERPA ver. 2.10.00**, test reports, or any other relevant compliance certificates.

Please submit the requested documents by **March 30, 2025**, to ensure smooth compliance verification and continued business operations.

Once the regulatory controls are in place, it may no longer be possible to export products containing these substances, and alternative products will need to be used. Additionally, any existing inventory of products containing these substances must be disposed of by the end of 2025. Therefore, we kindly request that you review the attached survey and take the necessary actions promptly.

Should you have any questions or require further clarification, please do not hesitate to contact us at Benyapha.o@zeon.co.th. We highly appreciate your prompt response and cooperation in this matter.

Information regarding controlled substances will be provided on the following pages for your reference and the Substance Declaration Form will be provided with this email.

Thank you for your continued support and partnership.

Sincerely,

任田英樹

(Mr. Hideki Toda)

Managing Director
Zeon Advanced Polymix Co., Ltd.OFFICE : 591 UBC II BLDG, OFFICE NO. 2206, 22nd FL.
JMVIT 33 RD., KLONGTON NUA, WATTANA, BANGKOK 10110 THAILAND
6 (0) 2261-0175-8, 082-475-5177, 082-475-5183 FAX : 66 (0) 2261-0172, 66(0) 2261-0179IATF 16949:2016
ISO 9001:2015ISO 14001
ISO 45001



บริษัท ซีออน แอดวานซ์ โพลีเม็กซ์ จำกัด
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*Reference Information on Controlled Substances

1. REACH (Registration, Evaluation, Authorisation, and Restriction of Chemicals)

- **European Chemicals Agency (ECHA):** ECHA provides a list of substances subject to REACH regulations, including substances requiring authorization (Annex XIV) and restricted substances (Annex XVII).
 - **Authorisation List (Annex XIV):** <https://echa.europa.eu/authorisation-list>
 - **Restricted Substances List (Annex XVII):** <https://echa.europa.eu/substances-restricted-under-reach>

2. RoHS (Restriction of Hazardous Substances)

- **European Commission:** The European Commission provides details on hazardous substances restricted under RoHS, including the list of restricted substances and their maximum allowable concentrations.
 - **General information on RoHS:**
https://ec.europa.eu/environment/waste/rohs_eee/index_en.htm
 - **List of restricted substances:**
https://ec.europa.eu/environment/waste/rohs_eee/index_en.htm#restricted

3. POPs (Persistent Organic Pollutants)

- **Stockholm Convention:** The Stockholm Convention provides a list of substances classified as POPs and subject to global regulatory control.
 - **List of POPs:**
<http://chm.pops.int/TheConvention/ThePOPs/ListingofPOPs/tabid/2509/Default.aspx>
- **European Chemicals Agency (ECHA):** ECHA provides a list of substances regulated under the EU's POPs Regulation.
 - **EU POPs Regulation Substance List:** <https://echa.europa.eu/list-of-substances-subject-to-pops-regulation>





ZEON ADVANCED POLYMIX CO., LTD.

Rev. No. 00

SUPPLIER MANUAL

Effective date
20 JUNE 2025

Doc no. QA-4-5-0040



Declaration of Substance Control

Title : ADDITIONAL SUBSTANCES OF REACH (EU)

1	Company and person in charge confirmation			
	Company name			
	Person in charge name			
	Position			
	Department			
	Telephone Number			
	E-mail			
	Business with ZAP	ZAP Code	Material Name	
		ใส่ code material ของ	ใส่ชื่อ material ที่เราต้องการให้ maker ตอบแบบสำรวจ	
		บริษัทเราในช่องนี้ช่องนี้ เช่น		
0678		PALMERA B1810		

2	Confirmation of substance	
	Do you have these substance in your product ?	
	<input type="checkbox"/> Yes, I have. <input type="checkbox"/> No, I have not.	
If yes, please clarify product which contain these substance into table 3 below.		
If no, please complete this form and reply back.		

3	Contained parts & material information				
	ZAP Code	Material name	CAS No. of substance	Material	Remark

Date	Checked by	Approved by



Item	Substance name	EC-No.	CAS-No.	Contain	Not Contain
1	Triphenyl Phosphate	204-112-2	115-86-6		
2	6-[(C10-C13)-alkyl-(branched, unsaturated)-2,5-dioxopyrrolidin-1-yl]hexanoic acid	701-118-1	2156592-54-8		
3	O,O,O-triphenyl phosphorothioate	209-909-9	597-82-0		
4	Octamethyltrisiloxane	203-497-4	107-51-7		
5	Perfluamine	206-420-2	338-83-0		
6	Reaction mass of triphenylthiophosphate and tertiary butylated phenyl derivatives	421-820-9	192268-65-8		
7	Tris(4-nonylphenyl, branched and linear) phosphite (TNPP)	---	---		
8	Tris(4-nonylphenyl, branched) phosphite	---	---		
9	Phenol, p-sec-nonyl-, phosphite	---	106599-06-8		
10	Phenol, 4-nonyl-, phosphite (3:1)	---	3050-88-2		
11	Tris(nonylphenyl) phosphite	247-759-6	26523-78-4		
12	Phenol, p-isononyl-, phosphite (3:1)	---	31631-13-7		



ZEON ADVANCED POLYMIX CO., LTD.

Rev. No. 00

SUPPLIER MANUAL

Effective date
20 JUNE 2025

Zeon Advanced Polymix Co., Ltd. (ZAP)

DATE :

DECLARATION OF RoHS 3 (Directive (EU) 2015/863)

Concerning part quality control on Parts of Power Equipment Production based on overseas Hazardous substance control regulation (RoHS 3 (Directive (EU) 2015/863)). We would like to inform that our production parts of no contaminate hazardous substances.

RoHS 3 (Directive (EU) 2015/863) :

No.	Restricted Substance	Maximum Concentration (ppm)
1	Cadmium (Cd)	100
2	Lead (Pb)	1,000
3	Mercury (Hg)	1,000
4	Hexavalent Chromium (Cr VI)	1,000
5	Polybrominated Biphenyls (PBB)	1,000
6	Polybrominated Diphenyl Ethers (PBDE)	1,000
7	Bis(2-Ethylhexyl) Phthalate (DEHP)	1,000
8	Benzyl Butyl Phthalate (BBP)	1,000
9	Dibutyl Phthalate (DBP)	1,000
10	Diisobutyl Phthalate (DIBP)	1,000

Top Management Signature :
Mr./Ms.

(Company Name)
:

Contact Signature and Stamp Name :
Mr./Ms.



QA-4-5-0041 Declaration of Substance RoHS Control ZEON ADVANCED POLYMIX CO. LTD (R00)



ZEON ADVANCED POLYMIX CO., LTD.

Rev. No. 00

SUPPLIER MANUAL

Effective date
20 JUNE 2025

Doc no. QA-4-5-0042

**Declaration of Substance Control**Title : **ADDITIONAL SUBSTANCES OF PoPs**

This survey is used to investigate prohibited substances in products according to the PoPs requirements.

Company and person in charge confirmation			
1	Company name		
	Person in charge name		
	Position		
	Department		
	Telephone Number		
	E-mail		
	Business with ZAP	ZAP Code	Material Name
		ใส่ code material ของ	ใส่ชื่อ material ที่เราต้องการให้ maker ตอบแบบสำรวจ
บริษัทเราในช่องนี้ช่องนี้ เช่น			
0678		PALMERA B1810	

Confirmation of substance	
2	Do you have these substance in your product ?
	<input type="checkbox"/> Yes, I have. <input type="checkbox"/> No, I have not.
	If yes, please clarify product which contain these substance into table 3 below. If no, please complete this form and reply back.

Contained parts & material information				
ZAP Code	Material name	CAS No. of substance	Material	Remark
3				

Date	Checked by	Approved by

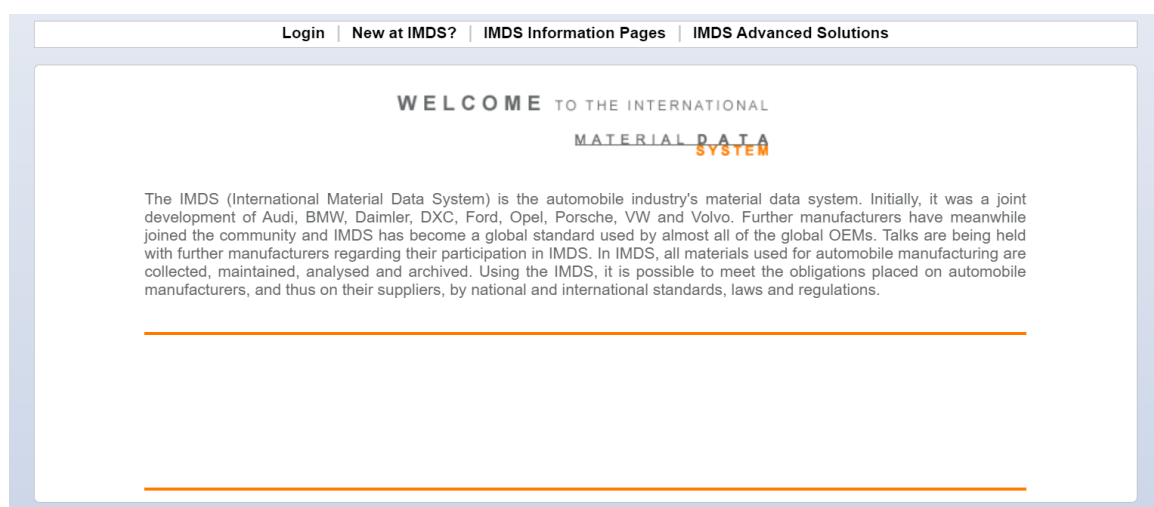


The Company's requirements

The suppliers/subcontractors must provide evidence of free from prohibited substances according to the regulations (Lab Test, Certify Letter, etc.).

- Lab test and Declaration Form for all products deliver to the Company (for the first time and each time there is a change in the process) and update the information within the specified time.
- Submit the SVHC SURVEY SHEET when there is an update to the SVHC List (according to EU Regulations) (<http://echa.europa.eu>).
- Notify when there is a change in the process and send evidence of the free of prohibited substances (Lab. Test) again.

International Material Data System (IMDS)



IMDS stands for International Material Data System, which is a regulation of the European countries regarding the use of heavy metal substances in automotive components according to the ELV, SOC, REACH, SVHC, 76/769/EEC, and EU Regulation requirements. Manufacturers are required to record data about Raw Materials in the IMDS database system and must register on the website www.mdsystem.com beforehand. After that, they will receive a code to log data into the International Material Data System (IMDS).

IMDS is a database that can be accessed via the Internet. This database was created due to regulations from the European countries regarding the management of the lifecycle of vehicles (Directive of the European Parliament 2000/53/EG regarding End-of-Life Vehicles), which mandates the management of these vehicles when they reach the end of their lifespan. Therefore, regulations prohibit the use of heavy metals or others in vehicle components. Consequently, automobile manufacturers cooperated to establish this IMDS database for the purpose of developing production technologies, selecting components to assemble into vehicles, as well as finding ways to recycle vehicle components when the vehicles reach the end of their lifespan.

The manufacturer must record information about the product's weight and its components (BOM). Each component that makes up the product must also record the weight of each piece and what those components consist of, or what chemicals are present.

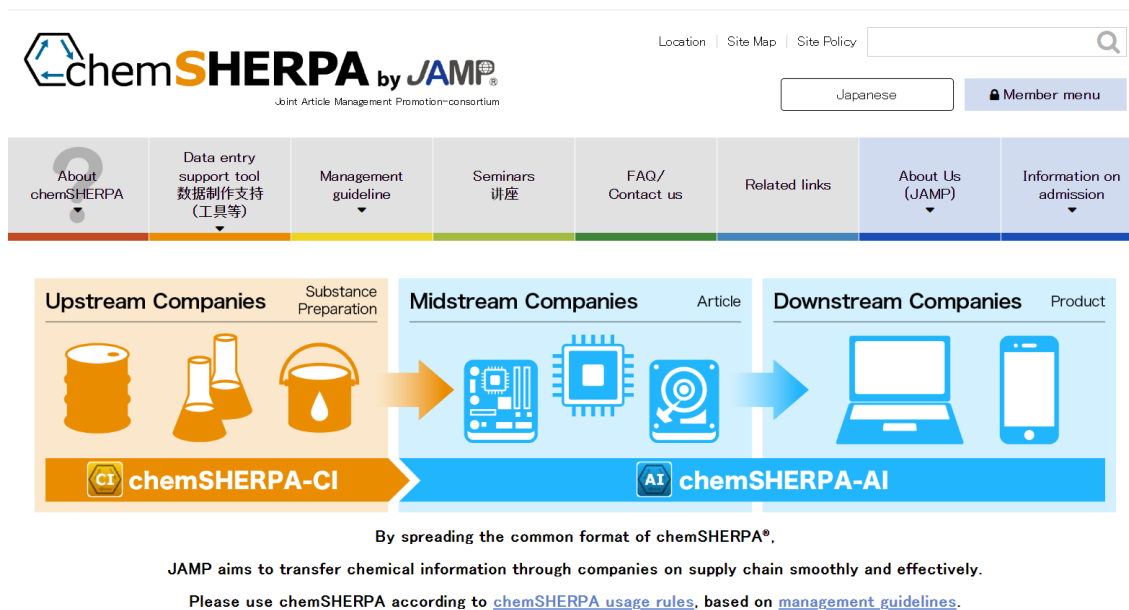
Therefore, the IMDS will be able to record data about the life cycle of the vehicle, starting from the vehicle level down to the parts and chemical components. IMDS can also check whether there are prohibited substances exceeding the specified limits in the products, so that manufacturers of those parts can consider improving or reducing the prohibited substances to not exceed the limits set by law.

IMDS is a database that records the components of automobiles, documenting everything from the vehicle itself to its individual parts for the purposes of managing the lifecycle of the vehicle.

The Company's requirements

The suppliers/subcontractors must register on the website www.mdsystem.com to record data in the International Material Data System (IMDS) and notify the Company once the data has been successfully recorded.

CHEMSHERPA



chemSHERPA is a tools for managing and communicating chemical information in products, developed by the Ministry of Economy, Trade and Industry of Japan, in collaboration with the Environmental Research Group, the Joint Article Management Promotion-consortium (JAMP), the Japan Environmental Management Association Industry (JEMAI), and the Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS), aims to implement a system for managing and communicating chemical information in the supply chain of raw materials, components, and finished products to help reduce the risk of contamination by hazardous substances and to develop a Green Supply Chain Network in the country.

The Company's requirements

The suppliers/subcontractors must submit a prohibited substance survey for the products using ChemSherpa tools and conduct a follow-up survey when there are changes in the raw materials in the products every year.



Communication of information in the GHS System

Globally Harmonized System of Classification and Labelling of Chemicals – GHS *is an International System for the classification of chemicals, labeling, and the preparation of Safety Data Sheets (SDS) to standardize communication of information and hazards of chemicals in a way that is easily understood by everyone, especially consumers, transportation workers, and emergency response personnel.

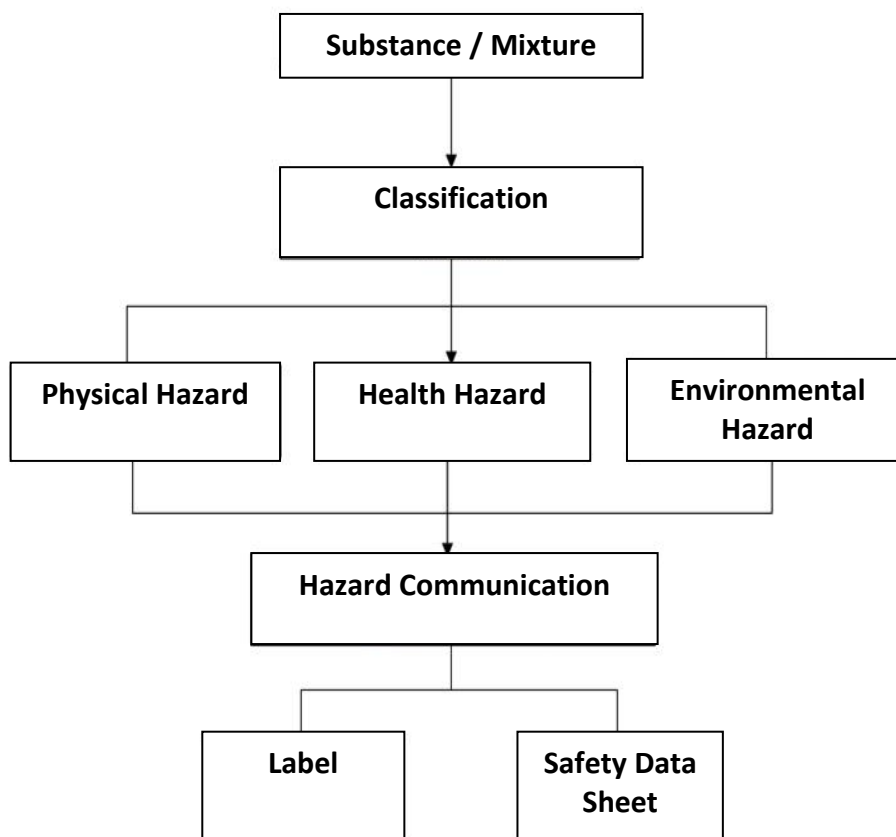
Sound Management of Chemicals should include a system that can identify the hazards of chemicals and communicate them to all relevant parties, enabling them to prevent, control, and mitigate potential hazards from chemicals in various ways. Therefore, **Communication of Chemical Information** is one crucial tool that can lead to effective chemical management. This means that if relevant parties are aware of and understand the nature or characteristics of hazards and the appropriate precautions when dealing with chemicals, it will lead to increased caution and the prevention of harm to themselves, others, and the environment. As the saying goes, "Know your enemy and know yourself, and you can fight a hundred battles without disaster."

The key tools used for communicating chemical data are labels and Safety Data Sheets (SDS). The information on the label includes symbols indicating hazards, warning messages, and safety precautions. The SDS provides more detailed information about the chemical compared to the label, including information about its hazards to humans and the environment, usage instructions, storage guidelines, transportation data, waste disposal, and other management practices such as first aid and procedures in case of fire or spills, etc., so that those involved can handle the chemical correctly and safely.

However, the current problem in the communication of chemical data is that **the criteria for hazard classification, pictograms, and the information that must be displayed on labels, including the format of Safety Data Sheets (SDS) in each country (or even within the same country)**, vary significantly. This leads to confusion in communication; for instance, the same chemical may be labeled as hazardous in one country with a specific warning symbol and text, while in another country it may be identified as non-hazardous or less hazardous, with a different warning symbol or message. This is due to the differing classification criteria and communication requirements. These discrepancies make it difficult to manage chemicals effectively to ensure safety for both humans and the environment, as the understanding at the outset is already inconsistent. Furthermore, in the realm of international chemical trade, accurately classifying hazards, labeling packaging, and preparing SDS in accordance with each country's regulations poses significant costs and complications.

From the aforementioned problem arises the establishment of the **"GHS System" (The Globally Harmonized System of Classification and Labelling of Chemicals)**, which is a **universally standardized system for the classification and labeling of chemicals**. Its purpose is to facilitate the communication of chemical hazards globally through labels and Safety Data Sheets (SDS), using the same criteria for classifying hazards.

The principles and components of the GHS system are shown in the figure.



GHS and its enforcement in Thailand

According to the policy to implement the GHS system for chemicals/substances regulated under the Hazardous Substance Act, **Thailand has officially adopted the GHS system for hazardous substances under the control of the Department of Industrial Works** (DIW) from the 'Ministry of Industry Announcement on the "Classification and Communication of Hazards of Hazardous Substances B.E. 2555 (2012)" dated February 1, 2012 (published in the Royal Gazette on March 12, 2012). The announcement includes the following main provisions:

- Manufacturers and importers of hazardous substances have the duty to classify the hazards, prepare labels, and Safety Data Sheets (SDS) for single substances and mixtures according to the GHS system. The submission for single substances must be completed within 1 year, and for mixtures within 5 years.
- Manufacturers, importers, exporters, and possessors of hazardous substances have a duty to **communicate the hazards of hazardous substances in the form of labels and SDS prepared by the manufacturer or importer**, so that related parties can handle those hazardous substances safely.
 - The single item should be completed within 1 year (March 13, 2013)
 - The mixed substance is to be completed within 5 years (March 13, 2017)



The purpose of GHS

1. To elevate the protection against hazards to humans and the environment by providing an easy-to-understand system for communicating information and hazards of chemicals.
2. There is a guideline for countries that do not yet have a system for classifying and labeling chemicals.
3. Reduce the redundancy of chemical testing and assessment.
4. Facilitating international trade for chemicals that have been assessed and classified according to international basic criteria.

Currently, according to the United Nations announcement regarding **the Globally Harmonized System of Classification and Labelling of Chemicals (GHS)**, it is mandated to use SDS as one component in communicating chemical information beyond labeling. To ensure consistency and a unified system, it is referred to as **Safety Data Sheet (SDS)**.

A **Safety Data Sheet (SDS)**, formerly known as a **Material Safety Data Sheet (MSDS)**, refers to a **document that provides information about the safety of chemicals**. This document presents information regarding the hazardous properties, toxicity, usage, storage, transportation, disposal, and other management aspects of chemical substances, ensuring that the handling of chemicals is conducted correctly and safely.

Scope of the GHS system.

Covers all types of chemicals and chemical products throughout the chemical product lifecycle.

Except for drugs, food additives, cosmetics, and chemical residues in food at the Point of Consumption.

Elements of the GHS

Hazard classification: The GHS system classifies hazards into 3 categories as follows.

Physical Hazards (16 Categories)		
■ Explosives	■ Flammable solids	■ Oxidizing liquids
■ Flammable gases	■ Self-reactive substances	■ Oxidizing solids
■ Aerosols and chemicals under pressure	■ Pyrophoric liquids	■ Organic peroxides
■ Oxidizing gases	■ Pyrophoric solids	■ Substances corrosive to metal
■ Gases under pressure	■ Self-heating substances	■ Desensitized explosives
■ Flammable liquids	■ Substances which, in contact with water, emit flammable gases	
Health Hazards (10 Categories)		
■ Acute toxicity	■ Serious eye damage/eye irritation	■ Reproductive toxicity
■ Skin corrosion	■ Sensitization (skin or respiratory)	■ Specific target organ toxicity: single and repeated exposure
■ Skin irritation	■ Germ cell mutagenicity	■ Aspiration toxicity
	■ Carcinogenicity	
Environmental Hazards (2 Categories)		
	■ Acute & Chronic aquatic toxicity	
	■ Hazardous to ozone layer	

There are 9 main types of hazards as follows.

Type 1 Explosives

Type 2 Gases

Type 3 Flammable Liquids










Type 4 Flammable Solids

Substances Liable to Spontaneous Combustion, Substances which in Contact with Water Emit Flammable Gases.

Type 5	Oxidizing Substances and Organic Peroxides
Type 6	Toxic Substances and Infectious Substances
Type 7	Radioactive Materials
Type 8	Corrosive Substances
Type 9	Miscellaneous Dangerous Substances and Articles

Hazard Symbol: GHS

It consists of 9 danger symbols (Pictograms)

Flame	Flame over circle	Exploding bomb
		
Corrosion	Gas cylinder	Skull and crossbones
		
Exclamation mark	Environment	Health Hazard
		

Danger Communication

The preparation of hazardous materials safety documentation (SDS - Safety Data Sheet) According to the classification of hazards both physical and related to health and the environment, a total of 16 topics.

1. Information about chemicals or mixtures and the manufacturing and/or distributors.
2. The information indicates danger.
3. Components and information about the ingredients
4. First aid measures
5. Firefighting measures
6. Measures for managing accidental leaks of substances.
7. Transportation, movement, and storage
8. Control of touch and personal protection
9. Physical and chemical properties
10. Stability and reactivity
11. Toxicological information
12. Impact data on the ecosystem
13. Considerations for disposal
14. Information about transportation
15. Information about regulations and rules
16. Other information

The labeling of hazardous materials

Must be included at least the following texts;

- Product identifier
- Chemical Identify
- Supplier Identification
- Symbols or Hazard Pictograms
- Signal Words consists of the words “Danger” and “Warning”
- Hazard Statement This is a message that indicates the nature of the hazard, such as the possibility of fire when exposed to heat, it may cause allergic reactions or asthma, or difficulty in breathing when inhaled, etc.
- Precautionary Information refers to procedures to prevent hazards, storage, disposal of waste, and handling in case of emergencies, such as using them in well-ventilated areas, keeping away from children's hands, prohibiting the reuse of containers, and washing off with clean water if in contact with the skin, etc.
- Supplemental Information

Example as shown in the image.

	<p>Epichlorohydrin 1-Chloro-2,3-epoxypropane CAS No. 106-89-8 UN No. 2023</p>	<p>Chemical name and reference code</p>
		<p>Hazard Symbol</p>
<p>Signal Word</p>	<p>DANGER</p>	
	<ul style="list-style-type: none"> • Flammable liquid • May cause cancer • Toxic if swallowed • Toxic in contact with skin • Fatal if inhaled • May cause severe skin burns and eye damage • May cause an allergic skin reaction. • Suspected of causing genetic defects. • Toxic to aquatic life 	<p>Hazard Statement</p>
	<ul style="list-style-type: none"> • Keep out of reach of children. • Keep container tightly closed. • Do not handle until all safety precautions have been read and understood. • Wear eye/face protection. • Wear protective gloves/clothing. • Wear respiratory protection, as specified by the manufacturer. • Do not breathe dust/fume/gas/mist/vapours/spray. • Use appropriate ventilation. • Wash thoroughly after handling. 	<p>Precautionary Statement</p>
<p>Manufacturer / Supplier</p>	<p>United Nations Corp. 1-1, Peace Ave., Geneva, Switzerland Tel. 41 22 917 00 00 Fax. 41 22 917 00 00</p>	



Benefits of GHS

1. Workers, Chemical Users, and Consumers

- Encourage safety in the chemical's usage through consistent and easily understandable hazard communication.
- Encourage awareness of the dangers of chemicals and safety chemicals usage.

2. Business Sector

- Encourage safety in the workplace and the chemicals transportation and build good relationships with workers using chemicals.
- Improve efficiency and reduce compliance costs in various sectors related to the communication of chemical hazards, as every sector uses the same system.
- Reduce long-term costs due to a decrease in accidents and medical treatment caused by chemicals.
- Promote the image and reliability of the business and products.
- Facilitate international chemical trade by reducing redundancy in labeling and safety data sheet preparation.

3. Government Sector

- Reduce accidents from chemicals and the burden of medical expenses caused by chemicals.
- Encourage the protection of workers' and consumers' health from the dangers of chemicals.
- Reduce costs and facilitate cooperation in terms of regulations, enforcement, and monitoring.
- Encourage communication about the hazards of chemicals both nationally and internationally.

The Company's requirements

The suppliers/subcontractors is to provide **the Safety Data Sheets (SDS) of all products supplied to the Company. If it is possible to prepare them in Thai**, it would be greatly appreciated. Please cooperate by specifying the delivery timeframe for these documents as follows.

- In the case of new products, please send the documents immediately upon notification about the new product.
- In the case of products that are continuously supplied to the Company, please submit new documents every year, regardless of whether they are original or not. The documents must be the most current version you have, and the deadline for document submission is from January 1st to January 31 of each year.
- Create GHS Labels in both English and Thai to be affixed to the containers or products' package or products suppliers/subcontractors supply to the Company before delivery to the Company, which must be in accordance with the Packing Standard provided to the Company to prevent the problems with receiving of goods.



Part VI

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