



Delta/SMEs-01/2022

April 1, 2022

Subject: Regarding the criteria to determine the period of credit terms for payment of Products and Services to the Business Operators of Small and Medium Enterprises (SMEs) in Thailand in accordance with the Notification of the Trade Competition Commission

To: All Delta Product Manufacturers, Distributors (retail/wholesale), and Service Providers who are Business Operators of Small and Medium Enterprises (SMEs) in Thailand

Attachment: Form for requesting and submitting documents to prove status of Small and Medium Enterprises (SMEs) in Thailand in accordance with the Notification of the Trade Competition Commission

This letter is to inform you of our company actions to comply with the May 24, 2021 Notification of the Trade Competition Commission regarding fair trade practices related to credit terms for Business Operators of Small and Medium Enterprises (SMEs) who are the Sellers of Products or Services (“**OTCC Notification**”). Delta Electronics (Thailand) Public Company Limited and Delta Green Industrial Co., Ltd. (“**Delta**”), therefore, would like to provide instructions to all **Products Manufacturers, Distributors (retail/wholesale), and Service Providers who are Small and Medium Enterprises (SMEs)** and have one of each SMEs characteristics required in the OTCC Notification, as listed in the table below.

| Characteristics of Small and Medium Enterprises (SMEs) according to OTCC Notification | | | |
|--|--|--|--------------------------------|
| No. | Type of Business | Number of Employees | Annual Revenue |
| 1 | Products Manufacturing | Not exceeding 200 people | Not exceeding 500 Million Baht |
| 2 | Sale (wholesale or retail) and Providing Services | Not exceeding 100 people | Not exceeding 300 Million Baht |
| 3 | In the case of doing many types of business such as Product Manufacturing and Sale (wholesale or retail) and/or Providing Services | Calculated from main business that earns more. | |

Please fill out the form attached to this letter with a copy of documentary evidence showing your status as a Small and Medium Enterprise (SME). Please include one of each evidence documents listed in the table below in your submission to Delta for consideration of a new trade credit term.



| Documentary evidences showing status of SMEs according to OTCC Notification | | |
|---|---|---|
| No. | Characteristics | Documentary evidence |
| 1 | Number of Employees | Copy of Form Contributions to the Social Security Fund <u>and</u> evidence of payment <u>or</u> Copy of documents showing the number of Employees issued by other government agencies (certified copy) |
| 2 | Annual Revenue | Copy of Personal or Corporate Income Tax Return in the past year along with a copy of the tax receipt issued by the Revenue Department (certified copy), <u>or</u> Copy of Financial Statements filed to Department of Business Development (certified copy) |
| 3 | In the case of no documentary evidence specified in 1 and 2 | Copy of Certificate of Membership of the Office of Small and Medium Enterprises Promotion (OSMEP), <u>or</u> Copy of Certificate of Registration of SMEs Entrepreneurs for Public Procurement (THAI SME-GP) issued by the Office of Small and Medium Enterprises Promotion (OSMEP), <u>or</u> Copy of Certificate of being SMEs that other agencies have certified (certified copy) |

Product Manufacturers and Service Providers who are Small and Medium Enterprises (SMEs) in accordance with OTCC Notification can send a request letter together with a copy of the above evidence to Delta via email to each relevant department. You may contact Delta directly via the following emails:

- (1) MRO Department: MRO-SMEsApplication@deltaww.com
- (2) CPC Department: CPC-SMEsApplication@deltaww.com
- (3) DGIT Purchasing Department: DGITSMEsApplication@deltaww.com

Your application will be considered for adjusting the period of credit terms for payment of goods and services to Small and Medium Enterprises (SMEs) for 45 days as required by OTCC Notification further.

In the case of **Product Manufacturers and Service Providers who are Small and Medium Enterprises (SMEs) in accordance with OTCC Notification** but who do not provide documents confirming their status as SMEs to Delta and are applicants without Delta's consent, then these Suppliers and Vendors shall be considered to have waived their rights under the OTCC Notification.

Please be informed.

On behalf of Delta Electronics (Thailand) PCL and
Delta Green Industrials (Thailand) Co., Ltd.



Form of requesting and submitting documents showing the status of Small and Medium Enterprises (SMEs) in Thailand in accordance with the Notification of the Trade Competition Commission

I (Mr./Mrs./Ms.) _____ as the authorized director/managing partner
 Company / Limited Partnership /Shop _____
 Vendor number/Vendor Code (if any) _____

would like to request and submit a document showing the status of small and medium-sized enterprises (SMEs) in Thailand in accordance with the Notification the Trade Competition Commission as detailed below and already have attached such documents together with this request form.

| Documentary evidences showing status of SMEs according to OTCC Notification | |
|---|---|
| Characteristics | Documentary evidence |
| <input type="checkbox"/> Number of Employees | Copy of Form Contributions to the Social Security Fund and evidence of payment or Copy of documents showing the number of Employees issued by other government agencies (certified copy) |
| <input type="checkbox"/> Annual Revenue | Copy of Personal or Corporate Income Tax Return in the past year along with a copy of the tax receipt issued by the Revenue Department, or Copy of Financial Statements filed to Department of Business Development (certified copy) |
| <input type="checkbox"/> In the case of no documentary evidence specified in 1 and 2, | Copy of Certificate of Membership of the Office of Small and Medium Enterprises Promotion (OSMEP), or Copy of Certificate of Registration of SMEs Entrepreneurs for Public Procurement (THAI SME-GP) issued by the Office of Small and Medium Enterprises Promotion (OSMEP), or Copy of Certificate of being SMEs that other agencies have certified (certified copy) |

Please be informed and consider

Best Regards,

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Authorized director/Managing partner

| Results of Verification of documentary evidence | Results of Approval |
|--|--|
| <input type="checkbox"/> Have the characteristics of SMEs | <input type="checkbox"/> Approve credit terms of payment 45 days |
| <input type="checkbox"/> Have no the characteristics of SMEs | <input type="checkbox"/> Disapprove |
| Sign _____ Verifier () | ลงชื่อ _____ Approver () |

