

Sponsorship Procedures

To ensure financial contribution is conducted transparently to support projects, without anticipation of benefits or in-kind returns that may be considered corruption, the Company therefore set forth the Guideline for Sponsorship to serve as anchor for adherence, as follows.

1. Types of Sponsorship

Sponsorship refers donation of the Company's money or assets to facilitate a project to achieve its goals, as well as for the Company's business, positive image and reputation, without anticipating for benefits that could be considered corruption

2. Criteria for Sponsorship

2.1 Financial and in-kind asset contribution must have the objectives in supporting projects to achieve their goals, as well as for the Company's business, positive image and reputation, without anticipate for benefits that could be considered corruption

2.2 Sponsorship conducted must in alignment with the Company's relevant policies

2.3 Sponsorship must be conducted in the Company's name only

3. Procedure in Sponsorship

3.1 The request function presents details of sponsorship to direct report line's Management for screening, prior to an authorizer's approval, according to authorization level in the Company's **Authorization Procedure Manual**

3.2 Authorizer approves sponsorship details to ensure the contribution's objectives are in accordance to the Company's guideline and considers for approval

3.3 The request function submits evidence of sponsorship, such as thank you letters from supported parties, photos or receipts to name a few. They are then submitted to Accounting as evidence of financial support upon completion

3.4 Accounting reviews evidence of sponsorship. If the provided evidence is insufficient, requester shall be asked to provide additional information or explanation. If it has been proven that the sponsorship is not in alignment with the Company's guideline, or is in fact part of corruption, the Company will penalize the culprits with maximum measures.

3.5 The Audit Office annually audits the sponsorship process to ensure it is efficient, effective and has appropriate internal control