



บริษัท ไทยโพลีอะคริลิก จำกัด (มหาชน)
Thai Poly Acrylic Public Company Limited

Fixed Asset Management Guidelines and Policy

1. Objective

This policy is established to ensure that the management of fixed assets is conducted efficiently, transparently, and in compliance with accounting standards, industrial safety regulations, applicable laws, and internal company rules. The objective is to maximize asset utilization, maintain safety, and create long-term value for the company.

2. Scope

This policy applies to all categories of fixed assets, including buildings, factories, machinery, production equipment, vehicles, IT systems, furniture, and other permanent assets. It covers the processes of acquisition, usage, maintenance, verification, transfer, disposal, and removal from company premises.

3. Principles

- Asset management shall comply with relevant laws, regulations, and standards.
- Assets shall be used solely for the benefit of the company and in accordance with business ethics.
- Maintenance and inspections shall be carried out regularly to ensure safety and efficiency.
- Transfers, disposals, and removals shall follow clear approval processes and be properly documented.
- Records and reports of asset management shall be maintained continuously to ensure transparency and accountability.
- The company shall monitor changes in laws and update practices accordingly.

Fixed Asset Management Practices

1. Acquisition and Recording

- Acquisitions shall be subject to approval and cost-benefit evaluation.
- Assets shall be recorded in the fixed asset register with details such as asset code, purchase date, cost, useful life, location, and custodian.
- Recording shall comply with applicable accounting standards.

2. Usage and Maintenance

- Assets shall be used according to their intended purpose and not for personal benefit.
- Preventive maintenance schedules shall be prepared and documented by the Engineering/Maintenance Department.
- Safety inspections of machinery and equipment shall be conducted regularly.



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3. Verification and Valuation

- Annual asset verification shall be carried out systematically, with results documented for monitoring and control purposes.
- Asset valuation shall be conducted in accordance with applicable accounting standards, and results shall be reported to management for decision-making.
- In cases of damage or loss, reports shall be submitted to responsible management, and corrective actions shall be taken promptly.

4. Inter-Department Asset Transfer

- Transfers shall be requested with justification and asset details.
- Approval shall be obtained from both originating and receiving department heads.
- The Accounting and Finance Department shall update the fixed asset register accordingly.
- Transfer details shall be included in the annual asset verification report.

5. Disposal or Retirement

- Disposal or retirement of assets shall be approved by authorized executives or the Board of Directors.
- Disposal shall comply with safety regulations, environmental requirements, and relevant laws.
- Disposal records shall be documented in the fixed asset register and financial statements.

6. Removal of Assets from Factory Premises

- Removal shall comply with internal company regulations.
- An Asset Removal Form referencing the asset register shall be completed, verified by security staff, and logged in the control record.
- Copies of documents shall be submitted to the Accounting Department for acknowledgment.
- For repairs: assets shall be logged out and back in upon return, with inspection records.
- For destruction/disposal: procedures shall comply with industrial safety regulations, the Factory Act, and environmental requirements.

7. Legal and Regulatory Compliance

- All asset management processes shall comply with relevant laws, regulations, and standards relating to industrial safety, accounting, environmental management, and labor protection.
- The company shall continuously monitor changes in laws and regulations and update practices accordingly.

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(Mr. Surajin Tappanchai)

Managing Director