

DELIVERY GUIDELINES - TOP, TLB, TOP SPP, TES and TTC

1. Delivery Address:

- THAI OIL PUBLIC COMPANY LIMITED (TOP)
- THAI LUBE BASE PUBLIC COMPANY LIMITED (TLB)
- TOP SPP COMPANY LIMITED (TOP SPP)
- THAI OIL ENERGY SERVICES COMPANY LIMITED (TES)
- THAI OIL TREASURY CENTER COMPANY LIMITED (TTC)

42/1 Moo 1, Sukhumvit Road, Km. 124, Tungsukla, Sriracha, Chonburi 20230

2. Delivery location:

Warehouse located at Engineering Building Center (EBC)

In the area of Thai Oil Public Company Limited

Contact warehouse staff. Tel. 0-3835-9000 ext. 17912, 17913, 17930

3. Delivery date and time:

Monday to Friday (except public holidays) from 8:00 a.m. to 15:30 p.m.

If goods is delivered other than the specified date and time, prior notice is required.

And always approved by warehouse staff first.

4. Company will accept delivery items only with the details and conditions specified in Purchase orders only.

If the delivered goods do not correspond with the description in the Purchase Order, Thai Oil has to approve and already put the amendment in the system beforehand.

5. The Suppliers must comply with the company's safety requirements for the truck that will deliver at The EBC warehouse and within the refinery area as follows:

5.1 The driver must be dressed modestly and wear heeled shoes, especially the driver of Chemical Cargo must wear personal protective equipment that is sufficient and suitable for those chemical.

5.2 Delivered quantities and/or heavy loads, which may require unloading aids. Suppliers must inform the warehouse of the exact date and time that the shipment will be delivered at least 1 day in advance for the preparation of the premises and equipment for unloading goods. Thairoil shall reject the goods unless notification in advance or not meet the specified schedule.

5.3 The vehicles for delivery at EBC (22 Rai) can be Diesel or Gasoline except when deliveries in the refinery, only diesel vehicles are allowed and must be passed condition check and certified by the authorized person.

5.4 The driver must have a valid driver license or original purchase orders (at least 7 days) to redeem for a refinery entrance pass card, a hanging tag putting in front of the truck and refinery driving guidelines which must be returned when out of refinery.

5.5 If not followed in accordance with the above-mentioned practices, warehouse may consider rejecting the receipt. These rules are imposed to ensure organized, fast and safe operations within the refinery.