

Timetable for JSM with Customer

| No | Activities | Core Task | Period | Who by |
|----|---|--|-----------------------------------|----------|
| 1 | JSM pick up all the transaction papers | Accounting, Financial & Administration | Every Friday of week | JSM |
| 2 | JSM email the scanned files and list of payments report file of these batches to your company's headquarters to ask for the approval <i>(Expense Report to HQ)</i> | Financial & Administration | Every Tuesday of week | JSM |
| 3 | Paragon check and approve list of payments report file | Financial & Administration | Every Wednesday of week | Customer |
| 4 | JSM send the cheques and original payment vouchers and withholding tax certificates to director to sign | Financial & Administration | Every Thursday of week | JSM |
| 5 | JSM to pickup the original payment vouchers and withholding tax certificates from Paragon | Financial & Administration | Every Friday of week | Customer |
| 6 | Cordinate to the vendors to pick up the cheques at JSM Office. | Financial & Administration | Every Monday only (13.00-16.00) | JSM |
| 7 | Paragon send the empty cheque book for paying to the vendors. | Financial & Administration | When the cheque is almost run out | Customer |
| 8 | Paragon send the copy statement of all the banks to consider that the cash flow is available to pay. | Accounting, Financial & Administration | 7th | Customer |
| 9 | JSM send the tax form for approval (P.N.D.1, 3, 53, P.P.30 and Social Security Form) | Accounting | 10th | JSM |
| 10 | JSM submit to Paragon the monthly financial report | Accounting | 30th | JSM |
| 11 | JSM send the notice of Annual General Meeting (AGM) to be published in a local newspaper to director to sign | Accounting | April | JSM |
| 12 | JSM send the forms to file the audited financials with the Department of Business Development (DBD) and Revenue Department (RD) to director to sign | Accounting | May | JSM |
| 13 | JSM send the Mid-year Tax based on estimated incomes and costs (P.N.D.51) for approval | Accounting | August | JSM |
| 14 | Paragon send the information of any changes to the employees' compensation | Payroll | 20th | Customer |
| 15 | JSM email payroll report to Paragon for approval | Payroll | 25th | JSM |
| 16 | JSM send the payroll data in the format of bank after Paragon approve | Payroll | 27th | JSM |
| 17 | JSM submit the hard copies in individual envelopes to Paragon office for distribution to the employees | Payroll | 28th | JSM |
| 18 | Bank transfer the money from your company's account to the employee | Payroll | 30th | JSM |
| 19 | JSM send the form to summarise the total amount of salaries paid throughout the year for the Social Security Office and Revenue Department to director to sign | Payroll | February | JSM |
| 20 | JSM issue Withholding Tax Certificate for each employee (50 ฿) | Payroll | February | JSM |

Sincerely yours,
 Varunya Khemthong