

STANDARD OPERATING PROCEDURE	CODE: AR - 013		PAGE: 1 of 1
	EFFECTIVE:		UPDATE NO.: 0
	INITIATED BY: PRIMA CONSULTANT CO., LTD.		DEPT./SECTION:
	REVIEWED BY:		
	APPROVED BY:		
	SUBJECT:	USE OF COLLECTION AGENCIES	

OBJECTIVE:

To scope the value of overdue amount at specific number of day to be used the third party for collection.

POLICY:

All accounts receivable accounts over hundred and twenty (120) days past due should be reviewed during the monthly credit meeting. At that Time, a determination should be made as to whether third party assistance is needed to collect the debt. If it is so determined that assistance is required, the following procedure should be followed.

PROCEDURE:

All accounts less than Baht100, 000 that requires, third party collection assistance should be handled through Corporate Legal Department.
 For those accounts over Baht 100,000 that may require outside assistance, the Financial Controller should first contact the Director of Finance to discuss the costs-versus-benefit of pursuing each account. Services of outside attorneys should only be considered after this discussion has occurred and with the written approval of the Director of Finance.

Chief Accountant

Date

Financial Controller

Date

Director of Finance

Date

