

CENTRAL FILING

USER MANUAL

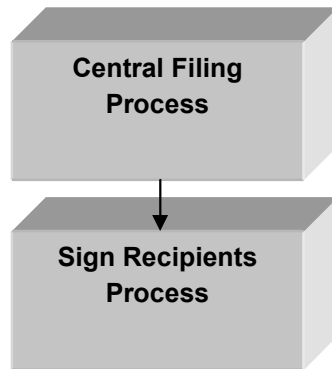
LAGUNA RESORTS & HOTELS PUBLIC COMPANY LIMITED

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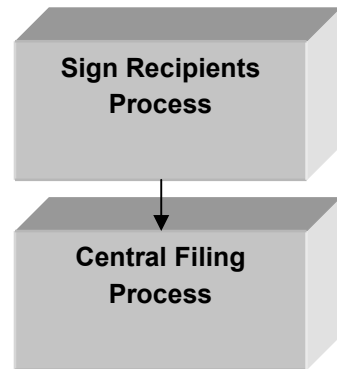
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FLOWCHART

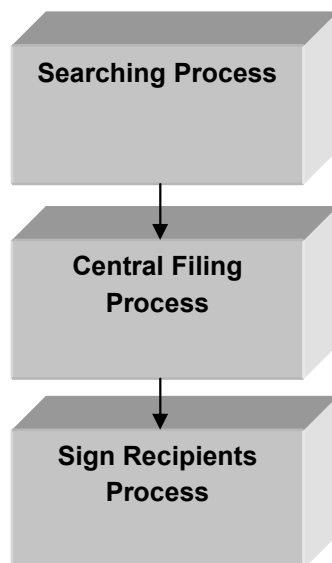
New Filing



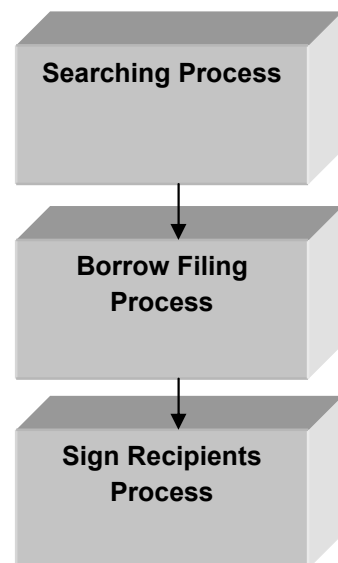
Receipt Filing



Update Filing

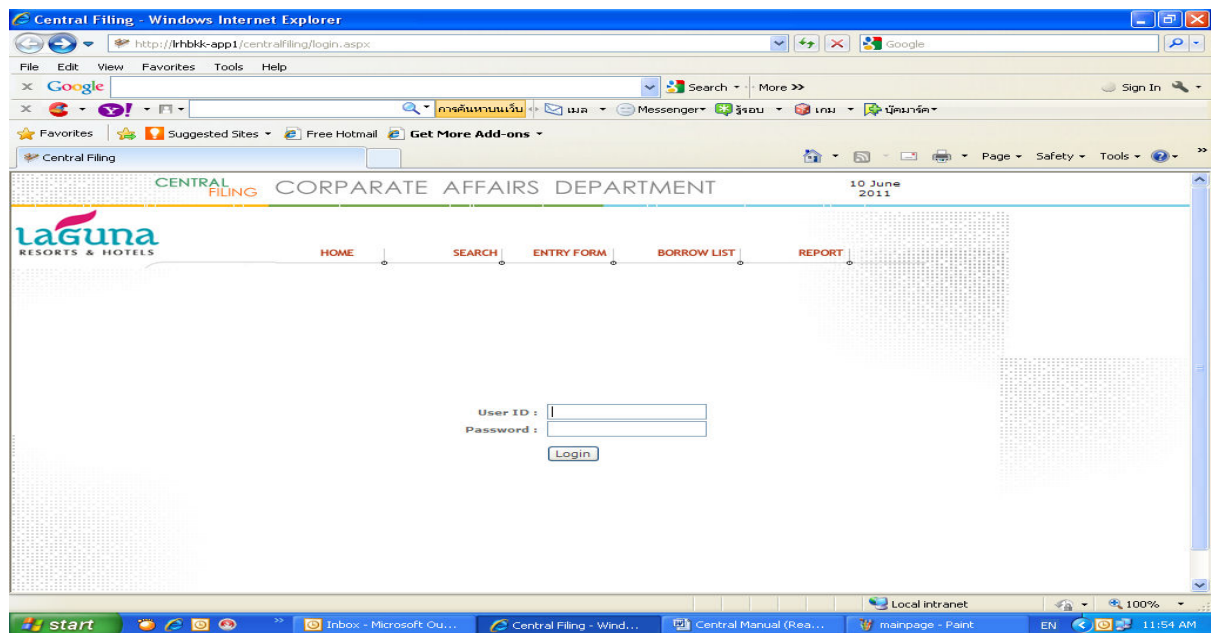


Borrow Filing

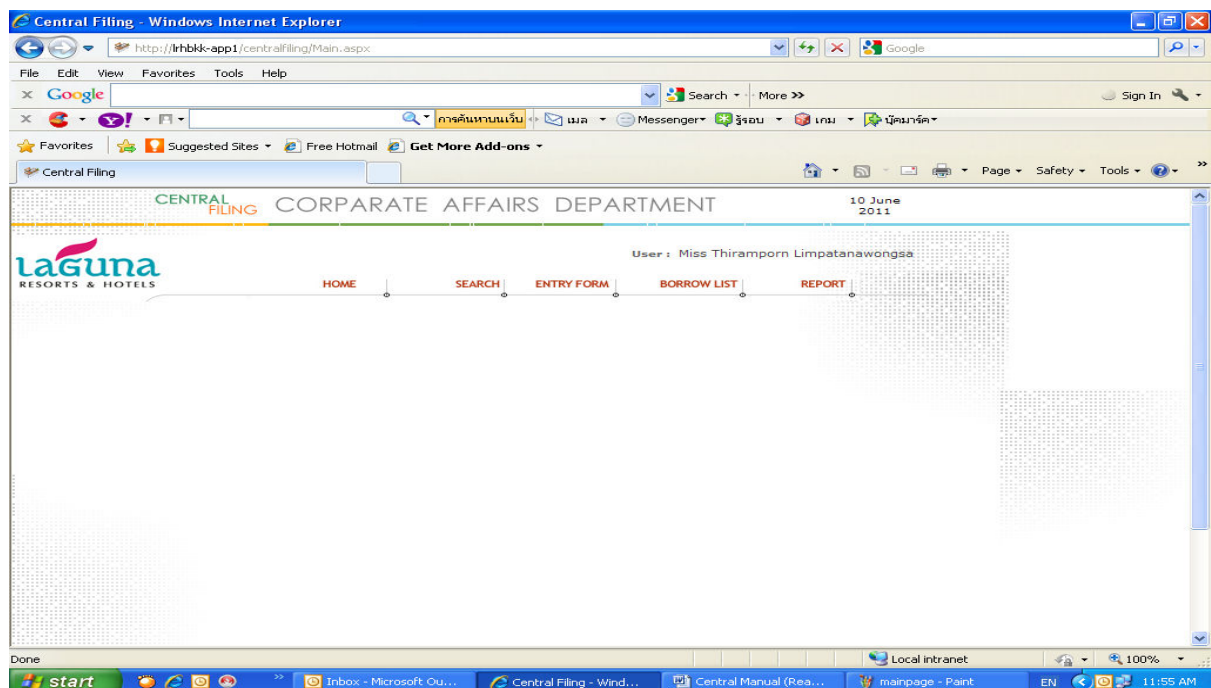


LOGIN

1. Launch the internet browser (Internet Explorer is recommended).
2. URL address <http://lrh.co.th> or LRH Intranet on Central Filing.
3. Enter your User ID and Password.
4. Click "Login" to access the system.



5. The main page will be shown as below.



ENTRY FORM

A. CREATE A NEW FILING

1. Click the “Entry Form” tab at the main page.
2. Complete item no. 2-10 and click “Add” in order to retrieve the data entry for verification.

The screenshot shows the 'Central Filing' web application. The 'ENTRY FORM' tab is highlighted with a red circle. The form includes the following fields and controls:

- Ref No. :** (1) A text field for the reference number.
- Date :** (2) A date picker set to 10-Jun-2011.
- Company :** (3) A dropdown menu showing 'BTG - Banyan Tree Gallery (Thailand) Ltd.'.
- Department :** (4) A text field containing 'Management office'.
- Send By :** (5) A text field containing 'Miss Thiramporn Limpatanawongsa'.
- Documents** section:
 - Document Date :** (6) A date picker set to 10-Jun-2011.
 - Type of document :** (7) Radio buttons for 'Original' (selected), 'Copy', and 'Certified true copy'.
 - Counter Party :** (8) A text field.
 - Description :** (9) A text area.
 - ExpDate :** (10) A date picker set to 10-Jun-2016.
- Buttons:**
 - Add :** (11) A button to save the entry.
 - New Document :** (12) A button to start a new entry.
 - Confirm Create list :** (13) A checkbox to confirm creating the list.

- | | | |
|----|---------------------|---|
| 1 | Ref No | Running number for the new record |
| 2 | Date | Date of entry |
| 3 | Company | Company name |
| 4 | Department | The related department who submits the document |
| 5 | Send By | The associate name of the related department |
| 6 | Document Date | The printed date on the document |
| 7 | Type of document | Original, copy or certified true copy |
| 8 | Counter Party | Counter party |
| 9 | Description | Description |
| 10 | ExpDate | Expiry date |
| 11 | Add | Confirm to create a data entry for verification |
| 12 | New Document | Open a new page for a new entry of different document set |
| 13 | Confirm Create list | Confirm to save the record and create the “Ref No.” |

- Then the data entry will be displayed as below in red box.
(The “Confirm Create List” box should check (✓) to save the entry).
- Click “Edit” to make the amendment or click “Delete” to remove such data.

Central Filing - Windows Internet Explorer

http://lrbkk-app1/centralfiling/EntryCentralFiling.aspx

Google

Sign In

Central Filing

CENTRAL FILING CORPORATE AFFAIRS DEPARTMENT 13 June 2011

User: Miss Thiramporn Limpatanawongsa

HOME SEARCH ENTRY FORM BORROW LIST REPORT

CENTRAL FILING FORM

1 Ref No. :

2 Date : 13-Jun-2011 3 Company : TWPL - Thai Wah Plaza CL

4 Department : Management office 5 Send By : Miss Thiramporn Limpatanawongsa

Documents

6 Document Date : 13-Jun-2011 7 Original ☒ Copy ☐ Certified true copy ☐

8 Counter Party : Mexico Embassy

9 Description : Lease Agreement

10 ExpDate : 13-Jun-2016

Ref. No.	Doc Date	Co.	Party	Description	Expiry Date	Type
1	13/06/2011	TWPL	Mexico Embassy	Lease Agreement	13/06/2016	Original

Edit Delete

New Document Confirm Create list

- After click “Edit” the page will be displayed as below.
- Amend the data (if required) and click “Update” to save the amendment or click “Cancel” to leave this page without making any amendment.

Central Filing - Windows Internet Explorer

http://lrbkk-app1/centralfiling/EntryCentralFiling.aspx

Google

Sign In

Central Filing

CENTRAL FILING CORPORATE AFFAIRS DEPARTMENT 13 June 2011

User: Miss Thiramporn Limpatanawongsa

HOME SEARCH ENTRY FORM BORROW LIST REPORT

CENTRAL FILING FORM

Ref No. :

Date : 15-Jun-2011 Company : TWPL - Thai Wah Plaza CL

Department : Management office Send By : Miss Thiramporn Limpatanawongsa

Documents

Document Date : 15-Jun-2011 Original ☒ Copy ☐ Certified true copy ☐

Counter Party : ABC

Description : Share Transfer

ExpDate : 15-Jun-2016

Ref. No.	Doc Date	Co.	Party	Description	Expiry Date	Type
1	15/06/2011	TWPL	ABC	Share Transfer	15/06/2016	Original

Update Cancel

New Document Confirm Create list

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7. Return to the previous page as below.
8. Mark on the check box “Confirm Create list” in order to save the data entry and to create the “Ref No.” then the data will be automatically transferred to CA.

Central Filing - Windows Internet Explorer

http://lrbkk-app1/centralfiling/EntryCentralFiling.aspx

Google

Central Filing

CENTRAL FILING CORPORATE AFFAIRS DEPARTMENT

13 June 2011

User: Miss Thiramporn Limpatanawongsa

HOME SEARCH ENTRY FORM BORROW LIST REPORT

CENTRAL FILING FORM

Date: 13-Jun-2011 Company: TWPL - Thai Wah Plaza CL Ref No.:
 Department: Management office Send By: Miss Thiramporn Limpatanawongsa

Documents

Document Date: 13-Jun-2011
 Original Copy Certified true copy
 Counter Party: Mexico Embassy
 Description: Lease Agreement
 ExpDate: 13-Jun-2016

Ref. No.	Doc Date	Co.	Party	Description	Expiry Date	Type
1	13/06/2011	TWPL	Mexico Embassy	Lease Agreement	13/06/2016	Original

New Document ☒ Confirm Create list

9. The “Ref No.” will be displayed as below.
10. To print out the “New Document(s) to be kept in the Central Filing” form of this data entry, please refer to the procedure under the “REPORT” item on page 8 of this manual.

Central Filing - Windows Internet Explorer

http://www.lrh.co.th/centralfiling/EntryCentralFiling.aspx

Google

Central Filing

CENTRAL FILING CORPORATE AFFAIRS DEPARTMENT

16 June 2011

User: Miss Thiramporn Limpatanawongsa

HOME SEARCH ENTRY FORM BORROW LIST REPORT

CENTRAL FILING FORM

Date: 16-Jun-2011 Company: TWPL - Thai Wah Plaza CL Ref No.: TWPL MO 11 0002-01
 Department: Management office Send By: Miss Thiramporn Limpatanawongsa

Documents

Document Date: 16-Jun-2011
 Original Copy Certified true copy
 Counter Party: ABC
 Description: Share Transfer
 ExpDate: 16-Jun-2016

Ref. No.	Doc Date	Co.	Party	Description	Expiry Date	Type
TWPL MO 11 0002 - 1	16/06/2011	TWPL	A	Share Transfer	16/06/2016	Original

New Document ☒ Confirm Create list

B. TO CREATE A NEW FILING FOR THE ADDITIONAL DOCUMENT OF THE SAME SET

1. In prior to check (✓) on the “Confirm Create List” box of the previous data, complete item no. 2-10 for the additional document of the same set and click “Add” then the data will be displayed as below.
2. Check (✓) on the “Confirm Create list” box in order to save the data and to create the “Ref No.” as displayed below. The data will be automatically transferred to CA.

Central Filing - Windows Internet Explorer

http://lrbhk-app1/centralfiling/EntryCentralFiling.aspx

User: Miss Thiraporn Limpatanawongsa

HOME SEARCH ENTRY FORM BORROW LIST REPORT

CENTRAL FILING FORM

1 Ref No.:

2 Date: 13-Jun-2011 3 Company: TWPL - Thai Wah Plaza CL

4 Department: Management office 5 Send By: Miss Thiraporn Limpatanawongsa

Documents

6 Document Date: 13-Jun-2011 7 Original ☒ Copy ☐ Certified true copy

8 Counter Party: Mexico Embassy

9 Description: Furniture Agreement

10 ExpDate: 13-Jun-2016

Add

Ref. No.	Doc Date	Co.	Party	Description	Expiry Date	Type
1	13/06/2011	TWPL	Mexico Embassy	Lease Agreement	13/06/2016	Original
2	13/06/2011	TWPL	Mexico Embassy	Furniture Agreement	13/06/2016	Original

New Document ☐ Confirm Create list

3. The “Ref No.” will be opened as below.

CENTRAL FILING CORPORATE AFFAIRS DEPARTMENT

25 January 2011

User: Mr. Akekachai Jariyathammanukul

HOME SEARCH ENTRY FORM BORROW LIST REPORT

CENTRAL FILING FORM

Date: 25-Jan-2011 Company: BTG - Banyan Tree Gallery (Thailand) Ltd.

Department: IT Send By: Mr. Akekachai Jariyathammanukul

Documents

Document Date: 25-Jan-2011 Original ☒ Copy ☐ Certified true copy

Counter Party: TWPL

Description: Manual 2

ExpDate: 25-Jan-2016

Add

Ref. No.	Doc Date	Co.	Party	Description	Expiry Date	Status
BTG IT 11 0015 - 1	25/01/2011	BTG	TWPL	Manual	25/01/2016	Original
BTG IT 11 0015 - 2	25/01/2011	BTG	TWPL	Manual 2	25/01/2016	Original

New Document ☒ Confirm Create list

Documents

Document Date : 25-Jan-2011

☒ Original ☐ Copy ☐ Certified true copy

Counter Party : TWPL

Description : Manual 2

ExpDate : 25-Jan-2016

Company / Department / Year / File no

Number of the addition document of the same set

		Ref. No.	Doc Date	Co.	Party	Description
Edit	Delete	BTG IT 11 0015 - 1	25/01/2011	BTG	TWPL	Manual
Edit	Delete	BTG IT 11 0015 - 2	25/01/2011	BTG	TWPL	Manual 2

New Document ☒ **Confirm Create list**

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- Click "New Document" for a new entry of a new document set. Please refer to the new filing procedure under the "Entry Form" item on page 3 of this manual.
- To print out the "New Document(s) to be kept in the Central Filing" form of this data, please refer to the procedure under the "REPORT" item on page 8 of this manual.

CENTRAL FILING CORPORATE AFFAIRS DEPARTMENT 25 January 2011

User : Mr. Akekachai Jariyathammanukul

HOME SEARCH ENTRY FORM BORROW LIST REPORT

CENTRAL FILING FORM

Ref No. : BTG IT 11 0015- 01

Date : 25-Jan-2011 Company : BTG - Banyan Tree Gallery (Thailand) Ltd.

Department : IT Send By : Mr. Akekachai Jariyathammanukul

Documents

Document Date : 25-Jan-2011

☒ Original ☐ Copy ☐ Certified true copy

Counter Party : TWPL

Description : Manual 2

ExpDate : 25-Jan-2016

	Ref. No.	Doc Date	Co.	Party	Description	Expiry Date	Status
Edit	BTG IT 11 0015 - 1	25/01/2011	BTG	TWPL	Manual	25/01/2016	Original
Delete	BTG IT 11 0015 - 2	25/01/2011	BTG	TWPL	Manual 2	25/01/2016	Original

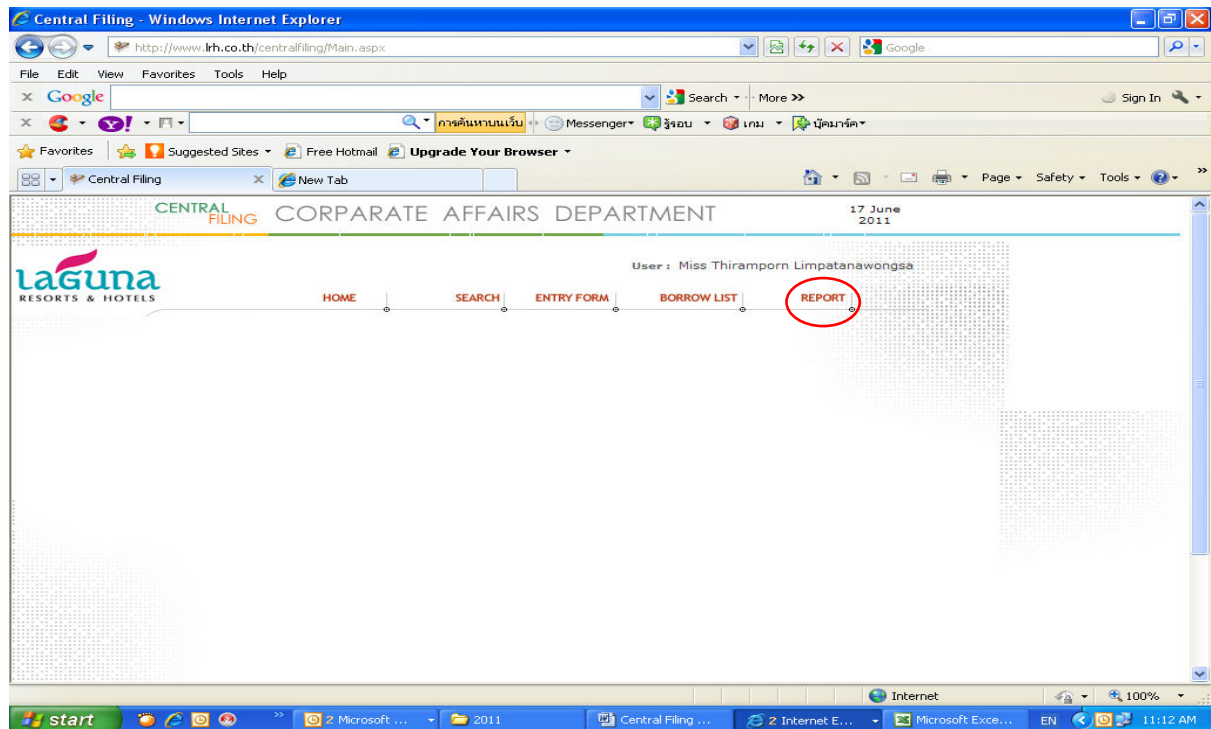
New Document ☒ **Confirm Create list**

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REPORT

A. NEW DOCUMENT(S) TO BE KEPT IN THE CENTRAL FILING

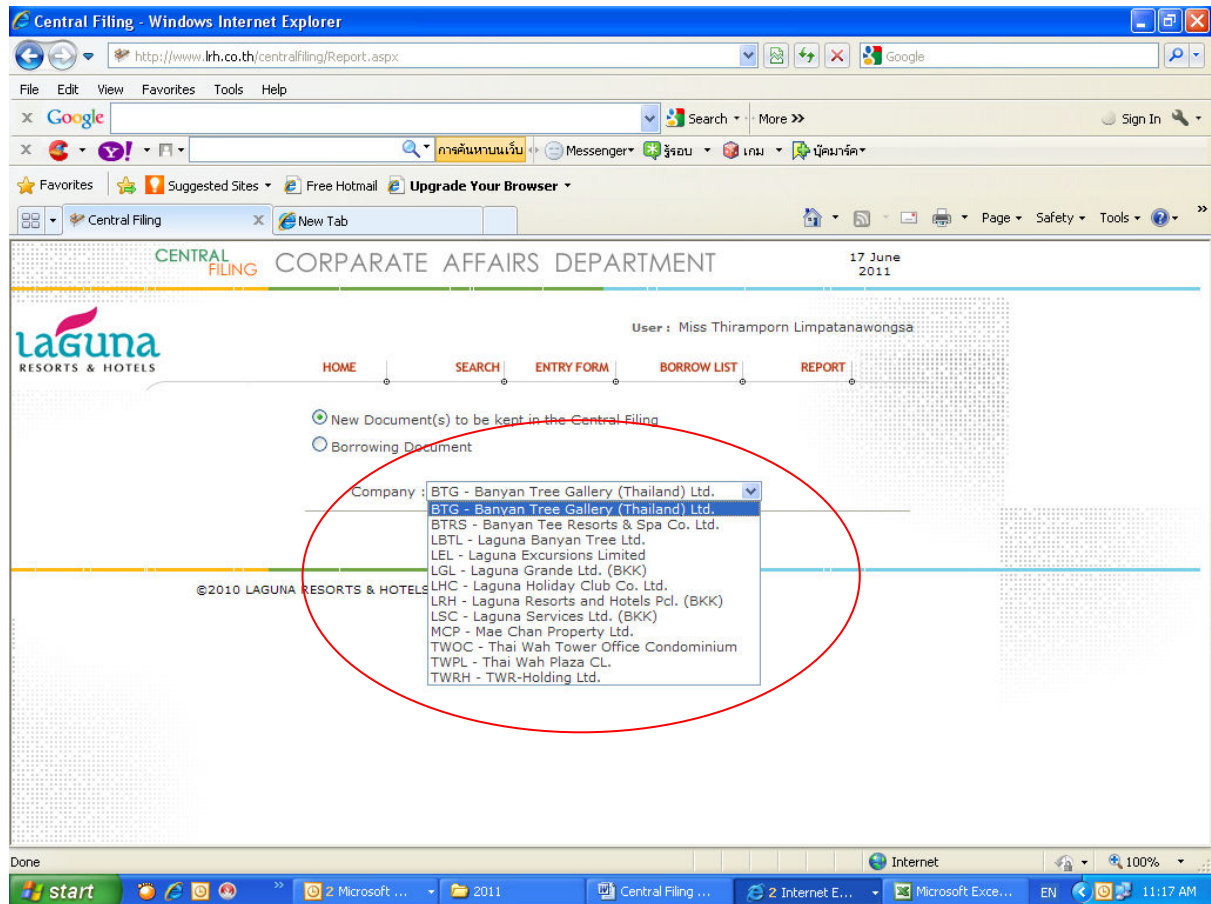
1. Click “Report” at the main page to open the Report page.



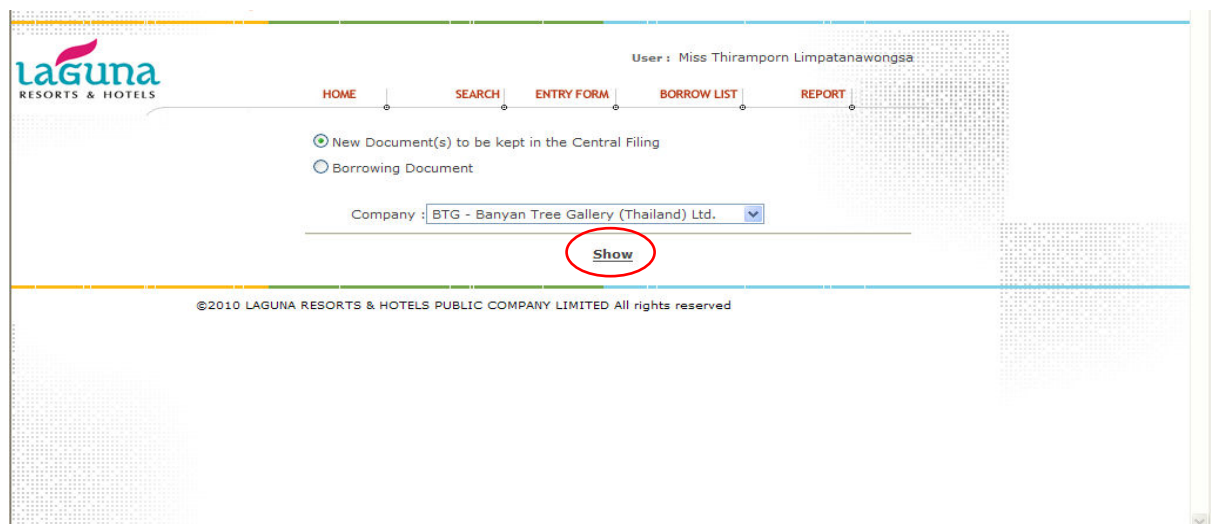
2. Then the page will be opened as below.
3. Check (✓) on the “New Document(s) to be kept in the Central Filing” item.



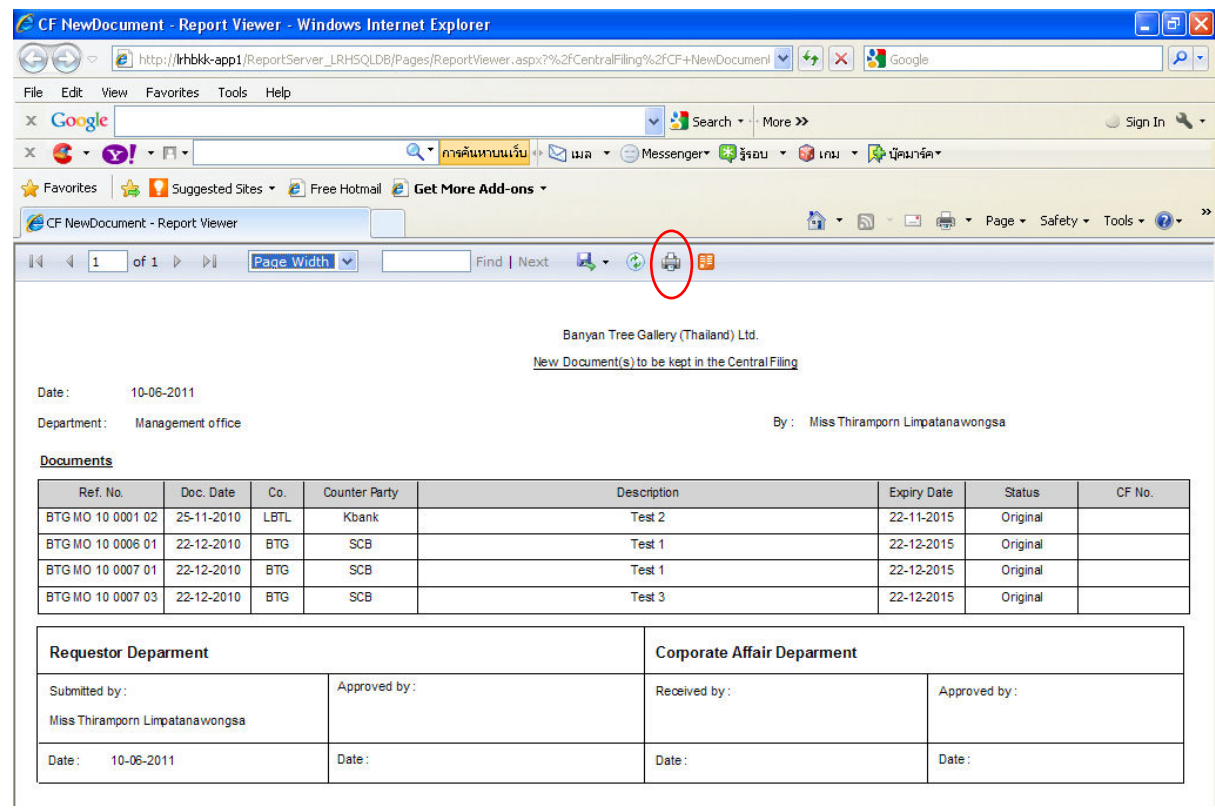
4. Then the page will be opened as below.
5. Select the company name on the dropdown items of “Company” box.



6. Click “Show”.



7. Then the “New Document(s) to be kept in the Central Filing” form will be opened as below.
8. Click  to print the form.



Banyan Tree Gallery (Thailand) Ltd.

New Document(s) to be kept in the Central Filing

Date: 10-06-2011

Department: Management office

By: Miss Thiramporn Limpatanawongsa

Documents

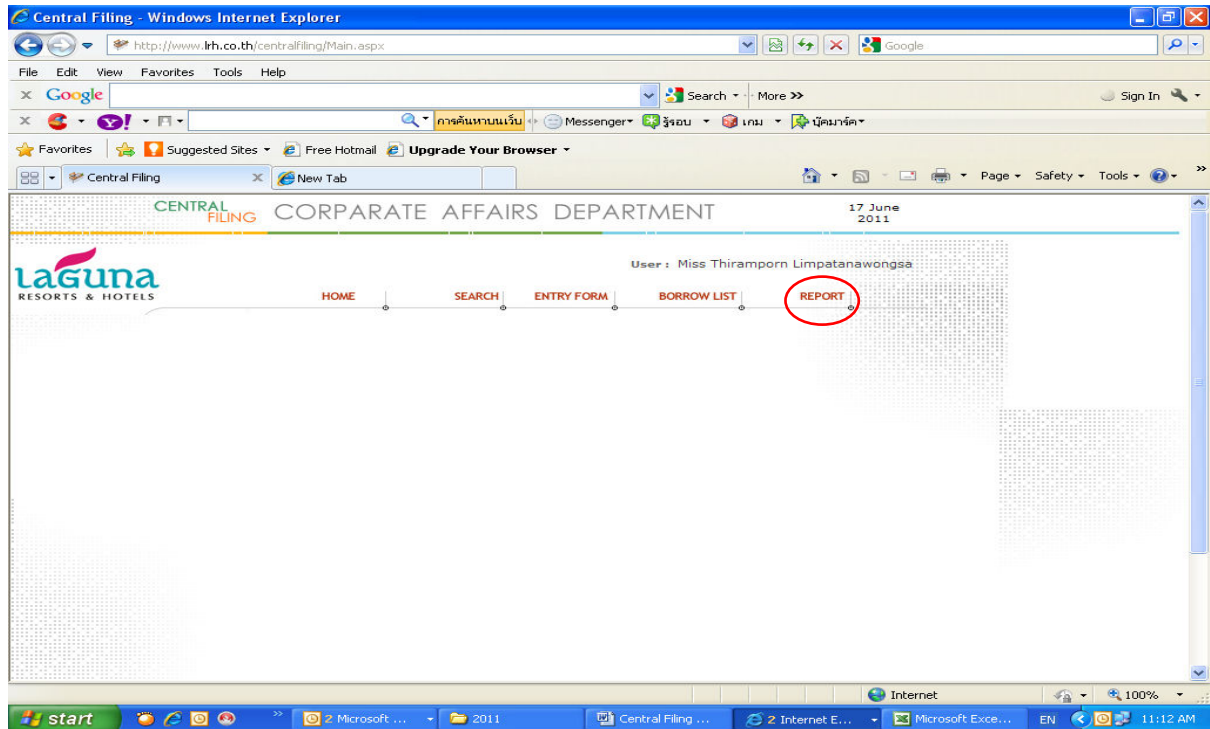
Ref. No.	Doc. Date	Co.	Counter Party	Description	Expiry Date	Status	CF No.
BTG MO 10 0001 02	25-11-2010	LBTL	Kbank	Test 2	22-11-2015	Original	
BTG MO 10 0006 01	22-12-2010	BTG	SCB	Test 1	22-12-2015	Original	
BTG MO 10 0007 01	22-12-2010	BTG	SCB	Test 1	22-12-2015	Original	
BTG MO 10 0007 03	22-12-2010	BTG	SCB	Test 3	22-12-2015	Original	

Requestor Department		Corporate Affair Department	
Submitted by:	Approved by:	Received by:	Approved by:
Miss Thiramporn Limpatanawongsa			
Date: 10-06-2011	Date:	Date:	Date:

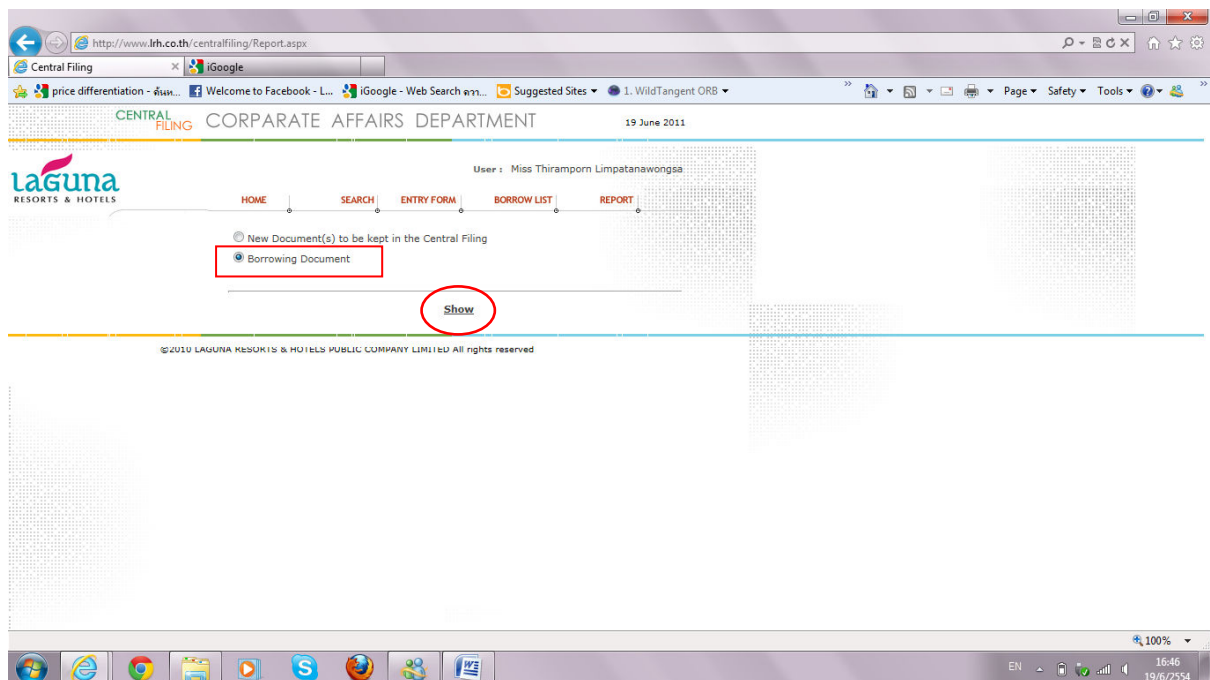
REPORT

B. BORROWING DOCUMENT

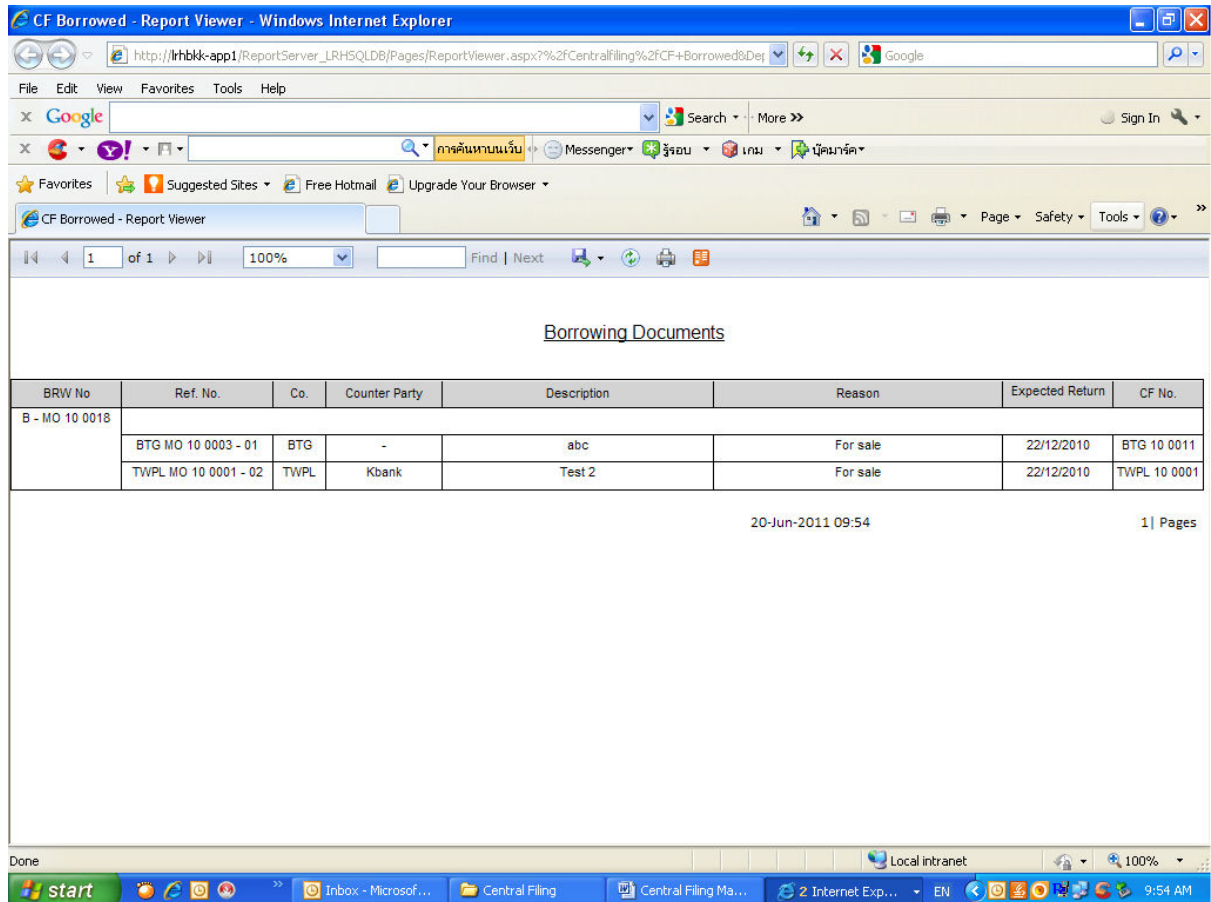
1. Click “Report” at the main page to open the Report page.



2. Then the page will be displayed as below.
3. Check (✓) on the “Borrowing Document” box then, click “Show”.



4. Then the “Borrowing Document” list will be displayed as below.
5. Click  to print the form.



Borrowing Documents

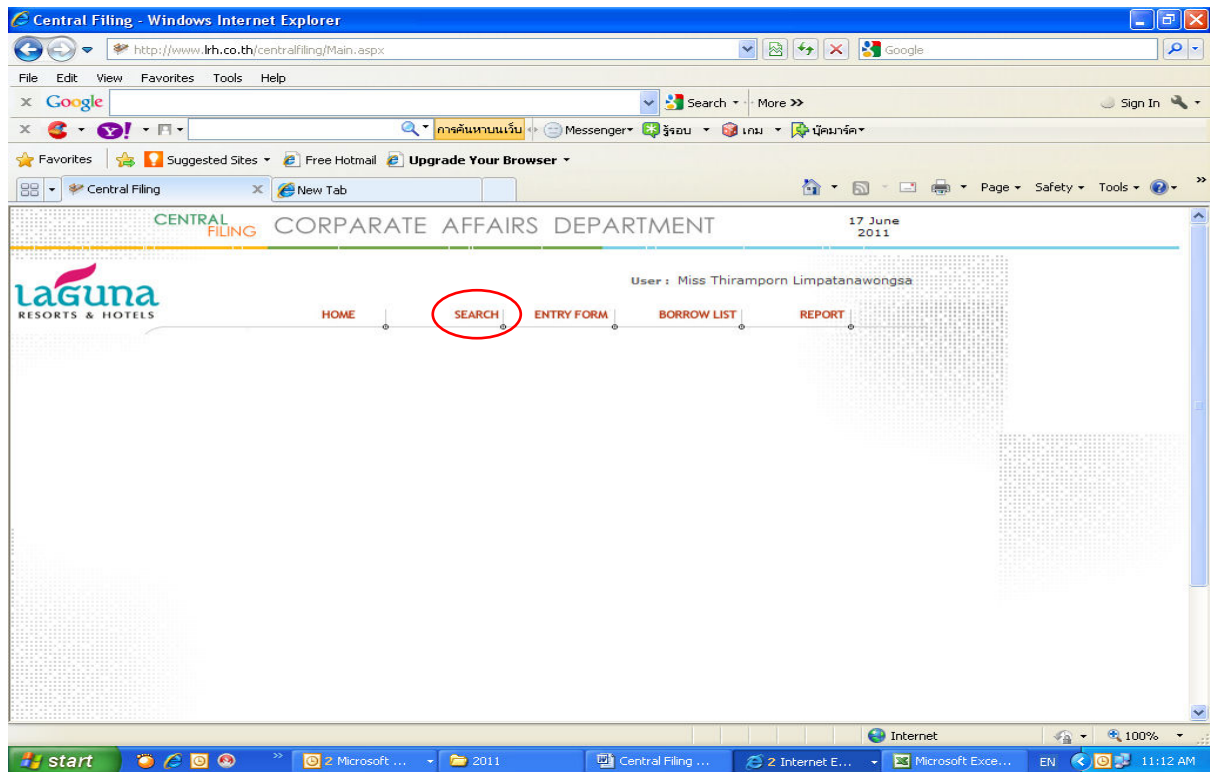
BRW No	Ref. No.	Co.	Counter Party	Description	Reason	Expected Return	CF No.
B - MO 10 0018							
	BTG MO 10 0003 - 01	BTG	-	abc	For sale	22/12/2010	BTG 10 0011
	TWPL MO 10 0001 - 02	TWPL	Kbank	Test 2	For sale	22/12/2010	TWPL 10 0001

20-Jun-2011 09:54 1 | Pages

DATA SEARCH

TO RETRIEVE THE ELECTONIC FILE

1. Click “Search” tab at the main page to open the Search page.



2. Enter data in the item no. 1-6 and click “Search”.

A screenshot of the same browser window showing the search page. The date is now "18 October 2010" and the user is "User : Mr. Akekachai Jariyathammanukul". The navigation menu includes "SEARCH", "ENTRY FORM", "BORROW LIST", "INFORMATION", and "REPORT". Below the menu is a "CENTRAL SEARCH" section with a form containing the following fields:
CF No. :
Doc. No. :
Company : All
Department : IT
Document Type : All
Description :
A "Search" button is located at the bottom right of the form.

- Then the record will be displayed as below in **red box**.
- Click "View" to retrieve the electronic file (PDF file) of the selected record.

CENTRAL FILING CORPORATE AFFAIRS DEPARTMENT 27 January 2011

User : Mr. Akekachai Jariyathammanukul

HOME SEARCH ENTRY FORM BORROW LIST REPORT

CENTRAL SEARCH

1 CF No. :

2 Ref. No. :

3 Company : All

4 Department : IT

5 Document Type : All

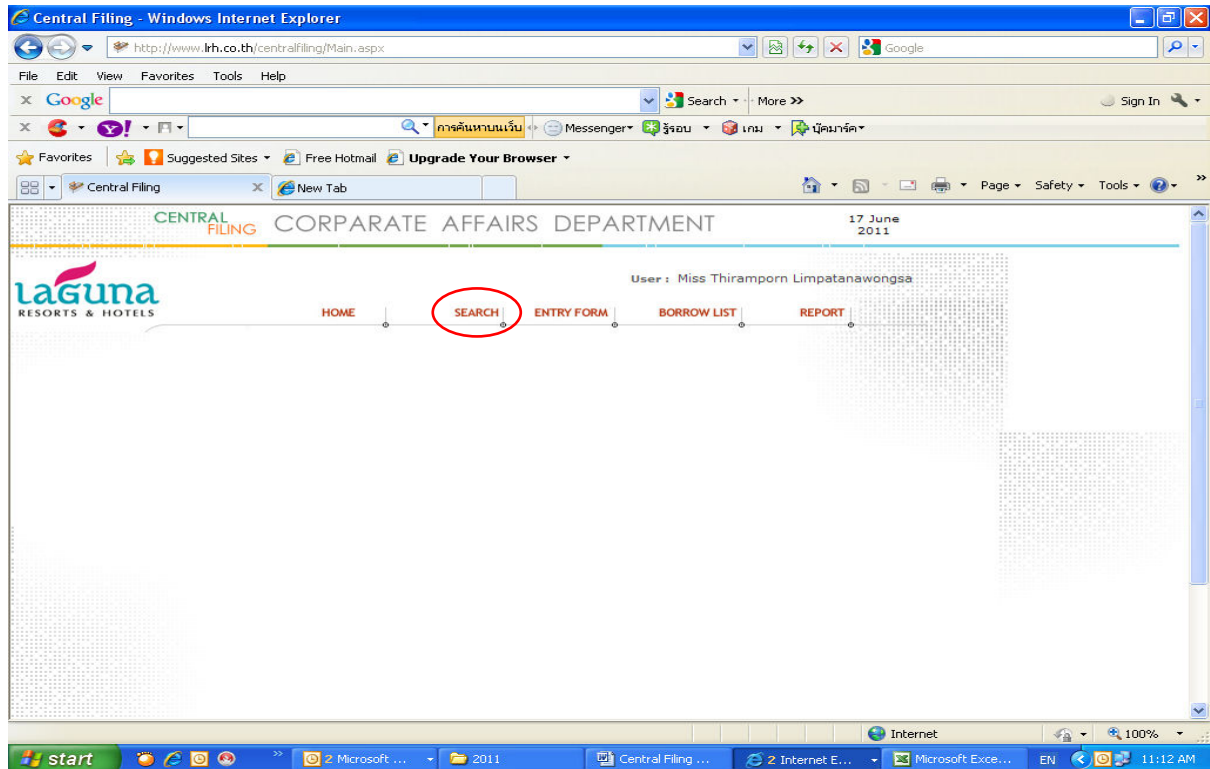
6 Description :

Ref. No.	CF No.	Date	Company	Party	Description	Expiry Date	Status	View	Edit	Borrow
BTG IT 10 0001 - 02	BTG 10 0003	15/11/2010	BTG	-	desc test 2-3	15/11/2015	Original	View	Edit	Borrow
BTG IT 10 0001 - 03	BTG 10 0004	27/12/2010	BTG	-	aaa	27/12/2015	Original	View	Edit	Borrow
BTG IT 10 0001 - 04		27/12/2010	BTG	-	a	27/12/2015	Original	View	Edit	Borrow
BTG IT 10 0002 - 01	BTG 10 0005	16/11/2010	BTG	-	TEST LIST 1	16/11/2015	Original	View	Edit	Borrow
BTG IT 10 0003 - 01	BTG 10 0006	16/11/2010	BTG	-	TEST LIST 1oofpgofdpogdpfog	16/11/2015	Original	View	Edit	Borrow
BTG IT 10 0003 - 02	BTG 10 0007	16/11/2010	BTG	-	TEST LIST 1oofpgofdpogdpfogghg	16/11/2015	Original	View	Edit	Borrow
BTG IT 10 0004 - 01	BTG 10 0008	16/11/2010	BTG	-	desc test	16/11/2015	Original	View	Edit	Borrow
BTG IT 10 0005 - 01	BTG 10 0009	16/11/2010	BTG	-	TEST LIST 2	16/11/2015	Original	View	Edit	Borrow
BTG IT 10 0006 - 01		16/11/2010	BTG	-	ytythy	16/11/2015	Original	View	Edit	Borrow

UPDATE FILING

A. TO CREATE A NEW FILING OF THE SAME DOCUMENT SET

1. Click “Search” tab at the main page to open the Search page.



2. Enter data in the item no. 1-6 and click “Search”.

A screenshot of the Central Filing system's search page. The header shows 'CENTRAL FILING' and 'CORPARATE AFFAIRS DEPARTMENT' with the date '18 October 2010'. The user is identified as 'User : Mr. Akekachai Jariyathammanukul'. The navigation menu includes 'SEARCH', 'ENTRY FORM', 'BORROW LIST', 'INFORMATION', and 'REPORT'. Below the menu is a section titled 'CENTRAL SEARCH' containing a form with the following fields: 'CF No. :', 'Doc. No. :', 'Company : All' (with a dropdown arrow), 'Department : IT', 'Document Type : All' (with a dropdown arrow), and 'Description :'. A 'Search' button is located at the bottom right of the form.

- Then the record will be displayed as below.
- Click "Edit" to retrieve the selected record.

CENTRAL FILING CORPORATE AFFAIRS DEPARTMENT 27 January 2011

User: Mr. Akekachai Jariyathammanukul

HOME SEARCH ENTRY FORM BORROW LIST REPORT

CENTRAL SEARCH

1 CF No.:

2 Ref. No.:

3 Company: All

4 Department: IT

5 Document Type: All

6 Description:

Ref. No.	CF No.	Date	Company	Party	Description	Expiry Date	Status	View	Edit	Borrow
BTG IT 10 0001 - 02	BTG 10 0003	15/11/2010	BTG	-	desc test 2-3	15/11/2015	Original	View	Edit	Borrow
BTG IT 10 0001 - 03	BTG 10 0004	27/12/2010	BTG	-	aaa	27/12/2015	Original	View	Edit	Borrow
BTG IT 10 0001 - 04	BTG 10 0005	27/12/2010	BTG	-	a	27/12/2015	Original	View	Edit	Borrow
BTG IT 10 0002 - 01	BTG 10 0006	16/11/2010	BTG	-	TEST LIST 1	16/11/2015	Original	View	Edit	Borrow
BTG IT 10 0003 - 01	BTG 10 0007	16/11/2010	BTG	-	TEST LIST 1oofpgofdpogpdfog	16/11/2015	Original	View	Edit	Borrow
BTG IT 10 0003 - 02	BTG 10 0007	16/11/2010	BTG	-	TEST LIST 1oofpgofdpogpdfogghg	16/11/2015	Original	View	Edit	Borrow
BTG IT 10 0004 - 01	BTG 10 0008	16/11/2010	BTG	-	desc test	16/11/2015	Original	View	Edit	Borrow
BTG IT 10 0005 - 01	BTG 10 0009	16/11/2010	BTG	-	TEST LIST 2	16/11/2015	Original	View	Edit	Borrow
BTG IT 10 0006 - 01	BTG 10 0009	16/11/2010	BTG	-	ytythy	16/11/2015	Original	View	Edit	Borrow

- The selected record will be displayed as below.
- Complete item no. 2-10 and click "Add" in order to create a new filing of the same document set.

Central Filing - Windows Internet Explorer

http://www.kh.co.th/centralfiling/EntryCentralFiling.aspx?Mode=View&Doc_No=BTG+MO+10+0008

File Edit View Favorites Tools Help

Google Search More >> Sign In

Central Filing

CENTRAL FILING CORPORATE AFFAIRS DEPARTMENT 16 June 2011

User: Miss Thiramporn Limpatanawongsa

HOME SEARCH ENTRY FORM BORROW LIST REPORT

CENTRAL FILING FORM

1 Ref No.: BTG MO 10 0008 - 01

2 Date: 22-Nov-2010

3 Company: BTG - Banyan Tree Gallery (Thailand) Ltd.

4 Department: Management office

5 Send By: Miss Thiramporn Limpatanawongsa

Documents

6 Document Date: 18-Jun-2011

7 ☒ Original ☐ Copy ☐ Certified true copy

8 Counter Party: -

9 Description: -

10 ExpDate: 18-Jun-2018

Ref. No.	Doc Date	Co.	Party	Description	Expiry Date	Type
BTG MO 10 0008 - 1	24/12/2010	BTG	UOB	Loan Agreement	24/12/2015	Original

7. Then the new data entry will be displayed as below for verification.
8. To print out the “New Document(s) to be kept in the Central Filing” form of this data, please refer to the procedure under the “REPORT” item on page 8 of this manual.
9. To create a new filing of a new document set please click “New Document” and follow the procedure under the “Entry Form” item on page 3 of this manual.

Central Filing - Windows Internet Explorer

http://lrbkk-app1/centralfiling/EntryCentralFiling.aspx?Mode=View&Doc_No=BTG+MO+10+0008

File Edit View Favorites Tools Help

Google

Search More >>

Sign In

Central Filing

CORPORATE AFFAIRS DEPARTMENT

13 June 2011

User: Miss Thiramporn Limpatanawongas

HOME SEARCH ENTRY FORM BORROW LIST REPORT

CENTRAL FILING FORM

Ref No.: BTG MO 10 0008 - 01

Date: 13-Jun-2011 Company: BTG - Banyan Tree Gallery (Thailand) Ltd.

Department: Management office Send By: Miss Thiramporn Limpatanawongas

Documents

Document Date: 13-Jun-2011

Counter Party: UOB

Description: Addendum

ExpDate: 13-Jun-2016

Original Copy Certified true copy

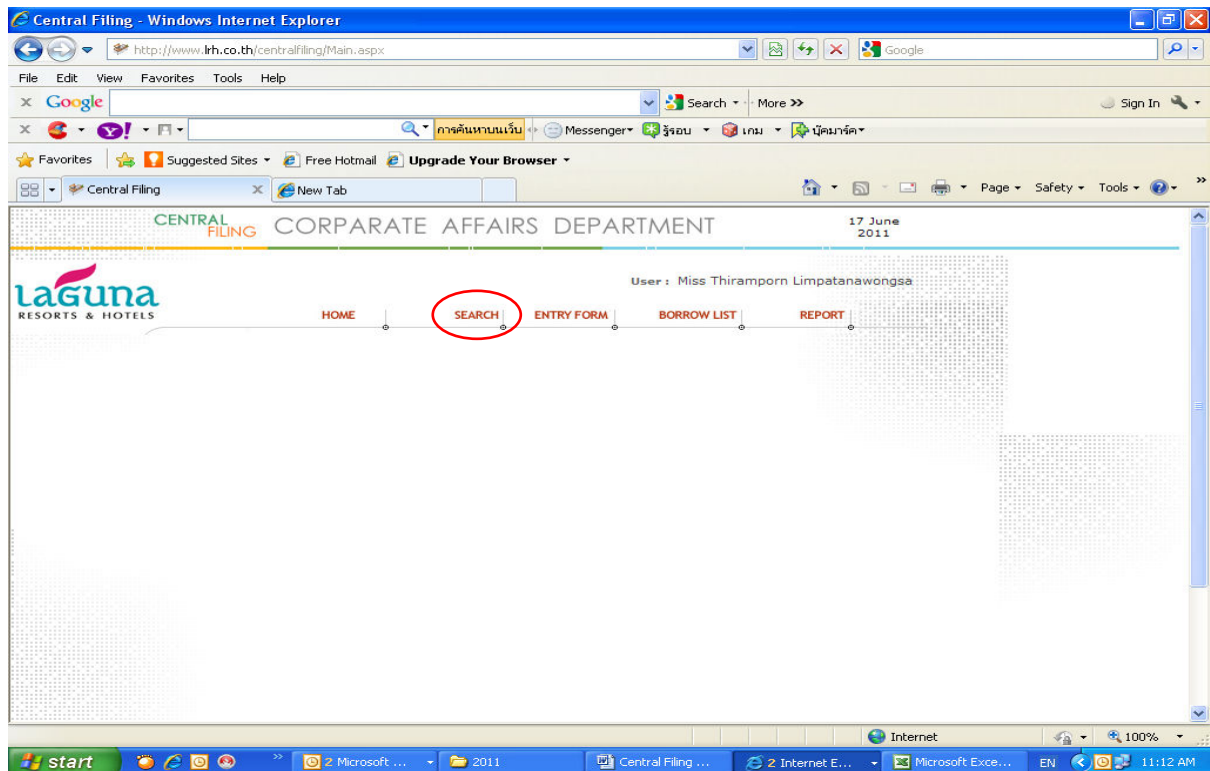
Ref. No.	Doc. Date	Co.	Party	Description	Expiry Date	Type
BTG MO 10 0008 - 2	13/06/2011	BTG	UOB	Addendum	13/06/2016	Original

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start Microsoft ... Central Filing ... mainpage - Paint Central Filing Central Filing ... EN 4:24 PM

B. EDIT DATA OF THE PENDING FILING (which has not been signed recipient by CA)

1. Click “Search” at the main page to open the Search page.



2. Enter data in the item no. 1-6 and click “Search”.



CF No. :

Doc. No. :

Company :

Department :

Document Type :

Description :

- Then the record will be shown as below.
- Click "Edit" to retrieve the selected record.

CENTRAL FILING CORPORATE AFFAIRS DEPARTMENT

27 January 2011

User: Mr. Akekachai Jariyathammanukul

HOME SEARCH ENTRY FORM BORROW LIST REPORT

CENTRAL SEARCH

1 CF No.:

2 Ref. No.:

3 Company: All

4 Department: IT

5 Document Type: All

6 Description:

Search

Ref. No.	CF No.	Date	Company	Party	Description	Expiry Date	Status	View	Edit	Borrow
BTG IT 10 0001 - 02	BTG 10 0003	15/11/2010	BTG	-	desc test 2-3	15/11/2015	Original	View	Edit	Borrow
BTG IT 10 0001 - 03	BTG 10 0004	27/12/2010	BTG	-	aaa	27/12/2015	Original	View	Edit	Borrow
BTG IT 10 0001 - 04	BTG 10 0005	27/12/2010	BTG	-	a	27/12/2015	Original	View	Edit	Borrow
BTG IT 10 0002 - 01	BTG 10 0006	16/11/2010	BTG	-	TEST LIST 1	16/11/2015	Original	View	Edit	Borrow
BTG IT 10 0003 - 01	BTG 10 0007	16/11/2010	BTG	-	TEST LIST 1oofpgofdpogpdfog	16/11/2015	Original	View	Edit	Borrow
BTG IT 10 0003 - 02	BTG 10 0007	16/11/2010	BTG	-	TEST LIST 1oofpgofdpogpdfogghg	16/11/2015	Original	View	Edit	Borrow
BTG IT 10 0004 - 01	BTG 10 0008	16/11/2010	BTG	-	desc test	16/11/2015	Original	View	Edit	Borrow
BTG IT 10 0005 - 01	BTG 10 0009	16/11/2010	BTG	-	TEST LIST 2	16/11/2015	Original	View	Edit	Borrow
BTG IT 10 0006 - 01		16/11/2010	BTG	-	tytythy	16/11/2015	Original	View	Edit	Borrow

- The data will be shown as below then click "Edit" on the selected data.

Central Filing - Windows Internet Explorer

http://lrbkk-app1/centralFiling/EntryCentralFiling.aspx?Mode=View&Doc_No=BTG+MO+10+0008

File Edit View Favorites Tools Help

Google Search

Central Filing

CENTRAL FILING CORPORATE AFFAIRS DEPARTMENT

13 June 2011

User: Miss Thiramporn Limpatanawongsa

HOME SEARCH ENTRY FORM BORROW LIST REPORT

CENTRAL FILING FORM

Ref No.: BTG MO 10 0008 - 01

Date: 12-Nov-2009 Company: BTG - Banyan Tree Gallery (Thailand) Ltd.

Department: Management office Send By: Miss Thiramporn Limpatanawongsa

Documents

Document Date: 13-Jun-2011

☒ Original ☐ Copy ☐ Certified true copy

Counter Party: UOB

Description: Addendum

ExpDate: 13-Jun-2016

Add

Ref. No.	Doc Date	Co.	Party	Description	Expiry Date	Type
BTG MO 10 0008 - 1	24/12/2010	BTG	UOB	Loan Agreement	24/12/2015	Original
BTG MO 10 0008 - 2	13/06/2011	BTG	UOB	Letter of Consent	13/06/2016	Original

Edit Delete

New Document

6. Click “Update” after the amendment to save the data or click “Cancel” to leave this page without any amendment.

Central Filing - Windows Internet Explorer

http://lrbkk-app1/centralfiling/EntryCentralFiling.aspx?Mode=View&Doc_No=BTG+MO+10+0008

File Edit View Favorites Tools Help

Google Search More >>

Sign In

Central Filing

CENTRAL FILING CORPORATE AFFAIRS DEPARTMENT 13 June 2011

User: Miss Thiraporn Umpatanawongse

HOME SEARCH ENTRY FORM BORROW LIST REPORT

CENTRAL FILING FORM

Ref No.: BTG MO 10 0008 - 01

Date: 22-Nov-2010 Company: BTG - Banyan Tree Gallery (Thailand) Ltd.

Department: Management office Send By: Miss Thiraporn Umpatanawongse

Documents

Document Date: 13-Jun-2011

☒ Original ☐ Copy ☐ Certified true copy

Counter Party: UOB

Description: Addendum

ExpDate: 13-Jun-2016

Add

	Ref. No.	Doc Date	Co.	Party	Description	Expiry Date	Type
Edit Delete	BTG MO 10 0008 - 1	24/12/2010	BTG	UOB	Loan Agreement	24/12/2015	Original
Update Cancel	BTG MO 10 0008 - 2	13/06/2011	BTG	UOB	Addendum	13/06/2016	Original

New Document

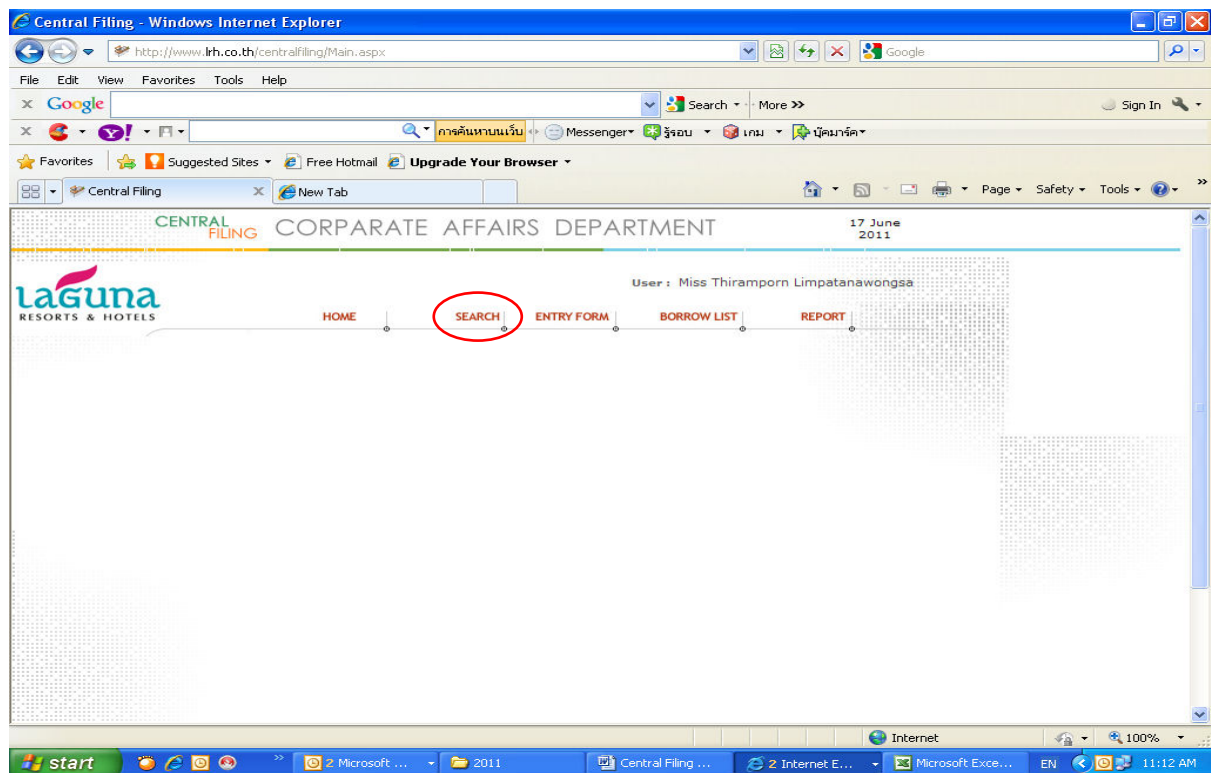
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Local intranet 80%

start 2 Microsoft ... Central Filing - ... mainpage - Paint Central Filing ... Central Filing ... EN 4:43 PM

BORROWING

1. Click "Search" at the main page to open the Search page.



2. Enter data in the item no. 1-6 and click "Search".

A screenshot of the 'CENTRAL SEARCH' form within the Corporate Affairs Department system. The user is 'Mr. Akekachai Jariyathammanukul' and the date is '18 October 2010'. The form contains the following fields: 'CF No.' (text box), 'Doc. No.' (text box), 'Company' (dropdown menu showing 'All'), 'Department' (dropdown menu showing 'IT'), 'Document Type' (dropdown menu showing 'All'), and 'Description' (text box). A 'Search' button is located at the bottom right of the form. The navigation menu at the top includes 'SEARCH', 'ENTRY FORM', 'BORROW LIST', 'INFORMATION', and 'REPORT'.

- Then the record will be opened as below.
- Click "Borrow" to retrieve the selected record.

CENTRAL FILING CORPORATE AFFAIRS DEPARTMENT

27 January 2011

User: Mr. Akekachai Jariyathammanukul

HOME SEARCH ENTRY FORM BORROW LIST REPORT

CENTRAL SEARCH

1 CF No.:

2 Ref. No.:

3 Company: All

4 Department: IT

5 Document Type: All

6 Description:

Search

Ref. No.	CF No.	Date	Company	Party	Description	Expiry Date	Status	
BTG IT 10 0001 - 02	BTG 10 0003	15/11/2010	BTG	-	desc test 2-3	15/11/2015	Original	View Edit Borrow
BTG IT 10 0001 - 03	BTG 10 0004	27/12/2010	BTG	-	aaa	27/12/2015	Original	View Edit Borrow
BTG IT 10 0001 - 04		27/12/2010	BTG	-	a	27/12/2015	Original	View Edit Borrow
BTG IT 10 0002 - 01	BTG 10 0005	16/11/2010	BTG	-	TEST LIST 1	16/11/2015	Original	View Edit Borrow
BTG IT 10 0003 - 01	BTG 10 0006	16/11/2010	BTG	-	TEST LIST 1oofpgofdpogpdfog	16/11/2015	Original	View Edit Borrow
BTG IT 10 0003 - 02	BTG 10 0007	16/11/2010	BTG	-	TEST LIST 1oofpgofdpogpdfogghg	16/11/2015	Original	View Edit Borrow
BTG IT 10 0004 - 01	BTG 10 0008	16/11/2010	BTG	-	desc test	16/11/2015	Original	View Edit Borrow
BTG IT 10 0005 - 01	BTG 10 0009	16/11/2010	BTG	-	TEST LIST 2	16/11/2015	Original	View Edit Borrow
BTG IT 10 0006 - 01		16/11/2010	BTG	-	ytythy	16/11/2015	Original	View Edit Borrow

- Then the screen will be opened as below.
- Complete the "Reason of Borrow" and the "Expected Return" box.
- Check (✓) on the "None" box if the document will not be returned.
- Click "Add" to save the data then the data will be shown as below.
- In case of borrowing more than one item, select the dropdown records from the "Ref. No." and follow the procedure no. 5-8 above.

Central Filing - Windows Internet Explorer

http://www.lrh.co.th/centralfiling/LoanDocuments.aspx?Mode=BRW&REF=BTG+IT+10+0003+--+01&f

File Edit View Favorites Tools Help

Google Search

Central Filing

CENTRAL FILING CORPORATE AFFAIRS DEPARTMENT

16 June 2011

User: Mr. Akekachai Jariyathammanukul

HOME SEARCH ENTRY FORM BORROW LIST REPORT

BORROW DOCUMENT FORM

Date: 16-Jun-2011

Department: IT - IT

By: Mr. Akekachai Jariyathammanukul

Ref No.:

Documents

Ref. No.: BTG IT 10 0005 - 01 - TEST LIST 2

Company: LRH

Counter Party:

Description: desc test 1-1

Reason of borrow: Sold out

Expected return: 30-Jun-2011 ☐ None

[add](#) [Preview](#)

Ref. No.	Company	Party	Description	Reasons	Expected Date	CF No.
Delete BTG IT 10 0003 - 01	BTG	-	TEST LIST 1oofpgofdpogpdfog	Sold out	None	BTG 10 0006

☐ Create Borrow No

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Done

start

Calendar - Microsoft ... Central Filing Central Filing Manual... Internet Explorer EN 5:43 PM

10. Mark on the tick box "Create Borrow No" to create the "Ref No." as shown below.
11. Click "Preview" to print the "Borrowing and Return Document from/to the Central Filing" form.

CENTRAL FILING CORPORATE AFFAIRS DEPARTMENT 18 October 2010

User : Mr. Akekachai Jariyathammanukul

SEARCH ENTRY FORM BORROW LIST INFORMATION REPORT

BORROW DOCUMENT FORM

Ref No. : B - IT 10 0010 - 01

Date : 18-Oct-2010

Department : IT - IT By : Mr. Akekachai Jariyathammanukul

Documents

Ref. No. : LRH IT 10 0001 - 01 - test 1

Company : LRH

Counter Party : -

Description : test 1

Reason of borrow : test reason of borrow 2

Expected return : 18-Oct-2010 ☐ None

Ref. No.	Company	Party	Description	Reasons	Expected Date	CF No.
Delete LRH IT 10 0001 - 01	LRH	-	test 1	test reason of borrow 2	18/10/2010	LRH 10 0001
Delete TWPL IT 10 0001 - 01	TWPL	LRH	test 1	test reason of borrow	18/10/2010	TWPL 10 0003

☐ Create Borrow No

12. The "Borrowing and Return Document from/to the Central Filing" form will be shown as below.

CF Borrowing - Report Viewer - Windows Internet Explorer

http://lrhbk-app1/ReportServer_LRH5QADB/Pages/ReportViewer.aspx?%2FCentralFiling%2FCF+Borrowing&Re

Google

File Edit View Favorites Tools Help

Google Search

Sign In

CF Borrowing - Report Viewer

1 of 1 100% Find | Next

B - IT 11 0032

Borrowing and Return Documents from/to the Central Filing

Date : 16-06-2011

Department : IT By : Mr. Akekachai Jariyathammanukul

Ref. No.	Co.	Counter Party	Description	Reason	Expected Return	CF No.	Return
BTG IT 10 0003 - 01	BTG	-	TEST LIST 1oofpgofdpogdpog	Sold out	None	BTG 10 0006	

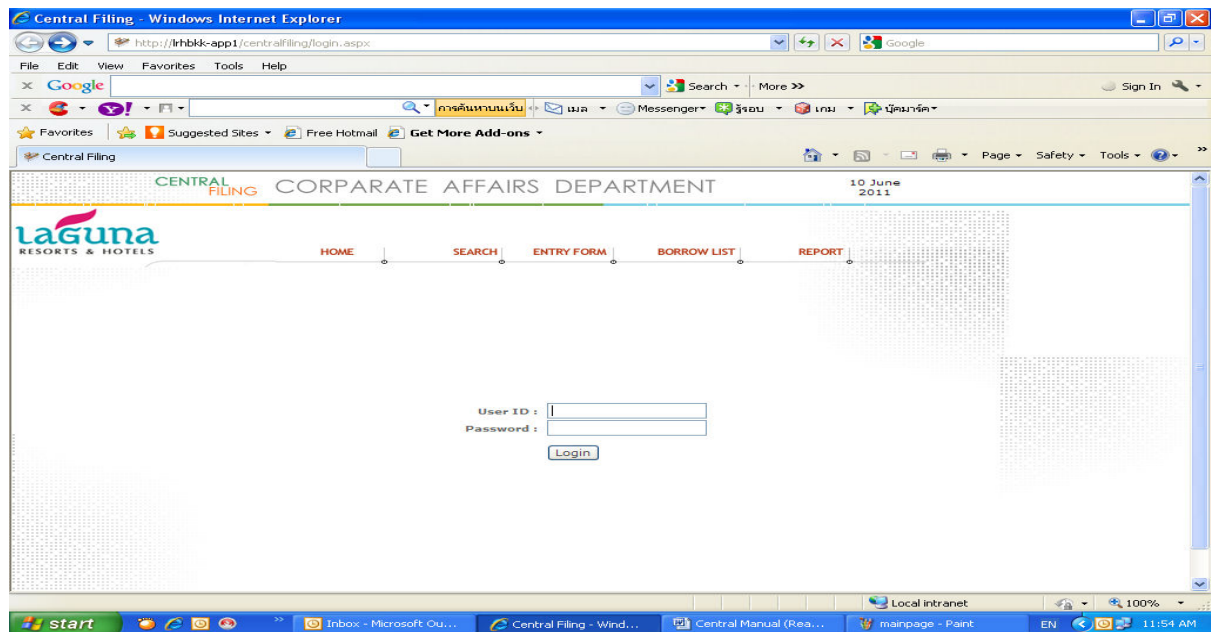
Borrow				Return	
Borrower by : Mr. Akekachai Jariyathammanukul	Approved by :	Approved by CA :	Received by :	Returned by :	Received by CA :
Date :	Date :	Date :	Date :	Date :	Date :

Done

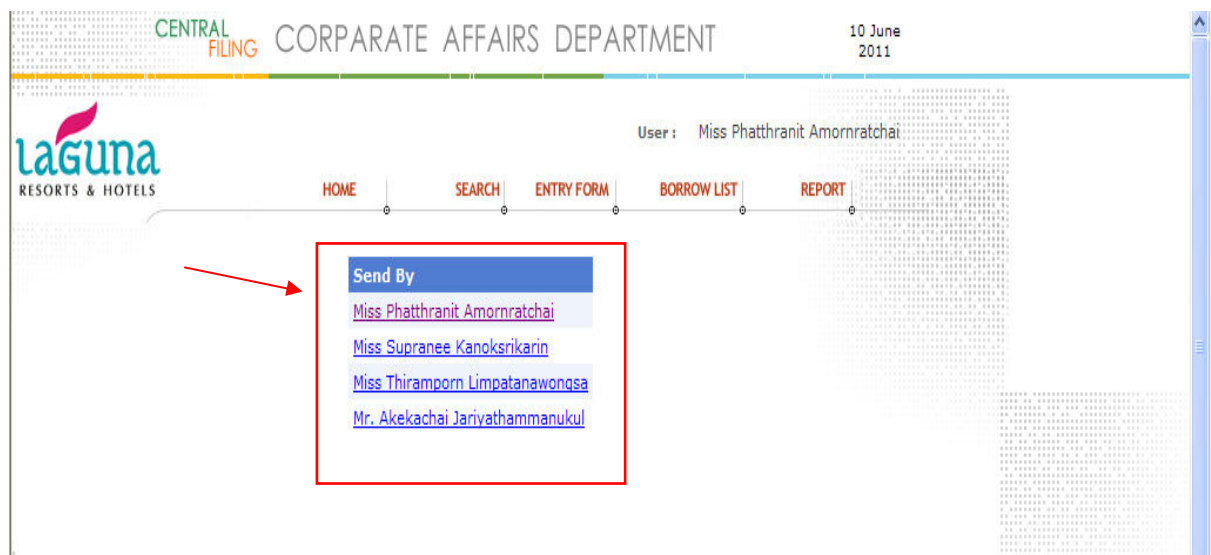
start Calendar - Microsoft ... Central Filing Central Filing Manual ... Internet Explorer EN 5:53 PM

SIGN RECIPIENT

1. Launch the internet browser (Internet Explorer is recommended).
2. URL address <http://lrh.co.rh> or LRH Intranet on Central Filing.
3. Enter your User ID and Password.
4. Click “Login” to access the system.



5. Then the page will be shown as below.
6. Click the selected name from the “Send By” list.



7. Then the page will be shown as below.
8. Click "Select" to retrieve the record.
9. Click "Browse" at the "File Name" box to upload the electronic file (PDF File).
10. Enter the name of the person who reviewed the record.
11. Check (✓) on the "Create CF No." box to create the CF running number.
12. Click "Save" to keep record.

Central Filing - Windows Internet Explorer

http://www.lrh.co.th/centralfiling/RecipientsBy.aspx?Mode=View&Sender=Miss+Supranee+Kanoksrikanin

File Edit View Favorites Tools Help

Google

Sign In

Central Filing

HOME SEARCH ENTRY FORM BORROW LIST REPORT

SIGN RECIPIENTS BY

Date: 13-Dec-2010

Department: Corporate Affairs By: Miss Supranee Kanoksrikanin

Documents

Document Date: 13-Dec-2010

Original Copy Certified true copy

Company: LGL - Laguna Grande Ltd. (BKK)

Counter Party: KBANK

Description: 900 MB loan agreement

ExpDate: 13-Dec-2015

Receipt

Date: 17-Jun-2011

By: Miss Phatthranit Amornratchai

Document Type: AAT - Asset Transfer Agreement

File Name: [Browse...]

Reviewed By: [Redacted]

Create CF No. [X]

Save Main

	Ref. No.	Date	Company	Party	Description	Expiry Date	Status	File Name	CF No.
Select	LGL FN 10 0001 - 01	13/12/2010	LGL	KBANK	900 MB loan agreement	13/12/2015	Original		
Select	TWRH FN 10 0001 - 02	13/12/2010	LGL	KBANK	900 MB loan agreement	16/12/2015	Copy		
Select	LGL FN 10 0001 - 02	13/12/2010	TWPL	BBL	1000 MB loan agreement	13/12/2015	Original		

13. Then the page will show the filename and the CF No. as below.

Central Filing - Windows Internet Explorer

http://lrhbk-app1/centralfiling/RecipientsBy.aspx?Mode=View&Sender=Miss+Phatthranit+Amornratchai

File Edit View Favorites Tools Help

Google

Sign In

Central Filing

HOME SEARCH ENTRY FORM BORROW LIST REPORT

SIGN RECIPIENTS BY

Date: 13-Dec-2010

Department: Accounting By: Miss Phatthranit Amornratchai

Documents

Document Date: 13-Dec-2010

Original Copy Certified true copy

Company: BTG - Banyan Tree Gallery (Thailand) Ltd.

Counter Party: tt

Description: tt

ExpDate: 13-Dec-2015

Receipt

Date: 13-Jun-2011

By: Miss Phatthranit Amornratchai

Document Type: AAT - Asset Transfer Agreement

File Name: [Browse...]

Reviewed By: Thiraporn

Create CF No. [X]

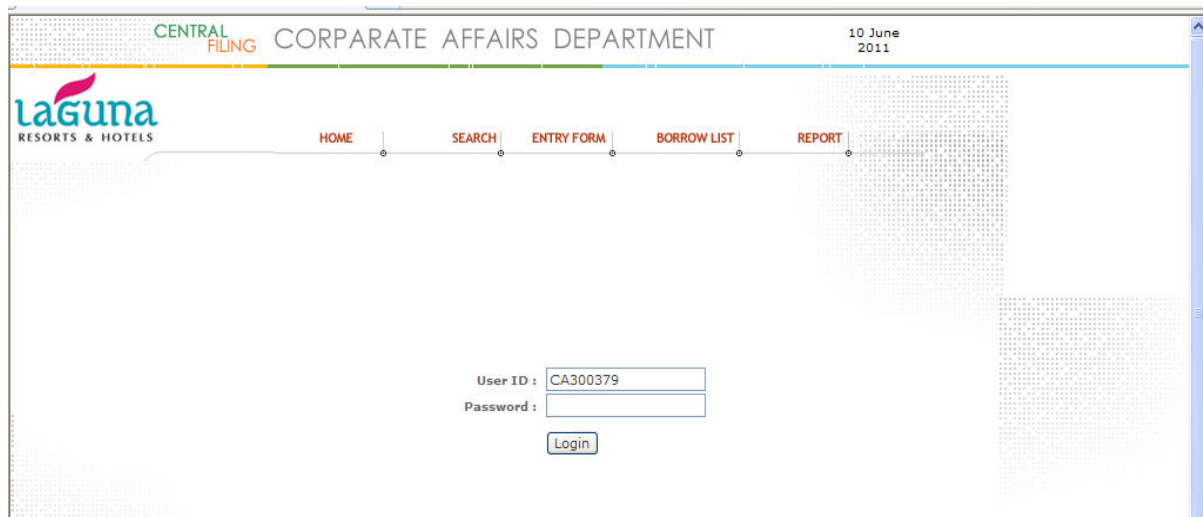
Save Main

	Ref. No.	Date	Company	Party	Description	Expiry Date	Status	File Name	CF No.
Select	BTG AC 10 0001 - 01	23/12/2010	BTG	-	tt	23/12/2015	Original	Form 35 - E1.pdf	BTG 11 0016

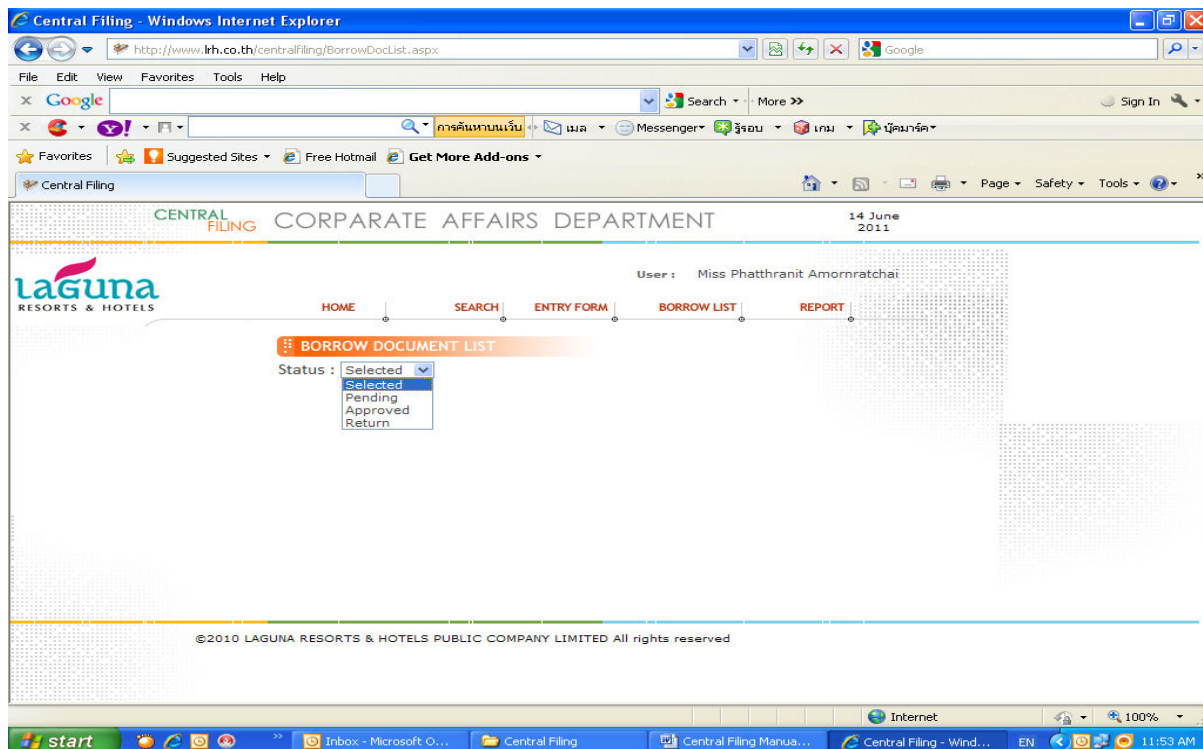
BORROW LIST

A. PENDING

1. Launch the internet browser (Internet Explorer).
2. URL address <http://lrh.co.th> or LRH Intranet on Central Filing.
3. Enter User ID and Password and click “Log in”.
4. Click “Borrow List”.



5. The “Borrow Document List” page will be shown as below then scroll down the “Status” box and click “Pending”.



6. Check (✓) on the “Approve” box to accept the borrowing request then click “Save”.

The screenshot shows the 'Central Filing' web application in Internet Explorer. The user is logged in as 'Miss Thiraporn Limpatanawongse'. The 'BORROW LIST' tab is selected. The 'BORROW DOCUMENT LIST' table is displayed with the following data:

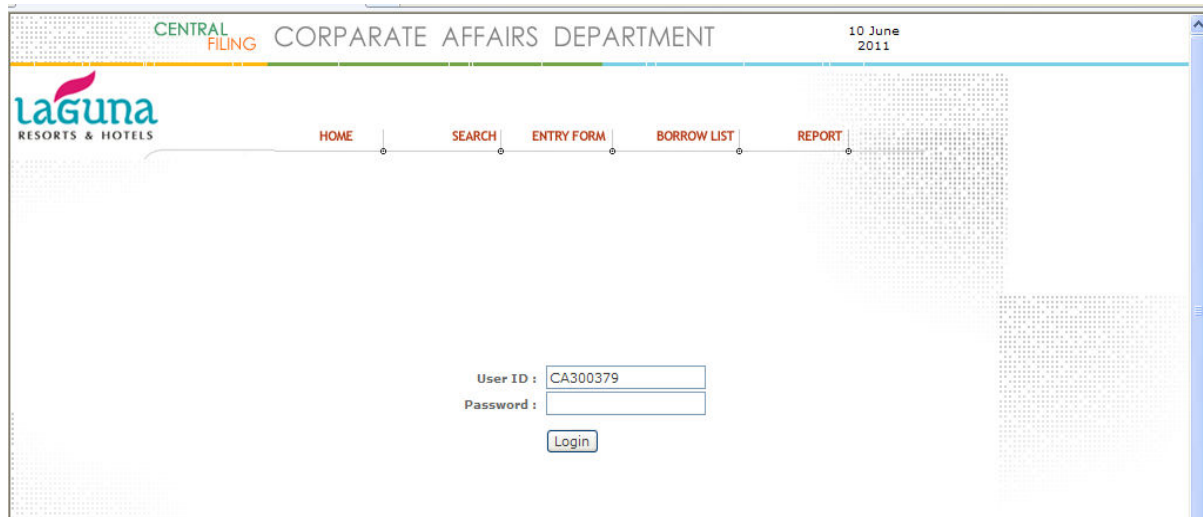
Borrow No.	Ref No.	Co.	Counter Party	Description	Reason	Expected Return	CF No.	Approve
B - MO 11 0031	BTG MO 10 0007 - 02	BTG	SCB	Test 2	Transfer	30/06/2011	BTG 10 0014	☒
B - MO 11 0029	BTG MO 10 0001 - 01	BTG	SCB	Test 1	For renewal	10/06/2011	BTG 10 0010	☒
B - MO 10 0028	BTG MO 10 0008 - 01	BTG	UOB	Loan Agreement	Borrow for Khun Kittipong	29/12/2010	BTG 10 0015	☒
B - MO 10 0027	BTG MO 10 0005 - 02	BTG	-	Test	For Mr Kittipong GA	27/12/2010	BTG 10 0013	☐
B - MO 10 0026	BTG MO 10 0005 - 01	BTG	-	Test	For renew	27/12/2010	BTG 10 0012	☐
B - IT 11 0032	BTG IT 10 0003 - 01	BTG	-	TEST LIST 100fpgofdpogpdpfag	Sold out	None	BTG 10 0006	☐
B - IT 10 0025	BTG IT 10 0001 - 03	BTG	-	aaa	aaaa	27/12/2010	BTG 10 0004	☐
B - IT 10 0024	BTG IT 10 0001 - 02	BTG	-	desc test 2-3	zzzz	27/12/2010	BTG 10 0003	☐
B - IT 10 0020	BTG IT 10 0002 - 01	BTG	-	TEST LIST 1	T 1	23/12/2010	BTG 10 0005	☐
B - IT 10 0020	BTG IT 10 0003 - 02	BTG	-	TEST LIST 100fpgofdpogpdpfagghg	1	23/12/2010	BTG 10 0007	☐
B - IT 10 0020	BTG IT 10 0004 - 01	BTG	-	desc test	4456	23/12/2010	BTG 10 0008	☐
B - CA 10 0022	LRH FN 10 0002 - 01	LRH	LRH, SCB	สัญญาจ้าง 420 ล้านบาท	to recheck	24/12/2010	LRH 10 0004	☐
B - CA 10 0022	LRH FN 10 0002 - 02	LRH	LRH, SCB	สัญญาจ้าง 420 ล้านบาท	recheck	24/12/2010	LRH 10 0005	☐
B - CA 10 0000	LRH IT 10 0002 - 02	LRH	-	desc test 2-2	Borrow for Khun Kittipong /	24/12/2010	LRH 10 0006	☐

The 'Save' button is located at the bottom of the table and is highlighted with a red circle. The 'Approve' column has checkboxes, with the first three rows already checked.

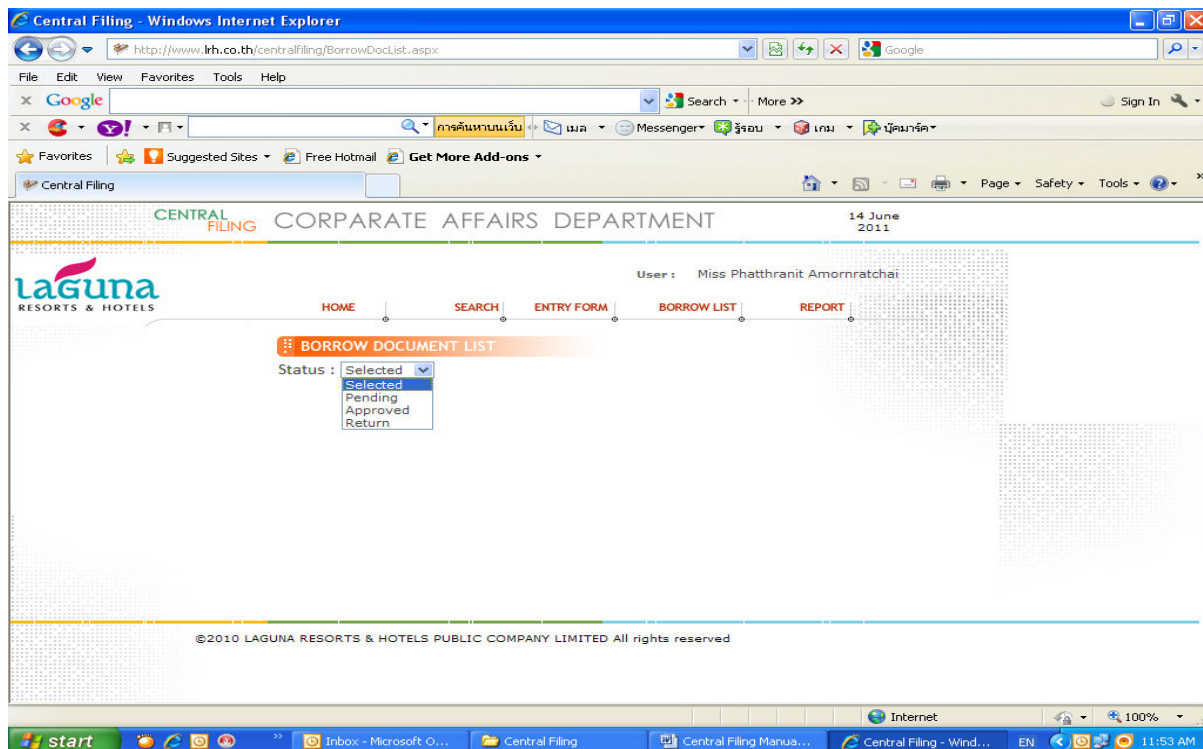
BORROW LIST

B. APPROVE

1. Launch the internet browser (Internet Explorer).
2. URL address <http://lrh.co.th> or LRH Intranet on Central Filing.
3. Enter User ID and Password and click “Log in”.
4. Click “Borrow List”.



5. The “Borrow Document List” page will be shown as below then scroll down the “Status” box and click “Approved”.



6. Scroll down the calendar on the “Return” item and select the date which the document is returned to CA.
7. Click “Save” to record the data.

Central Filing - Windows Internet Explorer

http://www.lrh.co.th/centralfiling/BorrowDocList.aspx

File Edit View Favorites Tools Help

Google Search

Sign In

Central Filing

CORPORATE AFFAIRS DEPARTMENT

17 June 2011

User: Miss Thiraporn Limpatanawongsa

HOME SEARCH ENTRY FORM BORROW LIST REPORT

BORROW DOCUMENT LIST

Status: **Approved**

Borrow No.	Ref No.	Co.	Counter Party	Description	Reason	Expected Return	CF No.	Approve	Return
B - MO 10 0018	BTG MO 10 0003 - 01	BTG	-	abc	For sale	22/12/2010	BTG 10 0011	☒	
B - MO 10 0018	TWPL MO 10 0001 - 02	TWPL	Kbank	Test 2	For sale	22/12/2010	TWPL 10 0001	☒	
B - CA 10 0019	LSTL CA 10 0001 - 01	LSTL	-	สัญญาเช่า	sale	22/12/2010	LSTL 10 0001	☒	
B - CA 10 0017	LSTL CA 10 0001 - 01	LSTL	-	สัญญาเช่า	For sale	22/12/2010	LSTL 10 0001	☒	

Save

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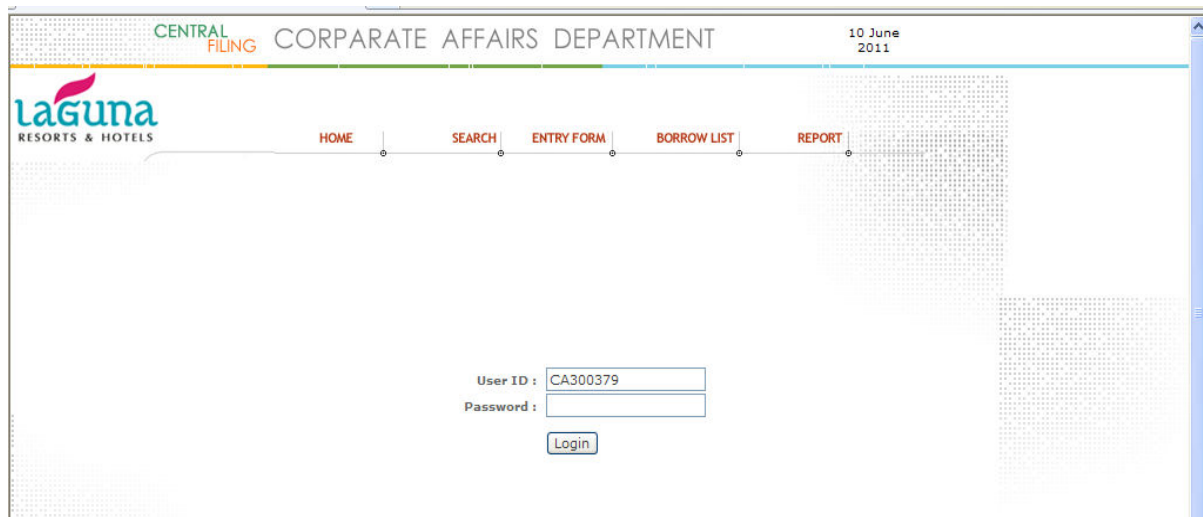
start

Inbox - Mic... 1 Reminder Central Filing Central Filin... Central Filin... EN 9:20 AM

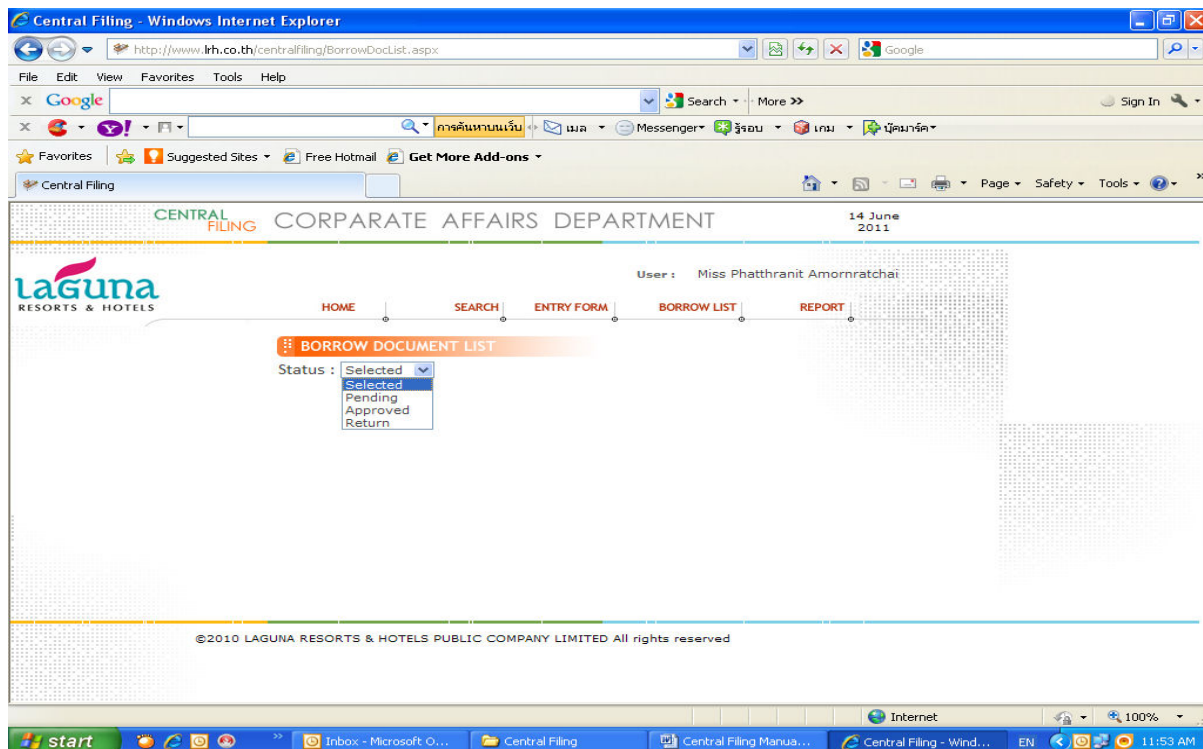
BORROW LIST

C. RETURN

1. Launch the internet browser (Internet Explorer).
2. URL address <http://lrh.co.th> or LRH Intranet on Central Filing.
3. Enter User ID and Password and click “Log in”.
4. Click “Borrow List”.



5. The “Borrow Document List” page will be displayed as below then select the “Status” on the dropdown box and click “Return”.



6. List of the borrowing and return record will displayed as below.

Central Filing - Windows Internet Explorer

http://www.lrh.co.th/centralfiling/BorrowDocList.aspx

File Edit View Favorites Tools Help

Google Search More >> Sign In

Central Filing

CORPORATE AFFAIRS DEPARTMENT 17 June 2011

User: Miss Thiraporn Limpatanawongse

HOME SEARCH ENTRY FORM BORROW LIST REPORT

BORROW DOCUMENT LIST

Status: Return

Borrow No	Ref No.	Co.	Counter Party	Description	Reason	Expected Return	CF No.	Approve	Return
B - IT 10 0013	BTG IT 10 0004 - 01	BTG	-	desc test	g	02/12/2010	BTG 10 0008	☒	01-Dec-2010
B - IT 10 0012	BTG IT 10 0001 - 01	BTG	-	desc test 2-2	11111	None	BTG 10 0002	☒	None
B - IT 10 0011	BTG IT 10 0001 - 01	BTG	-	desc test 2-2	ttttttt	19/11/2010	BTG 10 0002	☒	08-Nov-2010
B - IT 10 0011	BTG IT 10 0002 - 01	BTG	-	TEST LIST 1	2222	19/11/2010	BTG 10 0005	☒	08-Nov-2010
B - IT 10 0011	BTG IT 10 0003 - 01	BTG	-	TEST LIST 1oofooofooofooofooo	333333333333	None	BTG 10 0006	☒	None
B - IT 10 0010	BTG IT 10 0001 - 02	BTG	-	desc test 2-3	2	None	BTG 10 0003	☒	None
B - IT 10 0009	BTG IT 10 0001 - 01	BTG	-	desc test 2-2	1	18/11/2010	BTG 10 0002	☒	08-Nov-2010
B - IT 10 0009	BTG IT 10 0002 - 01	BTG	-	TEST LIST 1	2	18/11/2010	BTG 10 0005	☒	08-Nov-2010
B - IT 10 0008	BTG IT 10 0001 - 02	BTG	-	desc test 2-2	2	18/11/2010	BTG 10 0002	☒	08-Nov-2010
B - IT 10 0008	LRH IT 10 0001 - 01	LRH	-	desc test 1-1	3	18/11/2010	LRH 10 0001	☒	08-Nov-2010
B - FN 10 0016	LRH FN 10 0002 - 01	LRH	LRH, SCB	สัญญาจ้างเงิน 420 ล้านบาท	for test	22/12/2010	LRH 10 0004	☒	01-Dec-2010
B - FN 10 0016	LRH FN 10 0002 - 02	LRH	LRH, SCB	สัญญาจ้างเงินและดอกเบี้ยเงิน 420 ล้านบาท	for test	22/12/2010	LRH 10 0005	☒	01-Dec-2010
B - CA 10 0021	MCP CA 10 0001 - 01	MCP	-	ใบแจ้ง เลขที่ 18	เพื่อขอเลิก และถอนใบแจ้ง	None	MCP 10 0001	☒	None
B - CA 10 0015	LHC CA 10 0001 - 01	LHC	TWPL	สัญญาเช่าที่ดินแปลง 5	เพื่อขอเลิก	22/12/2010	LHC 10 0001	☒	01-Dec-2010
B - CA 10 0014	LSTL CA 10 0001 - 01	LSTL	-	สัญญาเช่า	เพื่อขอเลิก	22/12/2010	LSTL 10 0001	☒	01-Dec-2010

Done Internet 75%

start 2. Microsoft Office... Central Filing Central Filing Man... Central Filing - Wi... EN 9:32 AM