MEDIA TIMES LIMITED

**Procurement:**

The procurement of goods and services related to operations shall be the responsibility of centralized commercial/purchase department, the purchase department shall proceed on the receipt of demand to follow a procedure of purchase of goods, which includes seeking quotations, making comparisons and finalization of purchase order on the bases of most competitive bids.

**Credit and Discount to Customers Policy:**

The Marketing Department along with Finance Department shall recommend the credit and proposed discounts to be offered on Print Media and Electronic Media products.

**Write Off of Bad / doubtful debts, advances and receivables;**

The Write Off of Bad / doubtful debts, advances and receivables shall be recommended by Marketing and Finance Department and to be approved by the Board of Directors, while approving the quarterly and annual audited accounts.