

Employee regulations of xxxxxxxx Asia Co., Ltd.

Chapter 3 (Working overtime and on holidays)

1. Should the company have any tasks requiring immediate attention, the company reserve the right to require employees to work overtime.
2. The (hourly rate of) pay for overtime work is calculated in accordance with labour laws as follows :

(Salary x 1.5) (For holidays, multiply by 3)

*225

*225 = 7.5 hours per day x 30 days

- 1.5 times the normal wage per hour on normal work days, for the overtime period
 - 1 time more of the normal wage per hour on holidays, for normal work hours
 - 3 times the normal wage per hour, for overtime on holidays.
- 3 Hours for overtime or early attendant shall be rounded to 1 hour.
 - Overtime or early attendant shall be approved by the manager of the department.
 - Hours for overtime or early attendant without approval are not reflected to salary calculation.
 - Notification for overtime work shall be submitted by each person and be approved by the manager of department.
 - Hours required for travel from/to destination in case of business trip shall not counted as overtime or early attendance.

However, overtime will be paid in the following cases.

- Hours for transportation between customer's office and the company or home in business trip for services or sales on Saturday, Sunday or national holiday are counted as working time. Regular working hours shall be 7.5 hours, and hours exceeding it shall be overtime.

Chapter 4 (Changes in salary : date and place of payment for overtime and work on holidays)

1. The company shall make adjustments in the salaries of employees each April 1 of every year, and the company shall make payments for overtime, domestic business trip and work on holiday through the transfer of funds into employees accounts on the 24th of every month.

If that day is a holidays, the payment will be made on the next working day.

2. Employees are responsible for paying their own taxes (from salaries paid), and this is done by the company through deduction of the required tax payments form the salary.

Chapter 5 (Travel expenditures)

Employees those who incur extra expenses owing to the company's requirement for them to v off-site will be assisted by the company as follows :

1. Expenses for travel within Thailand

1.1. Overnight travel expenses (To be approved by the manager of belonging department)

Position	Allowance	Full lodging payment		
		GP1 Provinces	GP2 Provinces	GP3 Provinces
Staff	200	1200	900	700
Drivers	150	900	600	500

GP1 provinces area : Chiangmai, Chiangrai, Mae Hongson, Phuket, Songkla (Had
Chonburi (Pattaya), Nakorn Rachasima.

GP2 provinces area : Lampang, Phitsanulok, Khon Kaen, Kamphangphet, Nakornsa
-Chantaburi, Rayong, Sukhotai, Kanchanaburi
Chumporn, Prachuab, Surat Thani, Su-ngai Kolok

GP3 provinces area : Others provinces not mentioned in GP1 and GP2 above.

5

vork

