



Employment Regulation

Thai Meira Company Limited



Address and Company's factory :

60/10 Moo 3, Mabyangphon Sub-district, Pluak Daeng District, Rayong , Thailand

Tel: 038-891-402-5 Fax: 038-891-406, 8

Type of business :

Manufacturing of High-Strength Bolts and Precision Fastening Parts

Table of Contents

Article 1	Type of Employees, Recruitment, and Employment
Article 2	Working days, Regular Working Hours, and Break Time
Article 3	Holidays and Guidelines
Article 4	Guidelines for Working Overtime and on Holidays
Article 5	Date and Place of Salary Payment, Overtime Pay, Holiday Pay, and Holiday Overtime Pay
Article 6	Leave of Absence and Guidelines
Article 7	Disciplines and Disciplinary Actions
Article 8	Complaint
Article 9	Lay-Off, Compensation, Special Severance Pay


Preface

Thai Meira Company Limited established this employment regulation in order for all employees to understand policy, principles, and reasons for practicing proper manner, and this is the guidance in daily work performance. The employment regulation has broad explanation as the master plan. Other details can be studied from regulations, orders, notifications, which provide details in each part in accordance with the employment regulation.

The Company may consider improving this employment regulation under the relating laws in order to handle with future situations or the relating laws being changed, amended, or modified from the present one. If that situation occurs, the Company will announce to the employees on case by case basis

At any rate, the Company has intention to provide fair practice and to provide employee's best performance together in the long run.

Thai Meira Company Limited

Signed 
(Mr. Masashi Yamamoto)

The President of Thai Meira Company Limited
4th January B.E. 2560 (2017)

Article 1

Type of Employees, Recruitment, and Employment

In order to operate the Company regarding manpower management under the policy and objective of the Company, the Company, therefore, provides the regulation.

Clause 1. This regulation is called “Employment Regulation” of Thai Meira Company Limited.

Clause 2. Hereinafter, these terms shall be defined as follows:

“The Company” means Thai Meira Company Limited

“The President” means director of the Company who is appointed to have duty in the management of the Company’s works and businesses

“The Supervisor” means the supervisor at any level who is appointed to perform duty within the scope authorized by the President

“Employees” means any person who is employed by the Company and receive “remuneration” in the form of money from the Company

Clause 3. Any regulations, rules, orders, and notifications which were effective prior to the application of this regulation can be applied, provided that they are not in conflict of this employment regulation and not against Labour Protection Act, B.E. 2541 (1998). Nevertheless, if the provisions of such regulations, rules, orders, and notifications are against this regulation, those provisions shall be revoked by applying this regulation instead since the date when this regulation is in effect.

Clause 4. Daily employee mean a person who is employed by the Company under conditions and time prescribed by the Company and the remuneration is paid on working day, including ceremonial holidays, annual vacation, sick leave, maternity leave, and other holidays, as prescribed by the labour law.

Clause 5. Monthly employee means a person who is employed by the Company by passing the probationary under conditions, and time prescribed by the Company and the remuneration is paid monthly, including remuneration on weekend, ceremonial holidays, annual vacation, sick leave, maternity leave, and other holidays, as prescribed by the labour law or any other day prescribed by the Company to receive remuneration.

Clause 6. Employee under the contract means a person who is employed by the Company by prescribing starting and terminating time of employment since the beginning of work. The type of work is on occasion, temporary, seasonal, or project work. The employee under clause 6 has terms of employment not more than two years. When the employment contract terminates under the terms of contract, the employee is not entitled to receive advance notice and compensation.

Clause 7. The Company will consider accepting persons to work according to their degrees, requirement prescribed by the Company, and the Company will proceed following the procedure, application, selection, probationary. The Company will practice under the Labour Protection Act.

Clause 8. The duration of employment is counted on the first day of working in the Company.

Clause 9. In transferring employees in the case of necessity or appropriateness or when the Company expands or changes working performance or considers appropriate, the Company has a right to consider the transfer, rotate, or change the work of employee as appropriate. The Company will practice under the Labour Relations Act.

Clause 10. Reporting information and employee status. In the case where employees change status such as personal information, or change address, the employees have to report in written or affidavit in official documents and report to the Company within fifteen business days of the Company.

Article 2

Working days, Regular Working Hours, and Break Time

Clause 11. The regular working day is Mondays to Fridays

Clause 12. Regular working hours are as follows:

12.1 Office/Industry: 7.55 – 16.55 hrs.

12.2 Shift 1: 7.55 – 16.55 hrs.

12.3 Shift 2: 19.55 – 4.55 hrs.

Clause 13. Regular break time is as follows:

13.1 Office/Industry: 11.55 – 12.55 hrs.

13.2 Shift 1: 11.55 – 12.55 hrs.

13.3 Shift 2: 23.55 – 24.55 hrs.

Clause 14. Shift working time. The working hour in each shift is not more than 4 hours per day, and there shall be one day day-off per week per working time not exceeding 48 hours per week.

Clause 15. Break time. The employee who works in a shift will have break time for one hour per day in each shift, but if necessary to work, the Company can provide break time many times and each time more than twenty minutes total for one hour break time, by first break not more than five hours after starting in that shift according to the announcement from the Company on case by case basis.

Clause 16. In the case of emergency, or unusual situation or when the Company has the necessity according to the type of work and environment, or for appropriateness, the Company may change the regular working date and time as necessary, by announcing to the employees in advance on case by case basis. The Company will practice under Labour Relations Act with the consent from the employees.

Clause 17. Employees must record the beginning and finishing of work hour as prescribed, unless employees holding positions as prescribed by the Company to exempt from recording working hour. The record is the evidence showing that the employees are present at the Company and use it as evidence for the Company in the payment of remuneration and wages.

Article 3

Holidays and Guidelines

Clause 18. The weekly holiday is Sunday. In the case of necessity and on case by case basis, the Company will provide weekly holiday in other day, and gaping between each holiday not more than six days each time. For the employee under the contract, the holiday is in accordance with the employment contract as weekly holiday, or according to provisions in the contract in each project.

Clause 19. The ceremonial holidays. The Company provides ceremonial holidays not less than thirty working days per year, including national labour day, and the employees will receive the remuneration as those of regular working days. The Company will announce this in advance before ceremonial holidays each year.

Clause 20. The annual vacation. The Company will provide vacation for employees. The employees who requests for annual vacation must have approval from the Company. The employees who work for the whole one year has annual vacation as follows:

Duration of Work	Annual Vacation
1 Year but less than 5 Years	7 Working Days
5 Years but less than 10 Years	9 Working Days
10 Years but less than 15 Years	11 Working Days
More than 15 Years	13 Working Days

Clause 21. Annual vacation cannot be added to the next annual vacation. If the rest of annual vacation time which is considered inappropriate by the Company, and the Company is not able to provide other annual vacation within the year according to the duration of employment, the Company will pay money for annual vacation which the Company cannot approve at the same rate as regular remuneration per day.

Clause 22. Holiday Guidance. The Company will specify weekly holiday more than Sunday by noticing to the employees in advance before added holiday.

Clause 23. The employee who requests for annual vacation must submit a letter in 3 days advance to the supervisor. After being approved, the employee is able to take vacation. The employee who takes vacation leave without approval is deemed as absence from work.

Clause 24. In the case of emergency or serious incidents, the submitting of letter to take annual vacation in 3 days advance will be the supervisor holding position more than manager to have discretion to approve on case by case basis.

Article 4

Guidelines for Working Overtime and on Holidays

Clause 25. The employee, who works overtime in each day as prescribed by law or works on the holiday according to the supervisor's order, will have right to receive overtime payment and wages according to the order and actual working under the order.

Clause 26. The employee does not have right to receive overtime payment as follows:

26.1 The employee holding position as manager or other positions to act for the company in the case of hiring employees, the decrease of remuneration, lay-off, and giving bonus;

26.2 The employee who comes to work without approval from the supervisor or not in accordance with the supervisor's order;

26.3 The employee who records working time but being proved that the employee is not present at work.

Clause 27. The overtime payment on the holiday is as follows:

27.1 For the employees who regularly receive remuneration on working on the holiday. If these employees come to work on the holiday according to the supervisor's order, the employee will receive the remuneration on working on the holiday at the rate one time more than regular working day;

27.2 For the employees who do not regularly receive remuneration on working on the holiday. If the employee comes to work on the holiday according to the supervisor's order, these employees will receive the remuneration in working on the holiday at the rate two times more than regular working day.

Clause 28. Overtime payment. The employee who is ordered to work overtime in each regular working day will receive overtime payment from extra working hours not less than one and a half time of regular remuneration rate, by calculating from the number of overtime working hours.

Clause 29. Overtime payment on the holiday. The employee who is ordered to work on the holiday in overtime working hours will receive overtime payment from extra working hours on the holiday not less than three times of regular remuneration rate, for overtime working hours.

Clause 30. Working on ceremonial holidays and annual vacation leave. The employee will receive the remuneration on these holidays according to clause 27.

Clause 31. The employee, who is allowed by the Company to work on the holiday, overtime, and overtime working on the holiday, will receive approval before starting working; otherwise, it is not deemed as overtime working hours, working on the holiday, and overtime working on the holiday, and the Company will not pay remuneration to the employee for that work.

Article 5

Date and Place of Salary Payment, Overtime Pay, Holiday Pay, and Holiday Overtime Pay

Clause 32. The date of the salary payment and other payments in each month such as overtime payment, working on the holiday payment, and overtime on the holiday payment, is counted as from the 21st date of previous month until the 20th of the payment month. The Company pays money on the date not less than the last day of the month, but if such date is the bank's holiday, the Company will pay money sooner on the last day before bank's holiday.

Clause 33. The Place of salary payment. The Company will directly pay salary under clause 32 to employees at the office of the Company, and with the consent from the employees, the Company may transfer money to the employee's bank accounts. The employees can withdraw money from their accounts according to the date of payment under clause 32.

Article 6

Leave of Absence and Guidelines

Clause 34. The Company provides leave of absence as follows:

- Sick leave
- Maternity leave
- Military service leave
- Sterilization leave
- Education training leave
- Ordination leave
- Casual leave
- Special casual leave

Clause 35. Sick Leave. The employees have rights to take sick leave as far as they have actual sickness, but they can receive regular remuneration payment for 30 working days per year, for sick leave upon approval.

Clause 36. In the case of sick leave more than three working days, the Company may require the employee to present first class medical certificate for the consideration of such sick leave.

Clause 37. The employee who takes sick leave must submit sick leave letter to the supervisor on the first day after coming back to work. If the employee is able to contact with the supervisor to know about sick leave such as making a phone call to the supervisor for approval, it is deemed as the primary notice of sick leave.

Clause 38. Sickness and dangers from working for the Company, maternity leave, and sterilization leave, are not counted as sick leave.

Clause 39. Maternity leave. The pregnant employees have rights for maternity leave. Each maternity leave is ninety days (including the holiday in the maternity leave) and will receive regular remuneration payment during the first forty-five days of the leave.

Clause 40. If the pregnant employee has the first class medical certification showing that she is not able to work in the same position, the Company may consider temporarily changing the type of work as appropriate before or after delivery a child.

Clause 41. Leave of absence due to miscarriage or any other reason for preterm birth during the first seven month of pregnancy by affirming from the first class medical doctor is deemed as the sick leave.

Clause 42. Military service leave. In the case of being summoned for military service examination, and the readiness examination, according to the law on military service, the employee must present the summon to the supervisor for taking leave and to receive regular remuneration payment according to the date of summoning, but not exceeding sixty days per year.

Clause 43. When the employee returns from military service, the employee must submit the evidence of military service to the Company or the supervisor since the first date of returning; otherwise, the employee will be deemed as absence from work during that time and having disciplinary actions.

Clause 44. Sterilization leave. The employee must submit a letter on sterilization leave at least three days in advance, and the sterilization leave is based on the doctor's opinion. The Company will pay regular remuneration to the employee according to the doctor's prescription.

Clause 45. Education training leave. The Company will approve this leave as follows:

45.1 For the interest of manpower and the increase of skills, expertise, and high performance of the employee;

45.2 The education examination organized or authorized by the State with explicit project, course, and terms of training.

Clause 46. In taking education training leave under clause 45, the employee must notice and present relating evidence at least seven days in advance.

Clause 47. The education training leave will not be considered from the Company as follows:

47.1 Having taken education training leave not less than thirty days in that year or more than three times;

47.2 When the Company considers that such education training leave may cause damage or affect the business operation.

Clause 48. Casual Leave. The Company specifies that the employees can take casual leave for personal business for two working days each year while receiving regular remuneration payment.

Clause 49. Ordination Leave. The employee who works for total 2 years has a right to take ordination leave not more than 15 days, and the Company will pay remuneration for 50 percent of the number of leaving dates. The employee who request for ordination leave must inform the Company not less than 15 days in advance, and after the ordination, the employee has to submit the evidence of ordination leave to the Company.

Clause 50. Special Casual Leave. In the case of emergency or special circumstances, the Company allows the employees to take special casual leave with receiving regular remuneration payment, as follow:

50.1 The leave for employee's marriage ceremony for three working days, and each employee will have this right only one time during the employment with the Company;

50.2 In the case of the death of first relatives such as father, mother, son, daughter, and spouse, for three working days.

Clause 51. In every kind of leaves, if the employee takes leave without approval from the supervisor, it is deemed as absence from work. The Company will not pay any remuneration during the absence leave and this will be disciplinary actions. (except for the case of sick leave which is approved before absence). If any kind of leave under clause 34 is approved by the Company or authorized person, the regular remuneration payment will be paid since the date of approval.

Clause 52. Any other leave beyond this article will be under the discretion of the President and authorized person, as appropriate.

Article 7

Disciplines and Disciplinary Actions

Clause 53. The Company specifies disciplines guidance for the employees to strictly perform. Any employee who performs against the disciplines guidance will be disciplinary action.

Clause 54. The types of disciplinary actions are as follows:

54.1 Sleep or taking a nap during performing duty or doing other works not the Company's work during working hours or in the workplace

54.2 Late coming or absence without reasonable reason, or without immediately informing the absence to the supervisor if able to contact to the supervisor in the case of emergency

54.3 Do not practice under the Company's rule on uniform

54.4 Do not practice under the Company's rule on safety workplace

54.5 Do not preserve or maintain property, equipment, and facilities of the Company and may discredit the Company's products from clients

54.6 Do not perform following the procedure and standard of the Company and may discredit the Company's products from clients or cause damage to the Company's products

54.7 Cause damage to the property, equipment, and facilities of the Company

54.8 Perform any act which causes disorder in the Company

54.9 Play gambling in the workplace or the Company's area

54.10 Use false words or messages with the supervisor and cause damage to work or the Company's reputation

54.11 Have quarrel or instigate or incite for fight or disorder in the area within the Company

54.12 Obstruct the performance of duty of other employees who rightfully work in the duty assigned by the Company

54.13 Abandon performing of duty, or avoid or delay work without reasonable reason, Lack of assigned job responsibility

54.14 Slowly work, or do not perform duty, or doing assigned work ineffectively, or lack of ability to work

54.15 Do not cooperate with the Company in accelerating produce the Company's production or products or overtime working

54.16 Do not maintain or preserve property, equipment, and facilities of the Company

54.17 Invite any outside person to come within the Company without permission

54.18 Smoke cigarette in the workplace or restricted area or prohibited area

54.19 Do not cooperate or consent for the Company's security guard to search in going in and out the Company or going in and out without following the rule of going in and out the Company

54.20 Destroy, add, or change message in the notification or order or rules and regulations of the Company

54.21 Threaten or use power in work to threaten or have influence on other employees to menace them for his or her own or any third party interests

54.22 Ignore to cooperate or do not perform following the rules on safety workplace and this may cause injury or death to the employee him/herself, or may cause damage to business operation or reputation such as smoking in the prohibited area, not using safety equipment during performing duty, not checking equipment before working, etc.

54.23 Change or forge the Company's document

54.24 Use amplifier microphone within the area of the Company, or handout leaflet or papers or post any notification without written permission from the Company

54.25 Do any act beyond all of the above acts that if it is wrong by culture or tradition or common sense, such act is disciplinary action

Clause 55. The rules on safety are as follows:

55.1 The employees must perform duty and assigned duty by recognizing the safety for both him/herself and other persons, including colleagues

55.2 The employees shall help maintain clean and orderly workplace

55.3 The employees in the operating section or working in line production shall wear protective equipment provided by the Company during performing duty, and are not allowed to modify the protective equipment against the Company's specification

55.4 The employees must not do any other activity during performing duty because it may cause accident or danger to themselves or other persons such as teasing

55.5 Before or after performing duty, the employees must check the conditions of machinery, equipment, facility, and apparatus every time, and if any equipment is found to be defective, the employees must report to the supervisor suddenly

55.6 The Company does not allow the employees to bring personal machinery, equipment, or any other apparatus into the Company without permission from the Company

55.7 The employees must not use machinery, equipment, or apparatus in personal matter not relating to the operation of the Company

55.8 In the case where the employee has an accident during performing duty, the employee who has been seeing the accident should provide first aid and report to the supervisor of the employee who has the accident suddenly

55.9 The employees must not bring any vehicle to drive, shove out, or haul within the Company's area. The vehicles will be parked in the area restricted by the Company

55.10 The head in every level shall have duties to control safety, and introduce, train, and behave in a good manner to be a good model on safety for all underlings

Clause 56. The disciplinary actions at the level of removing or discharging from positions are as follows:

56.1 Record starting and finishing working time for the employees themselves or instead of other persons with bad faith, or do not perform under the rules on the record of working time

56.2 Violate against rules, regulations, notifications, or orders of the Company or of the supervisor's rightful order

56.3 Take a bribe or improperly receive money from other persons, or improperly acquire profits from the Company or improperly acquire the Company's interest to be the employee's interest

56.4 Disclosure the secret of the Company

56.5 Do any act to destroy the Company's reputation and credibility in any cases

56.6 Consume alcohol or liquor or drugs against the law, or bring such things into the Company's area, or come to work in drunken manner

56.7 Attack or involve in the physical attack among employees in the workplace or within or outside the Company

56.8 Instigate or spread dreadful news in order to split up employees or cause quarrel or disorder within the Company

56.9 Bring the Company's device, equipment, facility, products, or property to use in personal business or take these things outside the Company without the Company's permission, or steal the Company's property

56.10 Carry or bring arms or explosive device into the Company without written permission from the Company

56.11 Have an intention to cause damage to the Company by means of intention or negligence and cause damage to the Company's property

56.12 Possess or distribute or support other persons to take illegal drugs during and outside working hours within the area of the Company or outside the Company

56.13 Use the position in the Company in the corruption way or be an untrust person to work with the Company

56.14 Arrange meeting or gathering within the area of the Company without permission from the Company

56.15 Participate in a strike against the Labour Relations Act and relating notification and lawful orders

56.16 Repeat the wrongdoing act against written warning, or after being suspension, and there are no behaviors to consider in other ways

Clause 57. Disciplinary actions. The Company authorizes power to the employee holding position as the supervisor to consider disciplinary actions on the employees under supervision or assigned person

Clause 58. The Company has the disciplinary actions as follows:

58.1 Remove or discharge

58.2 Be suspended from the job without paid for seven days each time, when being considered guilty according to the rules on disciplinary actions

58.3 Written caution

58.4 Verbal caution

Clause 59. The consideration on the level of disciplinary actions will depend on the types of wrongdoing act, the seriousness of problem, or repeating wrongdoing acts against the caution and may use to consider higher level of disciplinary action under clause 58 above.

Article 8

Complaint

Clause 60. If the employees believe that they have unfair treatment due to the performance of duty, the employees are able to submit a complaint as the basis rights as follows:

60.1 Verbal complaint – The employees can make a complaint to the supervisor directly, but if the complaint is directly related to their supervisor, the employees shall make a complaint to one-higher level of the supervisor instead. When there is understanding or compromising, the complaint is ended;

60.2 Written complaint – if the employees disagree with the consideration under clause 58.1 or the employees intend to make a written complaint at first time, the employees shall submit a letter through human resources department or directly to their manager in the department, unless that complaint is considered from verbal complaint by the manager in the department already. The President will appoint a committee to consider the complaint. The committee will reply to the employees within 7 days since the date of receiving the written complaint. When being able to agree, the complaint is ended and will be recorded the ended consideration as evidence for both parties to sign together with the appointed committee as witness;

60.3 Appeal – If the employees are not satisfied or believe that they should receive more justice, the employees can appeal to the President. The consideration on the appeal will be informed to the employees within 30 days since the date of receiving appeal letter. The consideration on the appeal is final.

Clause 61. The Company will consider not to accept the complaint which is anonymous letter or false-name letter.

Article 9

Lay-Off, Compensation, Special Severance Pay

Clause 62. The employees will no longer be the Company's employees when:

- Death
- Resignation
- Lay off
- Discharge/dismiss
- Retirement

Clause 63. Resignation. The employee who wants to resign from being the company's employee, by submitting a resignation letter as specified by the Company to the supervisor at least 15 days in advance before the resignation. The employee holding position as the leader shall submit a resignation letter at least 30 days in advance. The employee shall return the Company's property within the possession to the Company at least 3 days in advance before the resignation letter is effective.

Clause 64. Lay off. In considering laying off with notice in advance and receiving severance pays under the law, there are cases as follows:

64.1 Abolish the department or reduce manpower

64.2 The employee is sick or has health problems that has to be treated more than 180 days consecutively

64.3 The lack of ability to work, or many sick leaves, or take many sick leaves more than 60 days per year, or being disabled person not relating to working for the Company

64.4 The first class medical doctor opines that it is the chronic disease, or serious contagious disease, or disease disgusting to the society, or dangerous disease which can be contagious to other employees

64.5 Unsounded mind, unsounded mental, being an incompetent or quasi-incompetent person according to the Court's judgment

Clause 65. Discharge without paid. During the probation, if the Company considers cancelling the probation for the probation less than 190 days, the Company will pay advance notice according to the law.

Clause 66. Retirement means that the Company releases the employees from being the Company's employees when the employees reach 55 years of age.

Clause 67. The employees reach the retirement will no longer being the Company's employees on the date of 1st of January of the following year after their birth date.

Clause 68. In the case of necessity and for the interest of the Company, if the Company considers the proper capacity in the position, the Company may expand the retirement for one year each time but not more than three years with the consent from the employees.

Clause 69. Lay off without paying compensation. The Company may consider to lay off without paying severance pays or advance notice payment in these faults and/or consider punishment as follows:

69.1 Corruption in performing duty or commit criminal offence with intention to the Company

69.2 Have an intention to cause damage to the Company

69.3 Negligence which causes gross damage to the Company

69.4 Violate the fair and lawful employment regulation or rules or orders of the Company and the Company has already issued caution letter, except for the serious wrongdoing to which the Company does not have to have caution (the caution letter has effective for one year since the date of employees' wrongdoing)

69.5 Abandon work for three days consecutively without reasonable reason, regardless of the holiday

69.6 Imprisonment from the Court's final judgment, except the negligence or misdemeanor

Clause 70. The payment of severance pays. The Company will pay severance pays to the lay-off employees or releasing from being the Company's employees without any fault under clause 69 as follows:

70.1 If the employees have continually worked for 120 days but less than one year, the employees will receive the compensation not less than their last rate of remuneration for 30 days;

70.2 If the employees have continually worked for one year but less than three years, the employees will receive the compensation not less than their last rate of remuneration for 90 days;

70.3 If the employees have continually worked for three years but less than six years, the employees will receive the compensation not less than their last rate of remuneration for 180 days;

70.4 If the employees have continually worked for six years but less than ten years, the employees will receive the compensation not less than their last rate of remuneration for 240 days;

70.5 If the employees have continually worked for more than ten years, the employees will receive the compensation not less than their last rate of remuneration for 300 days.

Clause 71. The duration of employment under clause 70 shall be counted to include the holidays, leave dates, and the date which the Company ordered to be the holidays, and the remaining of the year reaching 6 month but less than 1 year will be counted as one year.

Clause 72. Special severance pays in the case of lay-off. In the case where the Company has to improve the department, line production, service distribution, importing machinery or technology causing the reduction of employees, the Company will proceed as follows:

72.1 The Company will notify the date of lay-off, reasons, and the name list of employees to the Labour Inspector and to the employees who will be laid off at least 60 days in advance

72.2 In the case where the Company is not able to notify as such in advance or notify as such less than time specified under clause 72.1, the Company will pay special severance pays instead of advance notice at the same rate as the last 60 days. It is therefore deemed that the Company pays wages instead of advance notice according to the Civil and Commercial Code.

Clause 73. The Company will pay special severance pays supplement to the regular severance pays under clause 70. The special severance pays are as follows:

73.1 If the employees have worked for more than six years, the Company will pay severance pays to the employees not less than last 15 days rate for working for one year, but not more than the last 360 days rate

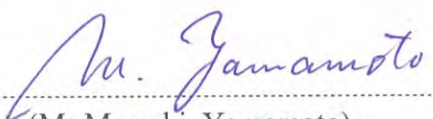
73.2 The duration of employment shall be counted under clause 71

Clause 74. When the Company moves the place of business to another place, there might be gross impact for the employees' regular living and their families. If the employees do not want to move to work, the employees have rights to terminate the employment and receive special severance pays at the rate of 50% of severance pays under clause 70.

Clause 75. According to the clause 74, the Company shall notify the employees about moving the place of business at least 30 days in advance. When the Company notifies as such less than 30 days before moving the place of business, the Company will pay remuneration instead of advance notice at the same of last 30 days and it is deemed that the Company pays wages instead of advance notice according to the Civil and Commercial Code.

Clause 76. This employment regulation is in effect as from the date of 4th January B.E. 2560 (2017).

Announce on the date of 4th January B.E. 2560 (2017).

Signature 
(Mr.Masashi Yamamoto)

The President of Thai Meira Company Limited