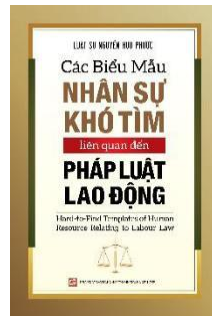


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TEMPLATE OF PROCEDURAL PROCESS OF ISSUANCE, AMENDMENT AND SUPPLEMENTING OF INTERNAL LABOUR REGULATIONS

TEMPLATE OF APPLICATION FOR REGISTRATION OF INTERNAL LABOUR REGULATIONS

At [], [date] [month] [year]

Respectfully to: [Department of Labour, War Invalids and Social Affairs]/[Industrial Zones Authority] of [] [Province]/[City]

In order to implement the Labour Code No. 10/2012/QH13 issued by the National Assembly on 18 June 2012 and was effective on 01 May 2013.

[Name of the Company] hereby suggests the [•] to consider and announce the result of registration of the internal labour regulations. Attached hereto are:

1. Decision on promulgation of the internal labour regulations (01 original copy);
2. The internal labour regulations (03 original copies);
3. The minutes of opinions obtained from the Executive Committee of the Grassroots

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Trade Union of [•] (01 original copy); and

4. Introductory letter (01 original copy).

Recipients:

For and on behalf of the Company

Legal representative

- As above;
- The Executive Committee of the Grassroots Trade Union of [•]Company; and
- Archived at the Company.

[Full name]

[General] Director