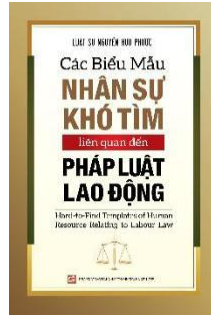


| Hard-to-Find Templates of Human Resource Relating to Labour Law



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

INTRODUCTORY LETTER

At [], [date] [month] year

INTRODUCTORY LETTER

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

[Name of the Company]

Address: [•]

Would respectfully introduce to the Esteemed Body:

| Hard-to-Find Templates of Human Resource Relating to Labour Law

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Mr. [•], holding [Identity Card]/[Citizenship identity]/[Passport] No. [•] issued by the [•]
on
[•] and/or Ms. [•], holding [Identity Card]/[Citizenship identity]/[Passport] No. [•] issued by
[•] on [•], introduced to the Esteemed Body to liaise and submit the dossiers for registration
of the internal labour regulations of [•] and receive the origin of the decision and the
registered internal labour regulations of the Company.

We hope the Esteemed Body will kindly help Mr. [•] and/or Ms. [•] to fulfil her duty.

Yours sincerely,

For and on behalf of the Company

Legal representative

[Full name]

[General] Director