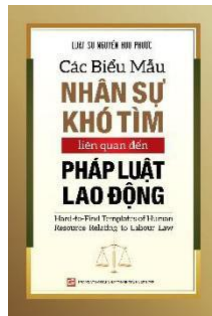


**| Hard-to-Find Templates of Human Resource Relating to Labour Law**



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

**TEMPLATE OF DECISION OF EMPLOYER  
ON ISSUANCE OF INTERNAL LABOUR REGULATIONS**

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

**DECISION OF THE [GENERAL] DIRECTOR OF  
[NAME OF THE COMPANY]  
ON ISSUANCE OF THE INTERNAL LABOUR REGULATIONS**

- Pursuant to the Labour Code No. 10/2012/QH13 issued by the National Assembly on 18 June 2012 and was effective on 01 May 2013;
- The implementation of Chapter VIII of the Labour Code with respect to the labour disciplines and the material responsibility; and
- Pursuant to the Investment Certificate No. [•] of [•] issued by [•] on [•].

**DECIDES:**

**Article 1.** To promulgate the internal labour regulations of [•] Company as attached to this Decision.

**Article 2.** This Decision shall take effect and validity after [•] days from the date of the receipt of the application documents for the registration of the Internal Labour Regulations by the [Department of Labour, War Invalids and Social Affairs] [Industrial Zones Authority] of [ ] [Province]/[City] and abolish all the former regulations which are contrary to this Decision.

**Article 3.** The [General] Director and all employees of [•] are responsible for implementation of this Decision.

**Recipients:**

- As Article 3;
- [Department of Labour, War Invalids and Social Affairs]/[Industrial Zones Authority] of [ ] [Province]/[City]; and
- Archived at the Company.

**For and on behalf of  
the Company**

Legal representative

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[Full name]

[General] Director