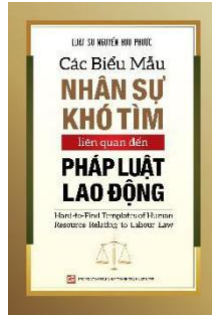


**| Hard-to-Find Templates of Human Resource Relating to Labour Law**



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

**TEMPLATE OF MINUTES OF OPINION OF THE EXECUTIVE COMMITTEE OF THE GRASSROOTS TRADE UNION ON ISSUANCE OF INTERNAL LABOUR REGULATIONS**

**MINUTES OF OPINION OF THE EXECUTIVE COMMITTEE OF THE GRASSROOTS TRADE UNION OF [•] COMPANY** Ref: The Internal Labour Regulations of the Company

Today, at [•] [AM]/[PM], on the [•] day of [•], [•], the Executive Committee of the Grassroots Trade Union of [•] Company (“**Company**”) held a meeting at the head office of the Company located at [•].

The meeting includes the participation of the following personnel:

No.	Full name	Title
1	[Mr.]/[Ms.] [•]	Chairman
2	[Mr.]/[Ms.] [•]	Vice Chairman
3	[Mr.]/[Ms.] [•]	Member
4	[Mr.]/[Ms.] [•]	Member
5	[Mr.]/[Ms.] [•]	Member

6	[Mr.]/[Ms.] [•]	Member
---	-----------------	--------

**A. Purpose and agenda of the meeting**

Mr./Ms [•], Chairman of the Executive Committee of the Grassroots Trade Union informed that the agenda of the meeting was to discuss and consult of the members of the Executive Committee of the Grassroots Trade Union about the draft of Internal Labour Regulations of the Company in accordance with the current labour law.

**B. Agenda in detail of the meeting**

1. [Mr.]/[Ms.] [•], Chairman of the Executive Committee of the Grassroots Trade Union informed the result of the opinion collection of all [•] employees working at the Company about the Internal Labour Regulations of the Company on the [•] day of [•], [•]. Accordingly, by the voting method in the form of raising hands through each regulation, all employees in the Company agreed and approved the drafted Internal Labour Regulations of the Company.
2. [Mr.]/[Ms.] [•] presided over the consideration and discussion about the Internal Labour Regulations with the members of the Executive Committee of the Grassroots Trade Union. Upon the consideration and discussion, the Executive Committee of the Grassroots Trade Union was unanimous about the entire content of the draft of Internal Labour Regulations which were built in accordance with the current labour law.
3. The Executive Committee of the Grassroots Trade Union requested the Company carry out the procedures in accordance with Vietnamese law to register this draft of Internal Labour Regulations with the [Department of Labour, War Invalids and Social Affairs]/[Industrial Zones Authority] of [•] [Province]/[City] and then announced the content of the registered Internal Labour Regulations for all employees working for the Company to be aware of compliance and implementation.

**C. Opinions of the participants**

The participants are in full agreement with the above content.

**D. Voting**

Issued votes: [ • ]

Be for: [•] votes, accounting for [100%]

Be against: [•] vote.

Other idea: [ ] vote.

With no outstanding issues and no further questions from the participants, the meeting of the Executive Committee of the Grassroots Trade Union was closed at [•] [AM]/[PM] on the same day.

The minutes of the meeting is made into 03 (three) original copies, in which 01 (one) original copy shall be kept at the Company, 01 (one) original copy shall be kept at the Grassroots Trade Union and 01 (one) original copy shall be submitted to the [Department of Labour, War Invalids and Social Affairs]/[Industrial Zones Authority] of [ ] [Province]/[City].

The minutes of this meeting are signed by the representatives of the Executive Committee of the Grassroots Trade Union as below.

### Confirmation of the Participants

\_\_\_\_\_  
**[Full name]**  
Chairman

\_\_\_\_\_  
**[Full name]**  
Vice Chairman

\_\_\_\_\_  
**[Full name]**  
Member

\_\_\_\_\_  
**[Full name]**  
Member

\_\_\_\_\_  
**[Full name]**  
Member

\_\_\_\_\_  
**[Full name]**  
Member