Block 3, Cavite Economic Zone II, Rosario, Cavite Phone: 046-476-0545 Fax: - 02-857-8216

E-Mail Address: personnel03@hrd-s.com

H.R.D. SINGAPORE PTE LTD

Memo

To : ALL EMPLOYEES

: ADMINISTRATION DEPARTMENT **From**

Date : March 16th, 2020

: 25th Anniversary Benefit Part II 「Lump Sum Benefit」 Re

Management decided to introduce the "Lump Sum Benefit" that is believed to extend assistance for the personal expenses and family needs.

1. Outline

"Lump Sum Benefit" is to be paid in advance of "Length of service Allowance" and "Performance Allowance" as a lump sum.

In connection with this benefit, starting 2020 the "Performance Allowance" will be given on every April instead of August. On the other hand, the "Annual increase" will still be given every August same as last year.

2. Detail

1) Who are entitled

Regular employees as of April 6th

Active employees as of April 30th

The employee has amount of "Length of service Allowance" or "Performance Allowance"

- (1) April 6th is the effectivity of the "Performance Allowance"
- (2) April 30th is the payday

2) Computation of the benefit

(Length of service Allowance + Performance Allowance) x 12 months

- *1. Performance Allowance, if there is any, will be given cumulatively starting 2019 on every year.
- *2. This benefit is taxable, so actual paid amount (Net amount) is after tax deduction.

3. Sample case

Assuming Performance allowance is varied as below

	Performance Allowance										
Year	Amount	Cumalative	Cumalative								
	Amount	per mounth	per year								
2019	100	100	1,200								
2020	100	200	2,400								
2021	0	200	2,400								
2022	150	350	4,200								

Origjinal (Allowance will be given every month)

	1	2	3	4	5	6	7	8	9	10	11	12	
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Length of service Allowance	300	300	300	300	300	300	300	300	300	300	300	300	3600
Performance Allowance (2020)	200	200	200	200	200	200	200	200	200	200	200	200	2400
Total	500	500	500	500	500	500	500	500	500	500	500	500	6,000

Lump sum pay in 2020 (Allowance will be given in advance as lump sum)

	2020										2021			
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	
Length of service Allowance	3,600	+											3600	
Performance Allowance (2020)	2,400	+											2400	
Total	6,000												6,000	

Lump sum pay in 2021 (Even no additional performance allowance in 2021, still qualified to receive)

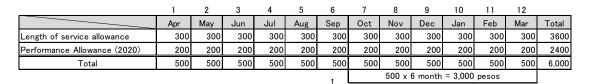
		2021										2022			
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total		
Length of service Allowance	3,600	+											3600		
Performance Allowance (2021)	2,400	+											2400		
Total	6,000												6,000		

Lump sum pay in 2022

		2022										2023			
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total		
Length of service Allowance	3,600	+											3600		
Performance Allowance (2022)	4,200	+											4200		
Total	7,800												7,800		

4. Resignation after May

If the employee resign after May such as on September, the employee needs to return a certain amount received in advance.



If resign on September, need to return 3,000 pesos upon resignation. (Can be deducted from last payroll and final pay)

5. In case the employee does not want to receive this benefit on April, the employee may choose to include in the <u>regular payroll</u> by informing Administration department until 8th of April.

(If no information, it will be automatically Lump sum benefit.)

6. Schedule

April 1st: Issuance of NPA where the gross amount is indicated.

April 8th: Deadline of informing Admin for choosing regular payroll.

April 24th: Issuance of Payslip (Net amount (deducted from income tax) is indicated in

the payslip)

April 30th: Payday

Best regards