



ASIAN LAND STRATEGIES CORPORATION

To : **ALL ASIAN LAND GROUP EMPLOYEES**
From : Human Resources and Admin Department
Date : August 22, 2019
Cc : MANCOM/ File
Ref./Rev : HRD-2019-035/Rev-000
Re : **EMPLOYEES' RETIREMENT PLAN**

To further enhance and assure the retirement benefit of its qualified employees, please be informed that Management has approved administration of the existing and future ALSC and JAM Retirement Plan Program through the assistance of Sun Life of Canada Philippines, Inc.

Employee Information Sheets and forms for signature will be distributed to facilitate enrollment of each employee under the plan. Specific instructions on how to fill up the forms will be provided for your guidance.

Accordingly, a general orientation will be scheduled very soon to address any queries on this matter.

For your information and guidance.


MA. SHEILA G. MANALO
Chief Human Resources Officer

Noted by:


JAVIER FELIPE E. QUINTOS
Chief Executive Officer