

# INBOUND BUSINESS TRIP POLICY

Appendix 1  
Policy: C1-1

Revised and valid from

4/1/2016

Maximum payment by VND/ day

| Expenses to be paid                       |                                                                                                                            | Sales & Trade MKT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Job Title/ Job Level                                                                                                                                                                                                                                                                                                                                                                                  |                                | Remark                                                                                                                              |                                                                      |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
|                                           |                                                                                                                            | Vice President - Sales & BD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Sales Director/ National Sales Manager - MT/ NSM - Food/ National Sales CapDev Manager/ National Trade Marketing Manager & Equivalent                                                                                                                                                                                                                                                                                                                                                  | Regional Sales Manager/ Regional Sales Capability Development Manager/ Key Account Planning Manager/ Category Manager (Trade) and equivalent                                                                                                                                                                                                                                                          | ASW/ AASW/ KAOM and equivalent | Category Assistant Manager/ KAAM/ SSS/ TSS/ Trade MKT Executive Sales Analysts Executive                                            | Sales Admin/ CSE PQ/ SR/ DSA Sales Team Leader                       |
| By airplane                               | Economy Class<br>Approved by COO                                                                                           | Economy Class<br>Approved by VP                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | G17 and above<br>G13 - G16                                                                                                                                                                                                                                                                                                                                                                                                                                                             | G12 - G13                                                                                                                                                                                                                                                                                                                                                                                             | G11 - G12                      | G8 - G10                                                                                                                            | Below G8                                                             |
|                                           |                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                       |                                |                                                                                                                                     |                                                                      |
| By Taxi                                   | Company Taxi card/ actual bill                                                                                             | Company Taxi card/ actual bill                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Basing on actual invoice                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Basing on actual invoice                                                                                                                                                                                                                                                                                                                                                                              | Basing on actual invoice       | Non applicable to Field Sales KAAM/ Trade MKT AM/ Executive can use when traveling overnight and out of basetown with approved PJP. | None                                                                 |
|                                           |                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                       |                                |                                                                                                                                     |                                                                      |
| Public transportation                     | Actual bus/ train ticket                                                                                                   | Actual bus/ train ticket                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Actual bus/ train ticket                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Actual bus/ train ticket                                                                                                                                                                                                                                                                                                                                                                              | Actual bus/ train ticket       | Just be claimed when traveling overnight and out of basetown and approved PJP                                                       | Just apply when having events or training and requested, the company |
|                                           |                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                       |                                |                                                                                                                                     |                                                                      |
| By personal car                           | VND 11,000/ km, basing on actual Km and overnight cost for VND350,000 per night (for driver accommodation and parking fee) | VND 11,000/ km, basing on actual Km and overnight cost for VND350,000 per night (for driver accommodation and parking fee)                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                       |                                |                                                                                                                                     |                                                                      |
|                                           |                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                       |                                |                                                                                                                                     |                                                                      |
| Rented car/ vehicles/ Gasoline allowances | Basing on actual invoice/ contract                                                                                         | Upon the actual invoice and bases upon:<br>- Approved PJP<br>- Using parking which is indicated by the company.<br>- Following actual km/ invoice, but total amount should not exceed:<br>* NSM - Foods: VND 13,000,000/ month<br>* NSM - MT/ National/ TMKT Manager/ National Sales CapDev Manager VND 10,000,000/ month<br>* BM - North: Car VND 20,000,000/ month<br>Flights: VND 4,000,000/ month<br>* BM - South (East & HCM, Central, Mekong): Car VND 20,000,000/ month<br>Flights: VND 4,000,000/ month | Upon the actual invoice and bases upon:<br>- Approved PJP<br>- Using parking which is indicated by the company.<br>- Following actual km/ invoice, but total amount should not exceed:<br>* Regional Sales Manager (Central): VND 11,000,000/ month<br>* Regional Sales Manager (Mekong): VND 11,000,000/ month<br>* Regional Sales Manager (HCMC - East): VND 11,000,000/ month<br>* Regional Sales Capability Development Manager (Base city of HCMC or Hanoi): VND 2,500,000/ month | Upon the actual invoice and bases upon:<br>- Approved PJP<br>- Using parking which is indicated by - Following actual km/ invoice, but total amount should not exceed:<br>* ASW/ AASW/ KAOM (HCM, Hanoi): VND 2,500,000/ month<br>* ASW/ AASW/ KAOM (others or in charge more than 1 provinces): VND 5,000,000/ month<br>SS/ SSS/ TSS: VND 1,00,000/ month as a flat allowances. No invoices requests |                                |                                                                                                                                     |                                                                      |
|                                           |                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                       |                                |                                                                                                                                     |                                                                      |

| Job Title/ Job Level                               |                                                                                                                                      |                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                     |                                                                                                                                                                                                                         |                                                                                                                                                                                                                         | Remark                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Expenses to be paid                                |                                                                                                                                      |                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                     |                                                                                                                                                                                                                         |                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                   |
| Sales & Trade MKT                                  |                                                                                                                                      |                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                     |                                                                                                                                                                                                                         |                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                   |
| Vice President - Sales & BD                        | Sales Director/ National Sales Manager - MT/ NSM - Food/National Sales CapDev Manager/ National Trade Marketing Manager & Equivalent | Regional Sales Manager/ Regional Sales Capability Development Manager/ Key Account Planning Manager/ Category Manager (Trade) and equivalent | ASW/ AASW/ KAOM and equivalent                                                                                                                                                                                                                                                                                                                                | Category Assistant Manager/ KAAM/ SSS/ SS/ TSS Trade MKT Executive Sales Analysis Executive                                         | Sales Admin/ CSE PG SR/ DSA Sales Team Leader                                                                                                                                                                           |                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                   |
| Hotel fee                                          | G17 and above<br>Upon actual invoice within the limit of:<br>Metro - City: VND 2,000,000<br>Non- Metro City: VND 1,600,000           | G13 - G16<br>Upon actual invoice within the limit of:<br>Metro - City: VND 1,200,000<br>Non- Metro City: VND 800,000                         | G12 - G13<br>Actual cost but should not exceed VND<br>Metro - City: 900,000/ night<br>Non - Metro City: 700,000/ night (Other province)                                                                                                                                                                                                                       | G11 - G12<br>Actual cost but should not exceed<br>Metro - City: 600,000/ night<br>Non - Metro City: 500,000/ night (Other province) | G8 - G10<br>Twin - bed room booking whenever available. Reimbursement bases upon actual cost but should not exceed:<br>Shared room:<br>Metro - City: 350,000/ night/ person<br>Non - Metro City: 250,000/ night/ person | Below G8<br>Twin - bed room booking whenever available. Reimbursement bases upon actual cost but should not exceed:<br>Shared room:<br>Metro - City: 350,000/ night/ person<br>Non - Metro City: 250,000/ night/ person | Reasonable & valid invoice is required.                                                                                                                                                                                                                                                                           |
| Laundry cost                                       | Actual invoice                                                                                                                       | Actual invoice                                                                                                                               | Actual invoice                                                                                                                                                                                                                                                                                                                                                | Actual invoice                                                                                                                      | Single room (in case impossible to share room):<br>Metro - City: 500,000/ night/ person<br>Non - Metro City: 400,000/ night/ person                                                                                     | Single room (in case impossible to share room):<br>Metro - City: 500,000/ night/ person<br>Non - Metro City: 400,000/ night/ person                                                                                     | Stay from the 4th day onwards and not over 1 set of clothes/ day                                                                                                                                                                                                                                                  |
| Daily Pocket allowance, including meals            | Upon actual invoice or within the limit of VND gross 400,000/ day without invoice                                                    | Upon actual invoice or within the limit of VND gross 300,000/ day without invoice                                                            | Overnight - Travel: VND 200,000/ day flat allowances<br>Base city meals (RSM only): VND 60,000/ day                                                                                                                                                                                                                                                           | Overnight - Travel: VND 160,000/ day flat allowances<br>Base city meals: VND 60,000/ day                                            | VND 100,000/ day                                                                                                                                                                                                        | Just apply when having events or training and requested by the company<br>VND 80,000/ day                                                                                                                               | Calculated on the number of nights<br>If returning after 2:00 PM on the last day will be paid 50%<br>Attending training/ events with pre-paid accommodation and food, will be eligible for 50% of the regulated daily pocket allowances<br>Member expense is allowed to claim if same are within prescribed limit |
| Business hosting or meeting with employees expense | Upon actual and reasonable reimbursement within the limit of exceed VND 4,000,000/ time<br>Not exceed 2 times/ month                 | Upon actual and reasonable reimbursement within the limit of exceed VND 4,000,000/ time/ month                                               |                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                     |                                                                                                                                                                                                                         |                                                                                                                                                                                                                         | Valid invoice is required with clear explanation:<br>- Amount of attendees<br>- Name<br>- Reason                                                                                                                                                                                                                  |
| Regional meeting                                   |                                                                                                                                      |                                                                                                                                              | Regional Meeting:<br>- Not exceed once a month<br>- 1 Staff Dinner: not exceed VND 150,000/ staff/ time and not exceed the total budget (VND 150,000 x actual amount of attendees (not count TL/ SR) in the branch<br>- Rental meeting room: not exceed (VND) 4,000,000/ branch/ time<br>Central/ Mekong: 2,000,000/ branch/ time (HCM should not be applied) |                                                                                                                                     |                                                                                                                                                                                                                         |                                                                                                                                                                                                                         | Valid invoice is required with clear explanation:<br>- Amount of attendees<br>- Name<br>- Reason                                                                                                                                                                                                                  |
| Fax/ EMS/ Printing for job                         | Actual invoice                                                                                                                       | Actual invoice                                                                                                                               | Actual invoice                                                                                                                                                                                                                                                                                                                                                | Actual invoice                                                                                                                      | Actual invoice                                                                                                                                                                                                          |                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                   |

- Metro - city: Hanoi, Ho Chi Minh City, Hai Phong, Nha Trang, Da nang, Can Tho
- Non-Metro City: Others
- For SR, PG, DSA, just apply as follows:
- Attend in the training course of the company
- Join in meetings/ workshop from regional level and approved by SD/ NSM/ MTM/ National
- Assigned/ mobilized (following schedule or unexpected) from BM

COO  
Ashish Joshi

VP - F&C  
Lorne Elio Khamh

VP - HR  
Narendra Neoc Anh T Ho

# INBOUND BUSINESS TRIP POLICY

## Appendix 2

Policy: C-1-1

Revised and valid from

4/1/2016

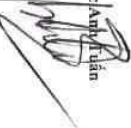
Maximum payment by VND/ day

| Expenses to be paid            | Job Title/ Job Level                                                                                                      |                                                                                                                           |                                                                                                                                |                                                                                                                                | REMARK                                                                                                                                                                                                                                                                                                       |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                | Non-Sales                                                                                                                 |                                                                                                                           |                                                                                                                                |                                                                                                                                |                                                                                                                                                                                                                                                                                                              |
|                                | COO<br>VP                                                                                                                 | Directors<br>Equivalent<br>(Non-Sales)                                                                                    | Manager<br>(Non-Sales)                                                                                                         | Assistant Manager<br>Supervisor<br>Executive/ Staff<br>(Non-Sales)                                                             |                                                                                                                                                                                                                                                                                                              |
|                                | G17 trở lên                                                                                                               | G14 - G16                                                                                                                 | G11 - G13                                                                                                                      | G10 and below                                                                                                                  |                                                                                                                                                                                                                                                                                                              |
| By Airplane                    | Economy Class<br>Approved by CEO                                                                                          | Economy Class<br>Approved by VP/ COO                                                                                      | Economy Class<br>Approved by VP/ COO                                                                                           | Economy Class<br>Approved by VP/ COO                                                                                           | - Basing on travelling request with detailed explanation and approved.<br>- Choosing airlines which is indicated by the company and booked by Administration Department.                                                                                                                                     |
| By taxi (at destination areas) | Basing on actual invoice/ Company Taxi card                                                                               | Basing on actual invoice/ Company Taxi card                                                                               | Basing on actual invoice/ Company Taxi card                                                                                    | Basing on actual invoice/ Company Taxi card                                                                                    | Taxi bill is required                                                                                                                                                                                                                                                                                        |
|                                | - Claim from the airport to workplace (or hotel) and return<br>- Claim from/to workplaces                                 | - Claim from the airport to workplace (or hotel) and return<br>- Claim from/to workplaces                                 | - Claim from the airport to workplace (or hotel) and return<br>- Claim from/to workplaces                                      | - Claim from the airport to workplace (or hotel) and return<br>- Claim from/to workplaces                                      |                                                                                                                                                                                                                                                                                                              |
| By public transportation       | Official invoice<br>Actual bus/ train ticket                                                                              | Official invoice<br>Actual bus/ train ticket                                                                              | Official invoice<br>Actual bus/ train ticket                                                                                   | Official invoice<br>Actual bus/ train ticket                                                                                   | Invoice is required                                                                                                                                                                                                                                                                                          |
| By personal car                | VND 11,000/ km, basing on actual Km and overnight cost for VND350,000 per night (for driver accomodation and parking fee) | VND 11,000/ km, basing on actual Km and overnight cost for VND350,000 per night (for driver accomodation and parking fee) |                                                                                                                                |                                                                                                                                | - Basing on travelling request with detailed explanation and approved.<br>- The VND11,000 per km includes all costs excepts toll fee.<br>• Following to form: "Payment request for business trip by personal car"<br>- Persona Income Tax ( PIT) associated to this reimbursement will be borne by claimant. |
| Rented car                     | Basing on actual invoice/ contract                                                                                        | Basing on actual invoice/ contract                                                                                        | Basing on actual invoice/ contract                                                                                             | Basing on actual invoice/ contract                                                                                             | Official contract and invoice are required<br><br>Travelling request must be approved by VP/ Director                                                                                                                                                                                                        |
| Hotel                          | Upon actual invoice within the limit of:<br><br>Metro - City: VND 2,000,000<br><br>Non- Metro City: VND 1,600,000         | Upon actual invoice within the limit of:<br><br>Metro - City: VND 1,200,000<br>Non- Metro City: VND 800,000               | Actual cost but should not exceed VND<br><br>Metro - City: 900,000/ night<br>Non - Metro City: 700,000/ night (Other province) | Actual cost but should not exceed VND<br><br>Metro - City: 600,000/ night<br>Non - Metro City: 500,000/ night (Other province) | - Reasonable & valid invoice is required.                                                                                                                                                                                                                                                                    |
| laundry cost                   | Actual invoice                                                                                                            | Actual invoice                                                                                                            | Actual invoice                                                                                                                 | Actual invoice                                                                                                                 | Stay from the 4th day onwards and not over 1 set of clothes/ day                                                                                                                                                                                                                                             |

| Expenses to be paid                                | Job Title/ Job Level                                                                             |                                                                                                                            |                                                                                                |                                                                                                    | Remark                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                    | Non-Sales                                                                                        |                                                                                                                            |                                                                                                |                                                                                                    |                                                                                                                                                                                                                                                                                         |
|                                                    | COO<br>VP                                                                                        | Directors<br>Equivalent<br>(Non-Sales)                                                                                     | Manager<br>(Non-Sales)                                                                         | Assistant Manager<br>Supervisor<br>Executive/ Staff<br>(Non-Sales)                                 |                                                                                                                                                                                                                                                                                         |
| Daily Pocket allowance, including meals            | G17 trở lên<br>Upon actual invoice or within the limit of VND gross 400,000/ day without invoice | G14 - G16<br>Upon actual invoice or within the limit of VND gross 300,000/ day without invoice                             | G11 - G13<br>Upon actual invoice or within the limit of VND gross 200,000/ day without invoice | G10 and below<br>Upon actual invoice or within the limit of VND gross 160,000/ day without invoice | Calculated on the number of nights<br>If returning after 14:00 PM on the last day will be paid upon actual invoice (for food/ other expense in the morning) or within the limit of 50%/ day without invoice.<br>Minibar expense is allowed to claim if same are within prescribed limit |
| Business hosting or meeting with employees expense | Upon actual and reasonable reimbursement within the limit of exceed VND 4,000,000/ time/ month   | Upon actual and reasonable reimbursement within the limit of exceed VND 4,000,000/ time/ month<br>Should be approved by VP |                                                                                                |                                                                                                    | Valid invoice is required with clear explanation:<br>- Amount of attendees<br>- Name<br>- Reason                                                                                                                                                                                        |
| Tel/ Fax/ Internet for job                         | Actual invoice                                                                                   | Actual invoice                                                                                                             | Actual invoice                                                                                 | Actual invoice                                                                                     | Valid invoice is required<br>Not apply to cellphone fee and all calls from the hotel                                                                                                                                                                                                    |

  
COO  
Ashish Joshi

  
VP - F&C  
Luong Hieu Khanh

  
VP - HR  
Nguyen Ngoc Anh Tuan