

EMPLOYEE CHANGE FORM

☐ Move to a Certified Position ☐ Lateral Transfer ☐ Status Change ☐ Base Salary/Compensation Change

Effective Date and Reason

| | | | |
|----------------|----------------------------|--------|-----------------|
| Employee | Hồ Viết Quang Vinh- 171192 | | |
| Effective Date | 21/12/2020 | Reason | Change position |

Move to a Certified Position or Lateral Transfer

| | CURRENT | NEW |
|-----------------------|-----------------|--------------|
| Position Code / Title | Sewing operator | Cutter 1 |
| Hbl Functional Area | | |
| Department | PR | CT |
| Location | 0 | 0 |
| Manager | 12:00:00 AM | NGO MINH HUY |
| Category / Shift | Direct | Direct |
| Schedule/Level/Step | | |
| GL Structure | | |
| Other Info | Clock | Badge |
| | | Mail Group |

Status Change

| | | | |
|-------------------|--|-------------------------|--|
| Employee Status | | Leave Type | |
| First Day Worked | | Begin Date | |
| Termination Date | | End Date | |
| Last Day Worked | | Anticipated Return Date | |
| Vacation Time Due | | Date of Death | |
| Holiday Time Due | | Eligible for Rehire | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Base Salary / Compensation Change

| | | | |
|---------------------|---------------|-----------------|---------------|
| Current Base Salary | VND 4,004,000 | New Base Salary | VND 4,180,000 |
| Bonus Amount | | Target Bonus % | |
| Bonus Type | | Maximum Bonus % | |

Required Approvals (Refer to HR Approval Matrix for required approvals)

| | | |
|-------------------------|-------------------|--|
| Manager | TRAN THI NHU LIEN | |
| | NGO MINH HUY | |
| 2 nd Manager | HOANG THI THU LE | |

Confirmation on change in SPS system/Xác nhận thay đổi thông tin trên hệ thống

| Changed by - Người nhập thông tin | Reviewed by/ Người kiểm tra |
|--|------------------------------------|
| | |