



From: Công Ty Trách Nhiệm Hữu Hạn Đào Tạo Nhân Lực Đông Nam Á (PQVN)
CC: HR Department
To: Sales Department

Decision No: 000.184

Subject: Cancellation Penalty

Dear all

This is to inform that any cancellation of clients after invoicing occurred as sales failed to prevent, after 1/1/2016 shall impose cancellation penalty deduction to commission and allowance of sales person whom handles the client account.

Penalty rate is as below

VND 500,000 (<i>or USD 25 according to salary currency</i>)	per delegate per 02-03 days training
VND 1,000,000 (<i>or USD 50 according to salary currency</i>)	per delegate per 04-05 days training

Regards

Jimmy Nguyen
CEO