



Charoen Pokphand Group Co., Ltd.
Human Resources Management: Procedure

Subject:	Foreign Worker Recruitment Fees and Expenses Procedure
-----------------	---



Proposed by	Approved by
 (Precha Thanasukarn) Executive Vice President Charoen Pokphand Group/...../.....	 (Dr. Naris Thamkuekool) Chief People Officer Charoen Pokphand Group/...../.....




Table of Contents

	Page
Introduction	4
Scope	4
Recruitment Fees and Expenses Guidelines	5
1. Myanmar	5
2. Cambodia	6



Document Revision History

Revision #	Effective Date	Details of Revision	Prepared by	Department
00	1 November 2020	First Issue	Nisakorn Krisanasuwan	CPG HR
01				
02				
03				
04				
05				

Human Resources Management: Procedure			
Subject: Foreign Worker Recruitment Fees and Expenses Procedure	Revision No.: 01/01-2020	Effective Date: 1 November 2020	

Introduction

Refers to Charoen Pokphand Group Announcement No. 093/2020 Re: Foreign Workers Recruitment Policy and Guidelines of Charoen Pokphand Group, defines the scope of the Group's policy concerning, recruitment, expenses, compensation, benefits and services of a subcontractors, also grievance and remedy to ensure that employment of foreign workers throughout the Group complies with accepted domestic and international standards.

To implement this policy and ensure alignment of practices throughout the Group, and its subsidiaries, Charoen Pokaphand Group therefore has issued this Foreign Worker Recruitment Fee and Expenses Procedure to clarify in detail whether the Group's subsidiaries or a foreign worker themselves shall be responsible for each recruitment fee and expense item applicable to recruitment, whether this concerns new recruitment of foreign workers or the foreign worker employment extension "U-Turn" process.

This procedure may be changed hereafter as appropriate.

Scope

This Foreign Worker Recruitment Fee and Expenses Procedure is applicable to Charoen Pokphand Group and any or all of its subsidiaries worldwide that recruit foreign workers specifically from Myanmar and Cambodia.



Recruitment Fees and Expenses Guideline

1. Myanmar

#	Expenses Items	Responsibility of:	
		Hiring Company	Foreign Workers
1.	Personal Documents		
	1.1 Passport		X
	1.2 Labour Card		X
2.	Recruitment Process (Newly Recruited Workers Only)		
	2.1 Signing Contract Processes including Name List Approval	X (Incl. in item 2.4)	
	2.2 Smart Card and Myanmar Immigration/Processing Costs	X (Incl. in item 2.4)	
	2.3 Health Check (conducted in Myanmar)	X	
	2.4 Agency and/or Subagency Fees	X	
	2.5 Value Added Tax paid to Ministry of Taxation by Worker (5%)		X
	2.6 Pre-departure training (incl. worker accommodation/meal costs)	X (Incl. in item 2.4)	
	2.7 Work Permit and Visa (Thailand)	X	
3.	Extension Process (U-turn Workers)		
	Same as Item 2 "Recruitment Process" except pre-departure training costs are not applicable		
4.	Transportation, Accommodation and Meals		
	4.1 From Myanmar to the hiring company's factory (newly recruited workers)		
	4.1.1 Prior to departure for hiring company's country		X
	4.1.2 From departure point (Yangon) to the hiring company's factory	X	
	4.2 Extension of Employment After 4 Years ("U-turn" extension workers)		
	4.2.1 From hiring company's factory to Myanmar entry-point	X	
	4.2.2 From Myanmar entry-point to Yangon	X (Incl. in item 2.4)	
	4.2.3 Prior to departure for hiring company's country		X
	4.2.4 From departure point (Yangon) to hiring company's factory	X (Incl. in item 2.4)	
	4.3 Repatriation (at end of employment/non "U-turn" extension process workers)		
	4.3.1 From hiring company's factory to Myanmar entry point	X	
	4.3.2 From Myanmar entry point to employee's hometown		X



2. Cambodia

#	Expenses Items	Responsibility of:	
		Hiring Company	Foreign Workers
1	Personal Documents		
	1.1 Passport		X
2	Recruitment Process (Newly Recruited Workers Only)		
	2.1 Name List Approval and Cambodia Immigration/Processing Costs	X (Incl. in item 2.3)	
	2.2 Health Check (conducted in Cambodia)	X	
	2.3 Agency and/or 3 rd Party Recruiter Fees	X	
	2.4 Pre-departure training (including worker accommodation/meal costs)	X (Incl. in item 2.3)	
	2.5 Work Permit and Visa (Thailand)	X	
3.	Extension Process (U-turn Workers)		
	Same as Item 2 "Recruitment Process" except pre-departure training costs are not applicable		
4.	Transportation, Accommodation and Meals		
	4.1 From Cambodia to the hiring company's factory (newly recruited workers)		
	4.1.1 Prior to departure for hiring company's country		X
	4.1.2 From departure point to the hiring company's factory	X	
	4.2 Extension of Employment After 4 Years ("U-turn" extension workers)		
	4.2.1 From hiring company's factory to Cambodia entry-point	X	
	4.2.2 From Cambodia entry-point to Phnom Penh	X (Incl. in item 2.3)	
	4.2.3 Prior to departure for hiring company's country		X
	4.2.4 From departure point to the hiring company's factory	X (Incl. in item 2.3)	
	4.3 Repatriation (at end of employment/non "U-turn" extension process workers)		
	4.3.1 From hiring company's factory to Cambodia entry point	X	
	4.3.2 From Cambodia entry point to employee's hometown		X