



The Lao People's Democratic Republic
Peace, independence, democracy, unity, and prosperity

The Labor Contract

Article 1: General rules

Party A (the Employer): _____ address: _____ Name of the legal person or legal representative _____, gender _____ nationality _____, ID number _____ contact : _____ Decide with
The Name of Party B (the Employee) _____, gender _____, nationality _____, place of domicile _____, ID number _____ contact : _____ work on _____, to sign a labor contract.

Article 2: The obligations of the employer

1. The term of this contract is ___ years, and its effective date is from ___ to ___ .
2. The monthly salary is _____, and the individual income tax shall be paid to the state monthly is _____.
3. Probation period; No probation period .You will be paid ___% per month during the probation period.
4. Salary payment: monthly, daily, every _____ days to pay the salary, from _____ to _____, paid ___ times a month, or _____.
5. Welfare: with bonus; without bonus
6. The provision of work ___ hours a day, work ___ days a week, from ___ to ___, from week to week _____. To the week _____.
7. Calculation method of overtime pay: _____
8. Paid vacation ___ days per year after one year of service.
9. Weekly rest day is _____.
10. National statutory holidays: ___ no leave; ___ paid vacation ; ___ deducted salary leaves.
11. Conditions for leave: _____
12. Other: Both parties sign on the basis of fairness, notarization and equality. The annex shall also have legal effect.

Article 3: Obligations of the Employee

1. Carefully complete your own work, take good care of the goods provided by the employer, be honest and trustworthy, and abide by the rules and regulations of the Ministry of Labor and Social Welfare, and comply with the laws of Laos.

2. This contract is made in duplicate, with each party holding one copy.

3. This Contract uses Lao, Chinese, English and Burmese. If there is any inconsistency between the Chinese text, the Lao text and the Burmese text, the Lao text shall prevail.

Note: 1. If any party violates this Contract, it will be handled in accordance with the relevant laws of Laos.

2. This contract shall include a copy of the valid documents with reference to both parties.

This contract shall come into force on the date of_____, and have legal effect.

**The Labor Department of
the Bokeo Special Economic
Zone Authority**

Employer

Signature of the Employee