

# Provident Fund Policy Establishment of the Provident Fund for Employees

Asia Metal Public Company Limited (hereinafter referred to as "AMC") is committed to promoting financial discipline and ensuring financial security for employees both during their employment and after retirement. Therefore, the **Provident Fund** has been established as an employee benefit with the following details:

## 1. Objectives of the Fund

- 1.1 To promote employee savings.
- 1.2 To provide long-term financial security for employees upon retirement or termination of employment with the Company.
- 1.3 To enable employees to receive returns from the fund's investments.

# 2. Membership of the Fund

- 2.1 Employees who have successfully completed their probationary period and have been confirmed as full-time employees of the company are eligible to voluntarily enroll in the provident fund.
- 2.2 Employees who resign improperly according to company regulations or are dismissed due to violations of company rules, orders, or employment regulations, shall not be entitled to receive the company's contribution to the provident fund.
- 2.3 Employees who resign from the provident fund and wish to re-enroll must wait for a minimum period of one year from the date of termination of their membership before they can reapply.
- 2. 4 Employees who resign from being members of the Provident Fund and wish to re-apply for membership must wait at least 1 year from the date of termination of membership before being able to re-apply for the Provident Fund.

### 3. Contribution to the Fund

- 3.1 Employees may choose their contribution rate within the range of [3%–15%] of their salary.
- 3.2 The company will contribute 3% of the employee's salary.
- 3.3 Employees may request to change their contribution rate once per year by completing a request form and submitting it to the Human Resources and Administration Department within May of each year.
- 3.4 Employee contributions and company contributions will be considered for reimbursement upon the termination of fund membership, calculated based on the employee's length of membership according to the following criteria.



Membership age	<b>Employee savings</b>	Company contributions
No more than 1 year	3 %	3 %
1-3 years	3%-15%	3 %
4-5 years	3%-15%	3 %
More than 5 years	3%-15%	3 %

Membership age	Receive the company's share when <u>membership ends.</u>
After probation period -2 years	O %
2-3 years	30%
3 - 4 years	50 %
4-5 years	80%
More than 5 years	100%

#### 4. Fund management

- 4.1 The provident fund will be managed by an asset management company licensed by the Securities and Exchange Commission (SEC).
- 4.2 Members may choose an investment plan based on their risk tolerance.
- 4.3 The company will arrange periodic meetings or provide information regarding the fund's performance.

#### 5. Conditions for Fund Withdrawal

- 5.1 Members may withdraw funds under the following circumstances:
  - · Resignation from the company
  - Retirement
  - · Death (to be paid to the heirs as specified)
- 5.2 Early withdrawals may be subject to tax implications or fees as per legal regulations.

### 6. Other terms and conditions

- 6.1 The company reserves the right to modify the provident fund policy as necessary, with prior notification to employees.
- 6.2 Employees who are members of the fund must comply with all relevant provident fund regulations.

Therefore, we would like to inform you and make it a practice for all.

Effective on March 1, 2024

( Mr. Chusak Yongvongphaiboon)

Chief Executive Officer