



MYANMAR LABOUR INTRODUCTION  
AND  
MANAGEMENT (THAILAND) CO., LTD.

เมียนมา เลเบอร์ อินโทรดักชั่น แอนด์ แมเนจเม้นท์(ไทยแลนด์) จำกัด

บริษัทนำคนต่างด้าวมาทำ งานในประเทศ  
SUB-CONTRACTOR



FOREIGN  
WORKER  
EMPLOYMENT  
AGENCY



COMPANY PROFILE  
| TERMS & SERVICES

## I PROFILE I



**MYANMAR LABOUR INTRODUCTION AND  
MANAGEMENT (THAILAND) CO., LTD.**



We are a leading provider of comprehensive foreign worker recruitment and management services in Thailand. Myanmar Labour Introduction and Management (Thailand) Co., Ltd.  
Company Registration No.: 0215568015234

We specialize in the legal importation of foreign workers into Thailand, with a strong commitment to meeting customer needs through high standards and professional service. Our company is fully licensed and operates in partnership with trusted organizations in Myanmar. With a team of over 6 years of experience in the foreign labour industry, we provide end-to-end services including recruitment, selection, documentation processing, and deployment of workers.

We import skilled and qualified Myanmar workers to support the labour demands of employers across Thailand. Our company is confident in the efficiency, quality, and reliability of our recruitment services. We are dedicated to providing friendly, responsive, and consistently high-standard service to all clients.



# I Service Principle I



## Fast and Immediate Service

When clients require workers urgently, we are able to arrange and deploy labour within 60–90 days, which is the standard processing timeframe.



## Confident



We operate strictly within the legal framework and fully comply with all client requirements, supported by rigorous worker screening and selection procedures at every stage.



## Trust

Our mission is to respond to client needs throughout the entire process. We provide free consultations at every step of the labour recruitment procedure to ensure that our services are accurate, transparent, and reliable.




## I SERVICE I

Myanmar Labour Introduction and Management (Thailand) Co., Ltd. was established with a clear commitment to providing subcontracting services (Subcontractor) and foreign labour management for factories located in various industrial estates. Our objective is to support businesses operating in highly competitive environments by offering flexibility, reducing operational burdens, and ensuring efficient manpower solutions.

With a team of knowledgeable and experienced personnel, we act as a trusted representative of the company in managing responsibilities and coordinating directly with employers. Our services are designed to enhance operational efficiency through reliable workforce outsourcing and professional labour management.


“We provide comprehensive consultation and a wide range of services, delivered with professionalism, a strong focus on workforce quality, and rapid service response. Our goal is to meet the diverse needs of each client organization and ensure the highest level of satisfaction throughout every stage of our service process.”





# Operational Policy

Our company is committed to operating with integrity, transparency, and full responsibility to our clients and employees. We adhere to the following key principles:

1. Quality of Service Policy
  2. We focus on delivering high-quality services that are accurate, timely, and responsive to our clients' needs.
  3. Human Resources Policy
  4. We encourage the development of employee skills, capabilities, and potential while ensuring a safe and fair working environment.
  5. Safety and Labor Compliance Policy
  6. We strictly adhere to labor laws, regulations, and safety standards to ensure legal compliance and confidence in the employment process.
  7. Foreign Worker Management Policy
  8. We operate transparently and in full compliance with legal procedures, including thorough verification of worker documents and status to minimize risks for our clients.
  9. Client Collaboration Policy
  10. We value effective communication, welcome feedback, and work closely with clients to achieve the best outcomes.
  11. Corporate Social Responsibility Policy
  12. We support fair employment practices, promote humane working conditions, and respect the fundamental rights of all workers.
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# Operating Procedures

## 1. Recruitment and Selection of Qualified Personnel

We carefully recruit and select individuals with the appropriate knowledge, skills, and qualifications required by each department or line of work. This ensures alignment with job objectives and operational needs.

## 2. Establishing Systematic Work Procedures

We develop clear, legally compliant, and auditable work processes to promote transparency and foster a shared understanding throughout the organization.

## 3. Effective Emergency Response Planning


We create preventive measures and action plans to address unexpected incidents, enabling the organization to control situations promptly and restore operations to normal as efficiently as possible.

## 4. Promoting Integrity and Ethical Conduct in the Workplace.

We emphasize honesty, responsibility, and ethical behavior at all levels, fostering strong teamwork and collaboration to support the overall success of the organization.

## 5. Close Monitoring and Evaluation of Operations

We implement structured systems for supervising, monitoring, and evaluating performance at each level of responsibility. This ensures fairness, operational appropriateness, and continuous improvement in work processes.



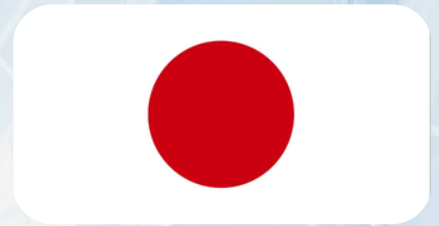
# Business Execution

## Target Clientele:

We specialize in serving foreign investors in Thailand, with a strong focus on foreign companies. We have extensive experience serving the specific needs of foreign investors.


## Primary Client Segments:

Our core client portfolio primarily comprises between Thailand and the following countries:





# Labor Contracting: Roles and Responsibilities


- To screen and evaluate candidates rigorously to ensure a precise fit for the job description and position responsibilities.
  - To provide comprehensive orientation and job-specific training for all employees prior to the commencement of their duties.
  - To coordinate continuously with the client's management to ensure seamless workflow and operational efficiency.
  - To initiate immediate recruitment for replacement staff upon an employee's resignation or inability to work.
  - To oversee and resolve any issues arising within the work process, including all related labor matters.
  - To accurately calculate wages and overtime, and to process payroll disbursements for employees correctly and in a timely manner.
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## **Benefits You Will Receive From Our Labor Contracting Service**

- Helps ease the burden of personnel management, as the company will handle and take responsibility for this on behalf of the client.
- Clients do not have to face risks related to labor issues and labor relations.
- Saves time in recruiting and selecting personnel, allowing operations to proceed according to plan more efficiently.
- Helps control costs and reduce the time spent managing various employee welfare matters.
- Such as handling social security, the workmen's compensation fund, public holidays, and preparing employee uniforms, etc.

If the employees assigned to work exhibit inappropriate behavior—such as lack of commitment, failure to follow instructions, or violation of regulations—the company will provide replacement employees within 10 days.




# I Terms of Service I

## 1. Qualifications of Recruited Employees

- Employees must be, aged between 18 and 40 years, with a minimum height of 155 centimeters and weight between 50–80 kilograms.
- Must be in good physical health, without any serious contagious diseases that would hinder job performance.
- Minimum education level is Primary School Grade 6, with the ability to read and write effectively.
- Must have good conduct and no criminal record.
- Must have no history of using or being involved with any illegal drugs.
- Must pass the required knowledge and skill assessments.
- Must possess a national ID card, household registration, or other verifiable government documents.
- Must have a valid migrant worker permit (pink card), and a legally issued, verifiable passport.

## 2. Responsibilities Toward Employees of Myanmar Labour Introduction and Management (Thailand) Co., Ltd.

- In the event that an employee of Myanmar Labour Introduction and Management (Thailand) Co., Ltd. resigns or is terminated, the company will provide a replacement employee within 15 working days. The timeframe may vary depending on the employee's job position. If the employer does not wish to receive a replacement employee, please inform the company so that an appropriate consideration can be made on a case-by-case basis.

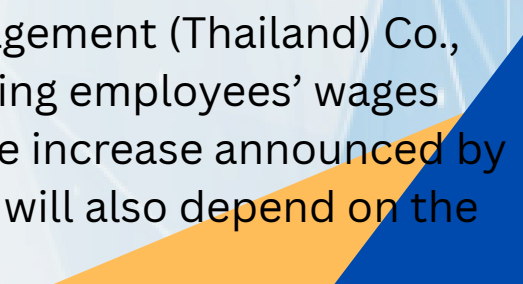
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- After employees of Myanmar Labour Introduction and Management (Thailand) Co., Ltd. have completed 90 days of work, a probation evaluation will be conducted jointly between the employer's supervisor and the company's HR staff. If the employee fails the evaluation—meaning they do not pass the probation period—the company will immediately provide a new employee to replace the one who did not pass.

### 3. HR staff of Myanmar Labour Introduction and Management (Thailand) Co., Ltd.

- If more than 50 employees are assigned, the company will provide an Admin staff or Interpreter (Thai-Burmese/ Chinese-Burmese) stationed at that unit. The company will bear all costs related to this.
- To ensure the smooth and efficient operation of the company's staff, the employer agrees to cooperate and facilitate by allowing the company's staff to use workspace, communication equipment, and necessary office supplies at no additional cost to the company.

### 4. Adjustment of Wages and Service Fees

Myanmar Labour Introduction and Management (Thailand) Co., Ltd. and the employer may consider adjusting employees' wages accordingly in the event of a minimum wage increase announced by the relevant authorities. Such adjustments will also depend on the employee's performance and suitability.





## 5. Compensation in Case of Termination

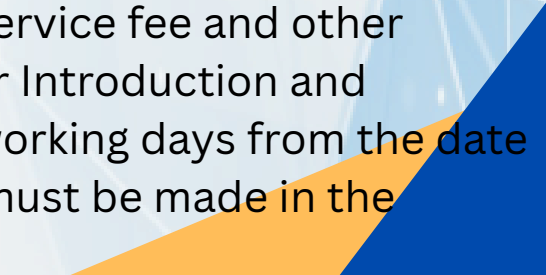
- If Myanmar Labour Introduction and Management (Thailand) Co., Ltd. terminates an employee, the company shall be solely responsible for the employee's wages, all compensation, severance pay, and other benefits entitled under labor law, including any related claims.
- If the employer wishes to terminate or reduce the number of employees of Myanmar Labour Introduction and Management (Thailand) Co., Ltd. before the end of the employment contract, the employer shall be responsible for all wages, severance pay, and other expenses required by labor law, including costs related to labor litigation.

## 6. Regular Employment Appointment

To promote work stability and boost employee morale, if an employee demonstrates good conduct, consistent performance, relevant experience, and passes the evaluation according to the set criteria, the Contractor is willing to cooperate with the Employer should the Employer wish to appoint such an employee as a regular (permanent) employee of their organization.

## 7. Service Fee Payment

The Employer agrees to pay the labor service fee and other related service charges to Myanmar Labour Introduction and Management (Thailand) Co., Ltd. within ... working days from the date the company issues the invoice. Payment must be made in the amount and manner specified.





## 8. Taxes and Stamp Duty


The Employer has the right to withhold income tax at the source from service fees or wages at the rate clearly prescribed by law. Any Value Added Tax (VAT) arising from the use of services shall be the responsibility of the Employer to pay in accordance with the law.

## 9. Contributions to the Workmen's Compensation Fund and Social Security Fund

The Contractor has the duty and responsibility to pay contributions to the Workmen's Compensation Fund as well as the Social Security Fund for its own employees, in accordance with the rates and procedures prescribed by law.

## 10. Contract Termination

If the Employer wishes to terminate the labor service contract before the end of its term, the Employer must provide the Contractor with at least 30 days' prior notice. The Employer shall be responsible for severance pay, compensation, and any other benefits the employees are entitled to under labor law, including any costs arising from such termination.



# I CONTACT I



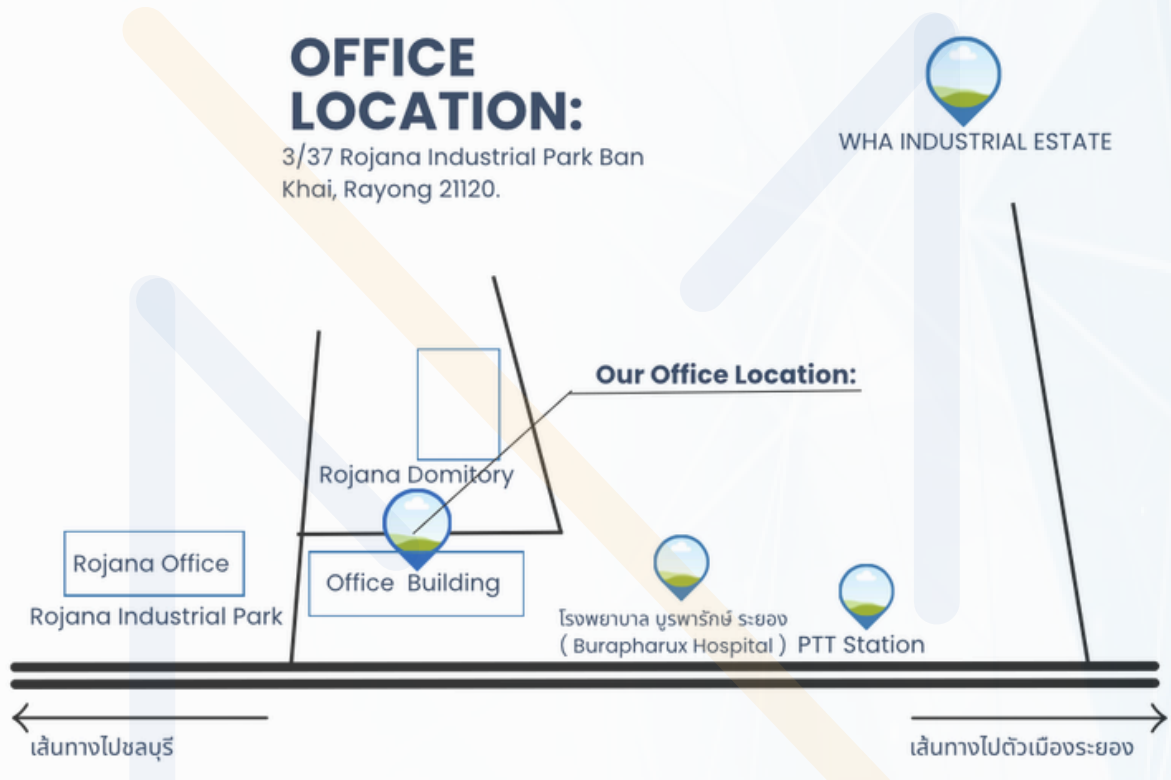
**MYANMAR LABOUR INTRODUCTION AND  
MANAGEMENT (THAILAND) CO., LTD.**



## OFFICE LOCATION:

3/37 Rojana Industrial Park Ban  
Khai, Rayong 21120.

WHA INDUSTRIAL ESTATE



3/37, ROJANA INDUSTRIAL PARK, BAN KHAI, RAYONG. 21120. THAILAND



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