



PT MERDEKA COPPER GOLD, Tbk.

STANDARD OPERATING PROCEDURE
TERMINATION OF EMPLOYMENT
MCG-SOP-IR-05-03

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01 October 2023	01 October 2023	01 October 2023	01 October 2023	01 October 2023	


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DOCUMENT CHANGE STATUS

Revision Number	Division/ Department	Reason of Change	Revision By	Revision Date
01	HR – Industrial Relations	<p>1. Addition and revision to number 1. General to:</p> <p>If a facility is found that, for one reason or another, is not covered in this document and is considered important, it will be further reviewed. If it is to continue to be applied, it will be made into an addendum to this procedure.</p> <p>And if there is a difference in interpretation between the Indonesian and English versions of this procedure, the Indonesian version shall prevail and be used. In the event of a request for discretion in implementing this procedure, it must obtain prior approval from the President Director.</p>	HR Compliance	01 June 2023
01	HR – Industrial Relations	<p>1. Revision and addition of forms, including:</p> <p>a. FRM-IR-07-01 Termination of Employment Notification;</p> <p>b. FRM-IR-04-01 Collective Agreement;</p> <p>c. FRM-IR-13-00 Suspension Notice Form</p> <p>2. Revision and update on point 5.5 Termination Mechanism number 8, previously:</p> <p>The Company may suspend Employee who are terminating employment while continuing to pay salary and other entitlements usually received by the Employee.</p> <p>After revision and update, it becomes:</p> <p>The Company may suspend Employee who are in the process of termination of employment through the suspension notification form</p>	HR Compliance	01 June 2023

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while continuing to pay salary and other entitlements usually received by the Employee.

3. Revise and remove the term in point 5.1 Definitions, as follows:


- a. Trade/Labor Union is the Employee's Trade/Labor Union established by the Employee in PT Merdeka Copper Gold Tbk or its subsidiaries by the prevailing laws and regulations;
- b. Trade/Labor Union Members are the Employee who declare themselves in writing to be members of a Trade/Labor Union;
- c. Management of a Trade/Labor Union is a Member of the Trade/Labor Union elected or appointed by the Members of the Trade/Labor Union to run or manage the organization of a Trade/Labor Union.
- d. Eliminate the words "Trade/Labor Unions, and Collective Agreement".

4. Revise and update point 5.7 Prohibition of Termination of Employment at number 1 section g:

- g. Establishing, becoming a member and/or Management of a Trade/Labor Union, Employee conducting Trade/Labor Union activities outside of working hours, or within working hours upon agreement of the Company, or based on the provisions stipulated in the Employment Agreement, Company Regulation, or Collective Agreement.


After revision and update point 5.7, Termination of Employment Prohibition in number 1 section g becomes:

- g. Establishing, becoming a member and/or Management of a


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		Trade/Labor Union, Employee conducting Trade/Labor Union activities outside of working hours, or within working hours upon the agreement of the Company, or based on the provisions stipulated in the Work Agreement and Company Regulations.		
01	HR – Industrial Relations	<p>1. Revision and update on point 5.5 Termination of Employment Mechanism, previously: Notification Letter of Termination of Employment is not required to be made by the Company, in the case of:</p> <ul style="list-style-type: none"> a. The Employee resigns of their own will; b. The Employee and the Company terminate their Employment relationship by the fixed-term employment agreement; c. The Employee reaches retirement age by the Employment agreement, Company Regulations, or; d. The Employee passed away. <p>After revision and update point 5.5 Termination of Employment Mechanism becomes: Notification Letter of Termination of Employment needs to be notified by the Company in case:</p> <ul style="list-style-type: none"> a. The Employee and the Company terminate their Employment relationship by the fixed-term Employment agreement: b. The Employee reaches retirement age by the Employment agreement, Company Regulations. 	HR Compliance	01 June 2023
01	HR – Industrial Relations	<p>1. Revision and update on point 5.5 Termination of Employment Mechanism, previously: In the event of a difference of opinion regarding termination of Employment, the termination of</p>	HR Compliance	01 June 2023


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		<p>Employment must be settled through the mechanism specified in the procedure SOP-IR-02-00 of Industrial Relations Dispute Settlement.</p> <p>After revision and update, point 5.5 Termination of Employment Mechanism becomes: In the event of a difference of opinion regarding termination of Employment, the termination of employment must be settled through the mechanism specified in the SOP-IR-02-01 Industrial Relations Dispute Settlement.</p> <p>2. Revision and update on 5.5 Termination of Employment Mechanism number 9, previously: When the Employment Relationship ends, the Employee must complete all obligations to the Company, including payment of debts to the Company and return of facilities provided by the Company to them as evidenced by the form (exit clearance).</p> <p>After revision and update, point 5.5, Termination of Employment Mechanism becomes: When the Employment Relationship ends, the Employee must complete all obligations to the Company, including payment of debts to the Company and return of facilities provided by the Company to them as evidenced by the dependent exemption form(exit clearance).</p>		
01	HR – Industrial Relations	<p>1. Revise and update point 5.6 Mechanism for Termination of Employment with the Reason that the Employee Resigns of their own will number 2, previously: The Employee who resigns on their own will, then when the</p>	HR Compliance	01 June 2023

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		<p>Employment Relationship ends, the Employee must fill out an exit interview form.</p> <p>After the revision and update point 5.6 Mechanism for Termination of Employment with the Reason that the Employee Resigns on their own will, number 2 becomes: The Employee resigns on their own will; when the Employment Relationship ends, the Employee must fill out the exit interview form.</p> <p>2. Revise and update point 5.6 Mechanism for Termination of Employment with the Reason that the Employee Resigns on their own will number 3, previously: When the Employment Relationship ends, the Employee must complete all obligations to the Company, including payment of debts to the Company and return of facilities provided by the Company to them, as evidenced by the exit clearance form.</p> <p>After the revision and update point 5.6 Mechanism of Termination of Employment with the reason that the Employee resigns on their own will, number 3 becomes: When the Employment Relationship ends, the Employee is obliged to complete all obligations to the Company, including payment of debts to the Company and return of facilities provided by the Company to them as evidenced by the dependent exemption form (exit clearance).</p>		
01	HR – Industrial Relations	<p>1. Revise and update on point 6 of the previous Annex:</p> <p>a. Termination of Employment Notification Form; b. Suspension Notice Form; c. Collective Agreement Form;</p>	HR Compliance	01 June 2023

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		d. Dependent Exemption Form(Exit Clearance); e. Exit Interview Form.		
02	HR – Industrial Relations	Revisions and additions to point 5.2 of the General Standard, as follows: The Company is committed, responsible, and fair in Termination of Employment protected by applicable laws and regulations and international labor standards, specifically The International Labor Organization Declaration on Fundamental Principles and Rights at Work and The Core International Labor Conventions.	HR Compliance	01 July 2023
03	HR – Industrial Relations	Revision of form MCG-FRM-IR-04-03 Collective Agreement.	HR Compliance	01 October 2023

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1. GENERAL

Procedure regarding Termination of Employment is developed, implemented, and managed for the benefit of PT Merdeka Copper Gold, Tbk. and its subsidiaries to regulate the reasons, rights, and processes for Termination of Employment.

If, in the implementation, non-conformities are not covered in this document and are considered important for one reason or another. In that case, the non-conformities will be further reviewed, and if it continues to be applied, it will be used as an addendum to this procedure.

And there is a difference in interpretation between this policy's Indonesian and English versions. In that case, the Indonesian version is the prevailing version. It will be used, and in the event of a request for discretion in implementing this policy, it must obtain prior approval from the President Director.

2. PURPOSE

The purpose of this Procedure is as an implementation guideline regarding the procedures for Termination of Employment by the applicable Laws and Regulations.

3. SCOPE

This Procedure applies to all Employee at PT Merdeka Copper Gold, Tbk. and its subsidiaries.

4. RESPONSIBILITY

4.1 Top Management


The Top Management must approve and sign all documents, including Company Policies, Procedures, Work Instructions, Forms, and other documents.

4.2 Management Representative

The HR department must cooperate with other departments to prepare and revise all documents, including Company Policies, Procedures, Work Instructions, Forms, and other documents.

4.3 Head of Department or Department Manager

The Department Head or Department Manager must review the relevant documented information, and ensure that subordinate staff are aware of any changes or updates to the document.

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5. PROCEDURE

5.1 Definition

1. The Company is PT Merdeka Copper Gold, Tbk. or its subsidiaries.
2. Employee are those who work at PT Merdeka Copper Gold, Tbk. or its subsidiaries.
3. Employment Relationship is the relationship between the Company and Employee based on the Work Agreement, which has elements of work, salaries, and orders.
4. Termination of Employment is the termination of the employment relationship due to a certain matter which results in the termination of the rights and obligations between the Employee and the Company.

5.2 General Standard


The Company is committed, responsible, and fair in submitting and resolving Termination of Employment by applicable laws and regulations and international labor standards, specifically The International Labor Organization Declaration on Fundamental Principles and Rights at Work and The Core International Labor Conventions.

5.3 General Terms

1. Company, Employee, and the Government make every effort to prevent termination of employment.
2. The efforts referred to in point 5.3 number 1 above are positive activities that can ultimately avoid termination of employment, including, among others, setting working time, saving, improving work methods, and providing guidance to Employee.
3. Only those authorized by the Company's Board of Directors may issue and sign the Employment Notification Form.

5.4 Reasons for Termination of Employment

1. Termination of Employment may be carried out for reasons as regulated in the applicable Laws and Regulations.
2. Termination of Employment can be carried out for reasons other than those stipulated in the applicable Laws and Regulations as long as it has been regulated and determined in the Company Regulations.
3. Other reasons for Termination of Employment, as referred to in point 5.3 number 2 above, do not conflict with the prevailing laws and regulations.


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5.5 Right to Termination of Employment


1. The right to Termination of Employment will be considered as stipulated in the applicable Laws and Regulations by the reasons for Termination of Employment.
2. The calculation of the right to Termination of Employment can be given differently, as stated in point 5.5 number 2 above, as long as it has been regulated and determined in the Company Regulations.
3. The difference in calculating the right to Termination of Employment, as referred to in point 5.5 in number 2 above, does not contradict the prevailing laws and regulations.

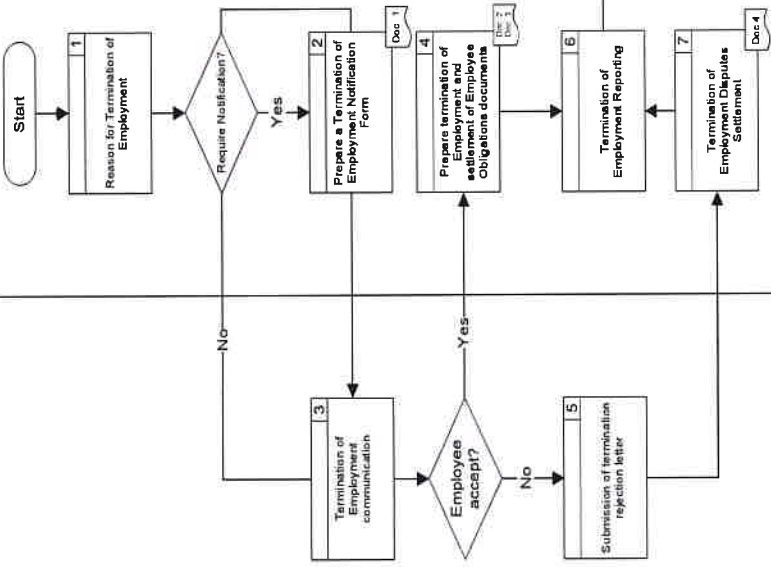
5.6 Termination of Employment Mechanism

1. In the event of Termination of Employment, the Company shall notify the Termination of Employment using a Termination of Employment Notification Letter submitted legally and appropriately by 14 (fourteen) working days before Termination of Employment.
2. If the Termination of Employment is carried out during a probationary period, the notification letter shall be submitted 7 (seven) working days before the Termination of Employment.
3. The Termination of Employment Notification Letter needs to be issued by the Company if:
 - a. The Employee and the Company terminate their employment relationship by the Specified Time Work Agreement;
 - b. The Employee reaches retirement age by the Employment agreement, Company Regulations.
4. If the Employee accepts the Termination of Employment, the Company shall report the Termination of Employment to the ministry in charge of government affairs in the Manpower Sector and/or the office in charge of provincial and district/city government affairs in the Manpower Sector.
5. If the Employee refuses the Termination of Employment, the Employee must make a rejection letter accompanied by reasons by 7 (seven) working days after receiving the notification letter.
6. In the event of a difference of opinion regarding the Termination of Employment, the settlement of the Termination of Employment must be carried out by the mechanism specified in the **Industrial Relations Dispute Settlement Procedure**.
7. While resolving disputes over the Termination of Employment, the Company and Employee must continue to carry out their obligations until the completion of the dispute resolution process.


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8. The Company may take action on the suspension of Employee in the Termination of Employment process by continuing to pay salary and other rights normally received by Employee.
9. When the Employment Relationship ends, the Employee must complete all of their obligations to the Company, including payment of debts to the Company and the return of the facilities provided by the Company to them as evidenced by an exit clearance form.

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EMPLOYEE	IR DEPARTMENT	DEPARTMENT/MINISTRY OF MANPOWER	PROCESS NOTES
<p>Process Workflow</p>  <pre> graph TD Start([Start]) --> 1[1 Reason for Termination of Employment] 1 --> D1{Require Notification?} D1 -- Yes --> 2[2 Prepare a Termination of Employment Notification Form] D1 -- No --> 3[3 Termination of Employment communication] 2 --> 4[4 Prepares termination of Employment and settlement of Employee Obligations documents] 3 --> D2{Employee accept?} D2 -- Yes --> 4 D2 -- No --> 5[5 Submission of termination rejection letter] 4 --> 6[6 Termination of Employment Reporting] 5 --> 7[7 Termination of Employment Disputes Settlement] 6 --> 7 7 --> 8[8 Receive Termination of Employment reporting] 8 --> Finish([Finish]) </pre>			<p>Process Description This procedure regulates the Termination of Employment process by the applicable laws and regulations and company regulations or collective labor agreements.</p> <p>Related Parties</p> <ul style="list-style-type: none"> Employee refers to the person who will experience Termination of Employment. IR Department refers to the person conducting the process of termination of employment until reporting to other related parties Department/Ministry of Manpower refers to the party that receives the termination report. <p>Document Doc.1: Termination of Employment Notification Form Doc.2: Exit Clearance Form Doc.3: Exit Interview Form Doc.4: SOP-IR-02-01 Industrial Relations Dispute Settlement </p>

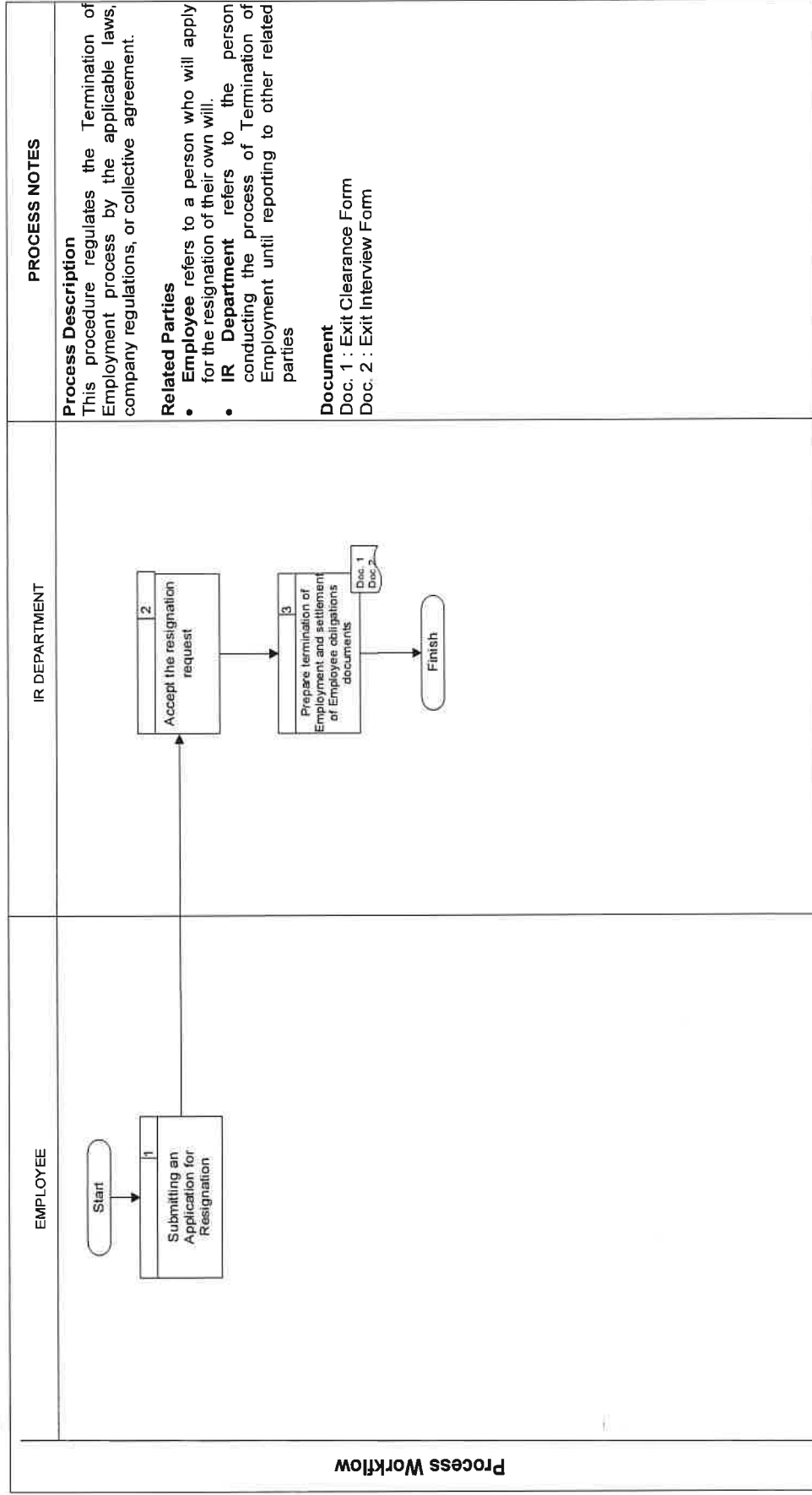
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5.7 Mechanism of Termination of Employment with the Reason of Employee Resigning of Their Own Will

1. Employee may resign of their own will, and must fulfill the following:
 - a. Submit a written application for resignation no later than:
 - i. 3 (three) months before the start date of resignation for Employee with General Manager level and above;
 - ii. 2 (two) months before the start date of resignation for Manager and Senior Manager;
 - iii. 1 (one) month before the start date of resignation for Employee with below Manager level.
 - b. Not bound by official bonding; and
 - c. Continue to carry out their obligations until the date of resignation.
2. Employee who resigns voluntarily, then when the Employment Relationship ends, the Employee fills out an exit interview form.
3. When the Employment Relationship ends, the Employee must complete all of their obligations to the Company, including payment of debts to the Company and the return of the facilities provided by the Company to them, as evidenced by an exit clearance form.

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5.8 Prohibition of Termination of Employment


1. Company is prohibited from terminating their employment for the following reasons:
 - a. Inability to come to work due to illness according to a doctor's statement for a continuous period not exceeding 12 (twelve) months;
 - b. Inability to carry out their work due to fulfilling obligations to the state by the provisions of laws and regulations;
 - c. Carry out the worship ordered by his religion;
 - d. Marry;
 - e. Pregnant, giving birth, miscarriage, or breastfeeding her baby;
 - f. Having blood ties and/or marital ties with other Employee in the same company;
 - g. Complain the Company to the authorities regarding the Company's actions which have committed criminal acts;
 - h. Different understanding, religion, political views, ethnicity, skin color, class, gender, physical condition, marital status; and
 - i. In a state of permanent disability, illness due to a work accident, or illness due to a working relationship according to a doctor's certificate whose recovery period cannot be ascertained.
2. Termination of Employment for reasons referred to in point 5.7, number 1 (one) above is null and void, and the Company will re-employ the Employee concerned.

6. ANNEXES

1. Termination of Employment Notification Form
2. Feedback to Termination of Employment Notification Form
3. Suspension Notice Form
4. Collective Agreement Form
5. Exit Clearance
6. Exit Interview Form
7. Termination of Employment Report Form

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Annex 1: Termination of Employment Notification Form

	TERMINATION OF EMPLOYMENT NOTIFICATION	Document number	MCG-FRM-IR-07-01
		Effective date	01 June 2023
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Subject : Termination of Employment Notification
Attachment : file

Dear XXX:

Mr/Ms

Name

Position

In place

The undersigned below

Name

Position : Board of Directors Authorization

Hereby notify you

Name

Employee ID

Position

Division/Department

Employment agreement : No. XXX, on DD/MM/YYYY

Due to the Company's consideration of several things that have occurred, starting from DD/MM/YYYY, the Company will terminate the employment relationship as stated in the employment agreement above. Upon terminating this employment relationship, you will receive a right of Rp XX (spelled out: XX Rupiah), with details as attached. The right will be paid through a bank transfer in your name no later than DD/MM/YYYY.

In connection with the foregoing, please provide a written response to us within a maximum of 7 (seven) working days from receiving this notification letter.

Thus this notification is delivered. Thank you for your attention.

Sincerely,


PT Merdeka Copper Gold, Tbk.

XXXXXXXX XXXXX

Board of Directors Authorization

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Annex 2: Feedback to Termination of Employment Notification Form

	FEEDBACK TO TERMINATION OF EMPLOYMENT NOTIFICATION	Document number	MCG-FRM-IR-08-01
		Effective date	01 June 2023
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Attention:

Management of PT

At Location

Subject : Feedback to Termination of Employment Notification

The undersigned below:

Name :
 ID Employee :
 Position :
 Division/Department :
 Employment Agreement : Number, date

Based on the company letter number dated regarding the Termination of Employment Notification that I received on, then I hereby accept/reject the Termination the working relationship.

Thank you

.....20...


Best regards,

Name

Title

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Annex 3: Suspension Notice Form

	SUSPENSION NOTICE FORM	Document number	MCG-FRM-IR-13-01
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Jakarta, DD-MM-YYYY

Number : .../MCG-Notification Letter/..202X
Attachment : -
Subject : **Suspension Notice**

Dear XXX.:
Mr/Ms.
Position
Division/Dept.
In Place

The undersigned below:

Name : XXXXXXXX
Position : Boards of Directors Authorization

Hereby notify you:

Name : xxx
Employee ID : xxx
Position : xxx
Division/Department : xxx

Due to the process of terminating the employment relationship between you and the Company, the Company has decided to suspend you. During the suspension period, the following provisions apply:

1. You shall not perform the duties, functions, and authorities as stated in the employment agreement or job description of your position;
2. You are not allowed to enter the Company's area unless there is a call from the Company;
3. You will continue to receive the usual salary without the benefits that are affected by your presence;
4. This suspension is effective from the date of DD-MM-YYYY until DD-MM-YYYY.


Thus this notice is delivered. Thank you for your attention.

Sincerely,
PT Merdeka Copper Gold, Tbk.

XXXXXXXX
Boards of Directors Authorization

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Annex 4: Collective Agreement Form

	COLLECTIVE AGREEMENT	Document number	MCG-FRM-IR-04-03
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COLLECTIVE AGREEMENT

Number: xxxxxxxxxxxx

The undersigned below:

I. Name :
Position : Board of Directors Authorization

In this case, acting for and on behalf of PT Merdeka Copper Gold, Tbk., a limited liability company established under the laws of the Republic of Indonesia, having its address at Treasury Tower 67th Floor, District 8 SCBD Lot. 28 Jl. Jendral Sudirman Kav. 52-53, South Jakarta 12910 (hereinafter referred to as the "First Party"); and

II. Name :
Position :
Address :

In this case, acting for itself (hereinafter referred to as the "Second Party").

The First Party and the Second Party are collectively referred to as the "Parties". The Parties hereby first explain the following matters:


- The Parties have signed an Indefinite Time Work Agreement (from now on referred to as the "Employment Agreement").
- The Parties agree to terminate the employment relationship in the Employment Agreement as referred to in point A above.

As intended above, the Parties agree to bind themselves in a Collective Agreement with the provisions as set out as follows:

- The Parties agree to terminate the employment relationship effective as of the DD/MM/YYYY (hereinafter referred to as the "Effective Date").
- The First Party will pay the remaining rights to the Second Party as a result of the termination of the employment relationship as referred to in point 1 (one) above in the amount of Rp 0,- (Zero Rupiah), with details as Attachment 1 (one). The prevailing laws and regulations will deduct the compensation paid from the tax and consider the value of loans and other deductions that have yet to be settled by the Second Party to the First Party (if any).
- The First Party will pay the compensation referred to in point 2 (two) above on the nearest payroll/salary payment date.
- The First Party will change or delay or cancel the payment of compensation as referred to in point 2 (two) above if:
 - The Second Party takes the remaining leave rights up to the Effective Date;
 - The Second Party acts or does not perform an obligation that may ultimately harm the First Party.

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	COLLECTIVE AGREEMENT	Document number	MCG-FRM-IR-04-03
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5. The **Second Party** agrees not to disclose any confidential information at any time to any party, including but not limited to:
 - c. Processes, methods, company secrets, and/or records during employment with the **First Party**; and
 - d. Any information regarding the business or strategy of the **First Party** obtained during or as a result of employment with the **First Party**, and make any statements that may materially damage or harm the good name of the **First Party**.
6. The **Second Party** hereby grants an irrevocable power of attorney to the **First Party** to register this Agreement with the Industrial Relations Court at the **South Jakarta District Court**.
7. The **Parties** agree not to file a lawsuit or lawsuit in any form and to any party regarding employment matters after the end of the employment relationship for any reason, and the **First Party** has paid as in point number 2 (two) above.

Thus, this Collective Agreement is made by The Parties based on the laws and regulations in force in the Republic of Indonesia, signed in a state of consciousness and without coercion from any party, in 2 (two) original copies and sufficiently stamped, each of which has the same legal force. Furthermore, each party must carry out this Collective Agreement in good faith.

Jakarta, DD-MM-YYYY
First Party


Second Party

Board of Directors Authorization

XX
Position

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PT MERDEKA COPPER GOLD, Tbk.		Document number	MCG-SOP-IR-05-03
	TERMINATION OF EMPLOYMENT	Effective date	01 October 2023
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Annex 5: Exit Clearance Form

	EXIT CLEARANCE	Document number	MCG-FRM-IR-09-01
		Effective date	01 June 2023
		Revision to	01
		Number of page	1 of 1

Employee Name :
 ID Employee :
 Position :
 Division/Department :


Department	Item	Status* (v / x)	Note	Approval
	1. Job Handover			Direct Supervisor
	2. Files/Documents			
	3. Desk Keys			
	4.			
	5.			
	6.			
	7.			Name :
	8.			Date :
Finance & Accounting	1. Cash Advance			Finance Manager
	2. Outstanding Loans			
	3.			
	4.			
	5.			
Corporate Service	1. ID card & Access Card			HCO&CS Manager
	2. Company Vehicle/Key			
	3. Hand Phone			
	4. SIM card			
	5. Name Card/ Business Card			
	6. Outstanding Leave			Name : Date :
	7. Company's Uniform			
	8. Medical Insurance Card			
IT	1. Computer/Laptop			IT Manager
	2. Email Access Deletion			
	3. System Access Deletion			
	4. Data of Company Property			
	5.			

* √ : returned or no issue / X : pending or need action

Name :
 Date :

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Annex 6: Exit Interview Form

	EXIT INTERVIEW	Document number	MCG-FRM-IR-10-01
		Effective date	01 June 2023
		Revision to	01
		Number of page	1 of 2

Your opinion while working at PT Merdeka Copper Gold, Tbk. is very important in efforts to maintain and promote a positive work environment. We ensure that your valuable input will be kept confidential. For this reason, please provide a complete, clear, and honest answer.

Employee Name : _____
 ID Employee : _____
 Position : _____
 Division/Department : _____

- What was the main reason you left the Company?

- Is there anything the Company can do to prevent you from leaving the Company?

- Would you recommend this Company to your friends as a good place to work?

- What suggestions can you give to make PT Merdeka Copper Gold, Tbk. be a better place to work?

- From the Company's values, state what values you think have not been implemented properly along with the reasons!


- How would you rate your superior on the following:

	Always	Often	Sometimes	Never
a. Demonstrate fair and equitable treatment	()	()	()	()
b. Appreciate the work performance of his staff	()	()	()	()
c. Resolving grievances and problems	()	()	()	()
d. Provide feedback and suggestions	()	()	()	()
e. Carry out career development of its staff	()	()	()	()
- How do you rate things in your Department:

	Very Good	Good	Fair	Bad
a. Cooperation within your Department	()	()	()	()
b. Collaboration with other departments	()	()	()	()
c. Communication within the Department	()	()	()	()

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	EXIT INTERVIEW	Document number	MCG-FRM-IR-10-01
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d. Others: () () () ()

8. How would you rate the following:

	Very Good	Good	Fair	Bad
a. System/Career Management	()	()	()	()
b. Performance appraisal system	()	()	()	()
c. Opportunity to grow	()	()	()	()
d. Compatibility of salary received with task/position	()	()	()	()
e. The company's concern for employee well	()	()	()	()
f. Company facilities	()	()	()	()
g. Occupational safety and health	()	()	()	()

9. What will you do after you resign from PT Merdeka Copper Gold, Tbk.?

- () Working in another company
 () Entrepreneur/self-employed
 () Others

10. Mention any additional comments you want to convey!


.....

Name: _____


Date : _____

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Annex 7: Termination of Employment Report Form

	TERMINATION OF EMPLOYMENT REPORT	Document Number	MCG-FRM-IR-11-01
		Effective Date	01 July 2023
		Revision to	01
		Number of page	1 of 2

Number :
Attachment :
Subject : Termination of Employment Report

Dear Mr./Ms./Mrs.
Head of Agency
In Place

The undersigned below:

Name :
Title :
Company :
Address :

Based on the previous communication between the Company and Employee regarding termination of employment, we hereby report:

1. The employment relationship between the Company and our Employee has ended due to termination of employment.
2. The Company has implemented a termination mechanism by the applicable laws and regulations.
3. The Company provides compensation and other rights for termination of employment by the prevailing laws and regulations.
4. As for the list of Employees as referred to in number 1 (one) above and the reasons for termination of employment as referred to in number 2 (two) above, we attach this letter.


Thank you for your attention.


Best regards,

Name _____
Title _____

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	TERMINATION OF EMPLOYMENT REPORT	Document Number	MCG-FRM-IR-11-01
		Effective Date	01 July 2023
		Revision to	01
		Number of page	2 of 2

Attachment:

List of Employee and Reason for Termination of Employment :

No.	Name	Employee ID	Title	Division/ Department	Reason for Termination of Employment	Effective Termination of Employment
1.						
2.						
3.						
etc.						

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