

LABOUR MANAGEMENT BOOK OF COMPANY [] YEAR []

| No. | Full name | Date of birth | Gender | Nationality | Identity card/ Citizen identity/ Passport | Residential address | Professional and technical qualifications | Vocational grades and skills | Type of labour contract | Commencing date of work | Job title | Salary | | | Pay raise | Statutory insurance | Number of annual leave per year | Number of overtime | Training | Labour discipline, material liability | Occupational accident and disease | Point of termination of labour contract | Reason for termination of labour contract | |
|-----|-----------|---------------|--------|-------------|---|---------------------|---|------------------------------|-------------------------|-------------------------|-----------|-------------|------------------|--------------------------|-----------|---------------------|---------------------------------|--------------------|----------|---------------------------------------|-----------------------------------|---|---|--|
| | | | | | | | | | | | | Salary rate | Salary allowance | Other additional amounts | | | | | | | | | | |
| 1 | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | | | | | | | | | | |

