

 	<b>RETIREMENT POLICY</b>	DOCUMENT NO.:	2P-SS-05.11
		EFFECTIVE DATE:	July 18, 2016
		REVISION NO.	0
		DEPARTMENT	Human Resources

## Objective

To provide information to all employees of F2 Logistics Philippines, Inc. and F2 Global Logistics Inc.

## Scope

The policy applies to all employees of F2 Logistics Philippines, Inc. and F2 Global Logistics Inc.

## Coverage

All regular and full-time officers and employees of the Company who are considered having Regular Employment Status.

## Policy

Upon retirement, whether for normal or late retirement, an Employee shall be entitled to receive an amount equal to 100% to final monthly basic pay for every year of service in accordance with Republic Act No. 7641.

## Normal Retirement

The normal retirement date of an Employee shall be the first day of the month coincident with or next following his attainment of age sixty (60), provided he/she has rendered at least five (5) years of Continuous Service.

AGE	Years of Service	Multiplier
60	At least 5	100% of monthly salary x years of service

**DDC:** Please refer to printed files for signatures of approvers.

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## Late Retirement

Any Employee may, with the consent of the Company remain in active service after his/her normal retirement date and continue to earn retirement credits, but not beyond his/her attainment of age sixty five (65). Such deferred retirement, however, shall be on a case to case basis.

AGE	Years of Service	Multiplier
65	>/< 10	100% of monthly salary x years of service

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