

|  |  |                 |                 |
|--|--|-----------------|-----------------|
| <br> | <h1 style="text-align: center;">RETIREMENT<br/>POLICY</h1> | DOCUMENT NO.:   | 2P-SS-05.11     |
|  |  | EFFECTIVE DATE: | July 18, 2016   |
|  |  | REVISION NO.    | 0               |
|  |  | DEPARTMENT      | Human Resources |

## Objective

To provide information and guidelines 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.

**Any printed and saved copy of this document is considered uncontrolled**

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

## 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 |

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

**Any printed and saved copy of this document is considered uncontrolled**