Handbook

For

Foreign Employees

Of

Prince of Songkla University
Preface

This Handbook for Foreign Employees of Prince of Songkla University is made by the Personnel Division. It contains the regulations for foreign university employees.

We would like to express our appreciation to Dr. Boon Chantaksinopas and the International Affairs Office for translating these staff regulations into English which lead to the completion of this handbook. We will gladly accept any suggestion concerning the mistakes which may have occurred within this handbook, for further improvement in the future.

Personnel Division

November 2009
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Prince of Songkla University

Relevant Information for Foreign Employees of the

University

Employment, Promotion, Discipline and Benefits

Prince of Songkla University personnel consist of two distinct categories of members: civil servants and university employees. Since October 1999, all new personnel recruited are in the second category only. All the university employees, whether employed using government-allocated budget or non-government-allocated budget, are governed by the same personnel administrative regulations. This handbook contains relevant information deemed helpful to new employees. This English version is intended for foreign employees of the University.

1. Classification of University Employees:

University employees are classified into three main groups: academic staff, administrative staff and professional staff. The academic staffs are sub-divided into four ranks: lecturers, assistant professors, associate professors and professors.

2. Employment and Duration of Employment:

The duration of employment stipulated in the initial employment contract or each subsequent contract is usually not in excess of 5 years. However, an employee with the rank of associate professor or professor who has been in employment for more than 5 years will be eligible for employment with a duration of contract extending until the employee is 60 year old.
3. Salary and Allowance:

At the present, the lower and upper limits of salary for academic staffs are as follows:

<table>
<thead>
<tr>
<th>Rank/Degree</th>
<th>Minimum Salary (baht)</th>
<th>Maximum Salary (baht)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>11,910</td>
<td>50,310</td>
</tr>
<tr>
<td>Master’s Degree</td>
<td>14,550</td>
<td></td>
</tr>
<tr>
<td>Ph.D.</td>
<td>19,670</td>
<td></td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>18,800</td>
<td>71,180</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>23,120</td>
<td>75,830</td>
</tr>
<tr>
<td>Professor</td>
<td>34,850</td>
<td>89,660</td>
</tr>
</tbody>
</table>

Apart from the salary, each foreign employee is entitled for an additional allowance of 10,000 baht per month.

4. Special Allowance: (for academic employees holding Ph.D. degrees or equivalent)

4.1 An academic employee who signs an agreement to participate in the “Ph.D. Holder Development Program” will obtain a participatory allowance of 5,000 baht per month for a duration specified in the agreement.
4.2 An academic employee who works in a campus of the university for a consecutive period of not less than 5 years, and satisfies other requirements stipulated by the university, will obtain a retainer allowance as follows:

4.2.1 An academic employee who works in Pattani campus is entitled for a retainer allowance of 300,000 baht.

4.2.2 An academic employee who works in other campuses is entitled for a retainer allowance of 200,000 baht

5. **Salary Increase**:

An employee will normally have a salary increase once a year. Any employee who has been employed for at least 8 months in a fiscal year and has passed his/her performance appraisal with a score of 70% or more, is entitled for a salary increase for the next fiscal year (starting from 1st October). The amount of salary increase in any year will not be more than 10% of the existing salary.

6. **Welfare**:

The range of welfare arranged for or provided to an employee by the university are as follows:

6.1 Social security scheme (the employee must contribute 5% of his/her salary but not exceeding 750 baht per month)

6.2 Accommodation (for those who satisfy criteria laid out in the university accommodation regulation)
6.3 Reimbursement for medical service cost borne by the employee or his/her direct lineage that is not covered by the health insurance of the social security system. The amount of reimbursable expenses must not exceed 10,000 baht/year/employee.

6.4 Tuition fee subsidy for dependent children (not exceeding half the amount reimbursable by a civil servant of the university).

6.5 Provident fund (the employee contributes 3%-5% of his/her salary and the university contributes the matching fund of the same amount)

6.6 Loan scheme at low interest rate or no interest (the same privilege as that of a civil servant)

6.7 Member of the university employee fund

6.8 Member of the university welfare fund

6.9 Special privilege for the employees’ children during the selection process for the university-supervised secondary school in Hatyai Campus or the demonstration school of the university in Pattani campus.

7. Provident Fund:

A provident fund has been set up by the university to secure the financial futures of employees, as well as their dependents, after reaching retirement age, leaving the university, having disability problems or dying. The benefits received from the fund are in the form of a one-time payment.
The administration of the fund is under the board of fund committee, through a financial management company. The current financial management company, hired to manage the fund, is the provident fund management of Siam Commercial Bank, a company listed on the Stock Exchange of Thailand.

Membership of the provident fund is not mandatory. Any employee of the university who wants to be a member of the university provident fund must submit his/her application within 15 days after becoming the university employee. The membership status will become effective after the fund management committee has approved the application. Late applications will not be accepted unless granted permission by the board of committee, on a case by case basis.

The board of fund committee consists of two distinct groups of members: eight persons nominated by the university and eight persons elected by the members of the fund. Each committee member may hold office for a period of two years.

An employee who has resigned as a member of the provident fund will be permitted to renew membership only once. However, the new application will be permitted only after at least 3 months has elapsed after the resignation.

Each member must contribute 3%-5% (depending on the length of time of the membership), of his/her salary to the fund. The university will contribute a matching fund of exactly the same amount to the fund at the same time. The amount contributed will be as shown below.
<table>
<thead>
<tr>
<th>Length of time of membership</th>
<th>Employee’s Contribution (% of salary)</th>
<th>Matching Contribution by university</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 2 years</td>
<td>3</td>
<td>The same as employee</td>
</tr>
<tr>
<td>≥ 2 years but less than 5 years</td>
<td>3 - 4</td>
<td>The same as employee</td>
</tr>
<tr>
<td>≥ 5 years</td>
<td>3 - 5</td>
<td>The same as employee</td>
</tr>
</tbody>
</table>

An employee who has been a member of the provident fund for at least 2 years may apply for a change in the rate of contribution, once a year. The application must be submitted within the August of the same year.

When the membership in the fund expires, the member shall receive the total amount of his/her contribution back, including all the interest accrued. In addition, depending on the length of time of the membership, a portion or the total of the matching fund and interest accrued will be paid to the employee. The amount of the matching fund and interest paid will be as follows:

<table>
<thead>
<tr>
<th>Length of time of membership</th>
<th>Paid back portion of matching fund and interest accrued (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 2 years</td>
<td>0</td>
</tr>
<tr>
<td>≥ 2 year but less than 4 years</td>
<td>50</td>
</tr>
<tr>
<td>At least 4 years</td>
<td>100</td>
</tr>
</tbody>
</table>
However, 100% of matching fund and interest accrued will be paid to the employee or beneficiary, irrespective of duration of employment, under following conditions:

1. Death.
2. The employee is declared mentally ill or legally becomes a disabled person.
3. The employee is having serious illness or permanent physical impairment that makes him/her unable to carry out the inherent requirements of employment.
4. The provident fund is dissolved.

If the employee is dismissed on serious disciplinary charged, or is found to breach the provident fund regulations or stipulation, the total corresponding matching fund and interest will be transferred to the university as revenue.

8. Professional Advancement:

8.1 Academic staff with a bachelor’s degree is encouraged to further his/her study for a master degree within 2 years.

8.2 Academic staff with a master’s degree is encouraged to further his/her study for a Ph.D. degree within 3 years or to submit for a position of assistant professor within 6 years.

8.3 Academic staff with a Ph.D. is encouraged to submit for a position of assistant professor within 3 years.

8.4 Academic staff with the rank of assistant professor is encouraged to submit for a position of associate professor within 5 years.
9. Criteria and Procedure for Promotion of Academic Staffs:

There are two methods for promotion to higher academic ranks: normal and special.

Normal method:

To be eligible to apply for a promotion to a higher academic rank, the applicant must be the holder of the next lower rank for a specified minimum period. The assessment of works submitted for evaluation will be on the basis of peer review with emphasis on quality of teaching, academic output, and adherence to proper ethics and academic code of conduct. The specified minimum requirements for eligibility, teaching materials and academic output required for assessment are as follows.

9.1 Minimum requirement for eligibility

<table>
<thead>
<tr>
<th>Current academic rank</th>
<th>Aspired-to academic rank</th>
<th>Minimum requirement for eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer</td>
<td>Assistant professor</td>
<td>A bachelor degree holder and has been lecturer for at least 9 years; or a master degree holder and has been lecturer for at least 5 years; or a Ph.D. degree holder and has been lecturer for at least 2 year.</td>
</tr>
<tr>
<td>Assistant professor</td>
<td>Associate professor</td>
<td>Has been an assistant professor for at least 3 years</td>
</tr>
<tr>
<td>Associate professor</td>
<td>Professor</td>
<td>Has been an associate professor for at least 2 years</td>
</tr>
</tbody>
</table>
9.2 Requirements for Teaching or Teaching Related Materials:

For a promotion to the rank of assistant professor, assessment of prepared lecture notes on a subject taught is required.

For a promotion to the rank of associate professor, assessment of detailed lecture notes on a subject taught is required.

For a promotion to the rank of professor, assessment of a text book on a subject taught is required.

In addition, for all levels of promotion, results of appraisal by students about teaching performance will also be required for assessment.

9.3 Requirements for Academic Output:

Academic output submitted for assessment may be separated into 6 categories: published articles, text books, academic books, research articles, translation of academic works and other relevant academic works.

Normally, at least one research article is required, accompanied by another academic output of different category.

Special method:

By special method, it means that the requirement of 8.1 may be waived. However, the passing standard for assessments will be much higher than those of the normal method.

9.4 Ethics and academic code of conduct

To assess an academic position, the university considers the following ethics and academic code of conduct:
1. One must have academic honesty: not represent others’ output as 
is his own, not copy other people’s output, and not re-publish his own output on the 
same theme in more than one academic journal leading to the misunderstanding that 
it is a new output.

2. One must honor and refer to the person or data resources used in 
the academic output as well as show the evidence of research.

3. One must not neglect or violate others’ personal rights and human 
rights.

4. One’s academic output must demonstrate academic principles 
without prejudice and present reality: One must not intend to change the research 
results for personal benefit or to cause damage to others and must not expand 
discoveries without verifying them academically.

5. One must use academic output fairly and legally.

9.5 Participation in Academic output

1. Academic output submitted for assessment must belong to the 
Person who conducted the research and who is submitting for the new position.

2. If the person who is submitting for the new position is a writing 
partner in the output, he must take part no less than 50% and must be the main 
person who conducted the research.

3. Proportions of participation in academic output:

3.1 Research output or other categories of academic output

1) The person who is submitting for a new position must have 
at least 50% participation in the output.
2) In a case of submitting research outputs in which his participation is less than 50%, the research outputs submitted must be the in same area or must be part of a research program. The total contribution to the research output must be no less than 50%.

3.2 Composition output of textbooks, books or academic articles

1) The person who is submitting for a new position must have at least one output in which his participation is no less than 50%.

10. Job Description Standard for Academic Staffs:

Apart from the minimum requirement of the teaching obligation, all academic staffs of any rank must produce academic output according to this standard requirement.

10.1 An assistant professor should publish research articles or produce other equivalent work, at an average of one piece per year. Alternatively, an average of two pieces per year is required if they are review articles.

10.2 An associate professor should publish research articles, or produce other equivalent work, at an average of two pieces per year.

10.3 A professor should publish research articles of internationally recognized standard, or produce other equivalent work, at an average of one piece per year. Alternatively, an average of two pieces per year is required if they are textbooks or academic books.
11. Appraisal of Performance:

Appraisal of knowledge, skills, abilities, efficiency and deficiency of a university employee will be carried out on a regular basis, with the purpose of providing information for making decision to re-employ, terminate employment, improve the condition of employment and recommend a salary increase. The appraisal of performance will be carried out by a committee nominated by the employing unit.

12. Leave of Absence:

A university employee is eligible for the following leave of absence:

12.1 Sick leave
12.2 Personal leave
12.3 Vacation/annual leave
12.4 Matrimony leave
12.5 Ordination leave (or Hajj leave)
12.6 Ordered balloting for military conscription leave/Short duration ordered military training leave

13. Career Development:

The university is committed to the continued growth and development of all personnel. Career development opportunities may include, but not limited to, the following examples:

13.1 Trainings
13.2 Attending conferences
13.3 Studying for a higher degree
13.4 Sabbaticals
13.5 Extramural research activities
13.6 Study tours

14. Termination of Employment:

Employment may end in the following situations:

14.1 Death
14.2 Resignation
14.3 Contract termination
14.4 Expiry of contract (without re-employment)
14.5 Retirement (at the age of 60 years)
14.6 Dismissal
14.7 Abolishment of the unit that the employee works for, redundancy, or abolishment of the position hold by the employee.

An employee may be dismissed on the following grounds:

1. Prolonged illness so that it seriously affects normal duty performance;
2. Unbecoming conduct detrimental to his/her position, or professional incompetency or neglect of duty;
3. Fail in performance evaluation;
4. Found to be deficient in criteria for eligibility for employment;
5. Given imprisonment sentence, and the sentence is implemented; (if it is a misdemeanor or guilty by negligent, the university may not carry out the dismissal)
6. Other situations as stipulated by the university.
15. Resignation:

An employee who wishes to resign before the expiry of the contract must tender his/her resignation at least 30 days before the intended resigned date.

16. Ethics and Code of conduct for Academic Staffs:

16.1 It is expected that all university personnel should adopt as their guiding motto the dedication statement of the university from the famous words of HRH Prince Mahidol, the King’s father: “Let consideration of personal gain take second place for the overall benefit of man kind Prestige and wealth are natural reward for a just and sincere dedication to work”.

16.2 Academic staffs should aim to build up his/her expertise and body of knowledge through researches.

16.3 Academic staffs should conduct their research in compliance with the ethics and code of conduct as stipulated by the Office of the National Research Council of Thailand.

16.4 Academic staffs should uphold the concept and practice of intellectual freedom. This exercised freedom should not influence by bias, personal gains or contravene accepted ethical standard.

16.5 Academic staffs should strive towards maintaining and preserving Thai tradition and culture.

16.6 Academic staffs should perform his/her duty with honesty, dignity, perseverance, selflessness, and avoiding conflict of interest.
16.7 Academic staffs should be responsive, courteous and helpful to colleagues, students, other personnel of the university and members of the community.

16.8 Academic staffs should continually keeping up with the advancement of knowledge and practice in their filed of interest.

16.9 Academic staffs should foster solidarity among their colleagues and other university employees, and should actively participate in university development programs.

16.10 Academic staffs should behave themselves in a responsible manner with regard to others, community and the country.

16.11 Academic staffs should conduct themselves personally and professionally in a manner such that they are looked upon as role models by students and community.

16.12 Academic staffs should conduct their teaching with the best of their abilities with honesty, compassion and impartiality.

17. Discipline, Grievance, and Appeals:

Disciplinary rules provide guidance on the standard behaviors that the university expects of its employees. Breaching of these rules will lead to disciplinary actions which may result in probation, suspension of employment, or dismissal. Employees who are charged with disciplinary violations and disagree with the decisions handed out have the right of appeals.
The disciplinary sanctions to be determined by the university will be as laid out in detail in the university policy on discipline, grievance and appeals. The main content of the policy is as mentioned below.

17.1 Disciplinary rules for university employees:

The employees should familiarize themselves with the “do and don’t” summarized below:

- Always adhere to the rules and regulations stipulated by the university.
- Be supportive of the democratic form of administration.
- Perform duties carefully, with honesty, impartiality, perseverance.
- Devote themselves to their duties for the benefit and advancement of the university.
- Conduct themselves according to the laws, university regulations, cabinet resolutions, government policy and tradition.
- Be alert to any development or events which may put the country at risk or in danger, and be prepared to participate in action which may prevent that risk or danger.
- Help keep secrets on matters of confidentiality for the university.
- Do not contradict their superior’s rightful instructions.
- Do not practice insubordination nor willfully by-pass their immediate superiors in discharging their duties.
- Do not lie to their superiors.
- Be courteous and helpful to colleagues and always foster solidarity.
- Be polite and helpful, as well as not harass nor intimidate, anyone seeking services from the university, and be impartial in performing these services.

- Do not seek or let anyone seek personal gains on his/her own behalf, which will demean their positions or dignity, or cause them to lose impartiality.

- Do not take up the position of managing director or manager of any company.

- Be politically impartial in discharging their duties concerning any controversial political issues and adhere to the government regulations on political ethics for civil servants dealing with people, mutatis mutandis.

- Keep up their reputations by avoiding doing anything which may be construed as misconduct.

It is the responsibility of the superior officer to encourage his/her officers to aspire to the highest standard of conduct. It is also their responsibility to initiate disciplinary procedure if legitimate complaints of alleged breaches of discipline are lodged. There are 5 levels of disciplinary measures which may be handed out to an employee: warning, probation, reduction of salary, termination of employment, and dismissal.
17.2 Disciplinary Procedure:

When a legitimate complaint of alleged violation of discipline is lodged and there is a reasonable cause to believe that there is a misconduct, prompt action must be taken by appropriate authority to investigate and resolve the problem quickly and fairly.

Normally, a misconduct investigation committee will be nominated. It is the committee responsibility to notify the employee in writing and in sufficient detail, to enable the employee to understand the precise nature of the allegations and to properly consider and respond to them. The committee must provide an adequate opportunity for the employee to be interviewed and present his/her case in answer to the allegations.

The misconduct investigation committee has the authority to interview any person it thinks fit to establish the merits or the facts of the case, or to take into account such further materials as it believes appropriate to substantiate or invalidate the facts in dispute. If the committee comes to the conclusion that the case has no merit, the case should be dropped. If it comes to the conclusion that the employee indeed violated the disciplinary rules, it must submit a report to that effect as well as state that it is a serious or not-serious misconduct. The report must include a proposal to the university for an equitable sanction recommendation.

A not-serious misconduct case

It falls within the authorities of a vice president, dean of a faculty, and director of a college, center, or institute, as the case may be, to impose a sanction of a given warning, a probation, or a salary reduction of not more than 5% for a period not exceeding 2 months.
A serious misconduct case

It falls within the authority of the university president to either terminate an employment contract or to order dismissal.

17.3 Appeals Procedure:

For a misconduct (not-serious) case, the employee may appeal in writing to the president of the university within 30 days after having been notified of the official sanction.

For a serious misconduct case, the employee may appeal in writing to the university council within 30 days after having been notified of the official sanction.

In counting the days towards the submission of the appeal, the first day is the day the employee received the official notification of the sanction. If the last day or the thirtieth day falls on a weekend or a public holiday, the last day will be postponed to the next working day.

1. Only the employee who was sanctioned has the right of appeal. Appeal by proxy will not be accepted.

2. The appealer has the right of access to the final report of the misconduct investigation committee. The access to other documentary evidence, upon which the sanction was imposed, resides in the discretion of the person who officially ordered the sanction. The decision to release or withhold any documentary evidence is on a case-by-case basis, depending on the necessity and possible detrimental effects of keeping up the discipline.
3. If the sanction is overturned, and the employee is found to be clear of the allegation of misconduct, he/she will be eligible for the full amount of salary deducted or withheld.

4. If the employee has a reason not to agree with the decision of the appeal committee, or if the personnel administrative committee or the university council cannot make the decision on the appeal within 90 days, the employee has the right to submit the case for the administrative court.

17.4 Grievance procedure:

An employee who has cause for grievances concerning actions of his/her superior or actions of the administrative officers of the university has the right to raise these grievances. Grievances against one’s superior may include discriminating action, impartiality, delaying action to cause a loss of certain benefits, or neglecting to assign an appropriate work load.

The right to raise grievances is limited to the person or persons directly affected by the situation. If the causes of the grievances do not involve the president of the university, the grievance complaint must be submitted to the president. If it involves the president, it must be submitted to the university council. The grievances must be raised within 30 days after they are known to have occurred.
Contract Form

and

Other Forms
# Application for Selection for Employment

**Position:**

---

**Faculty/unit applying for:**

---

**Desired salary:**

---

**Type of work desired:**

- [ ] Full Time
- [ ] Part Time
- [ ] Either

---

## 1. General Information:

**Identity Card No:**

---

**Name:**

---

**Surname:**

---

**Sex:**

- [ ] Male
- [ ] Female

**Date of birth:**

---

**Age:**

---

**Year:**

---

**Nationality:**

---

---

## 2. Contact Address:

**Address:**

---

**Sub-village No:**

---

**Village:**

---

**Alleyway:**

---

**Road:**

---

**District/Precinct:**

---

**Amphur:**

---

**Province:**

---

**Postal Code:**

---

**Phone:**

---

**E-mail:**

---

---

## 3. Education Record:

**Bachelor Degree:**

- **Degree Conferred:**

---

- **Field:**

---

- **Institute:**

---

- **Year of Graduation:**

---

**GPA:**

---

**Master Degree:**

- **Degree Conferred:**

---

- **Field:**

---

- **Institute:**

---

- **Year of Graduation:**

---

**GPA:**

---

**Ph.D. Degree:**

- **Degree Conferred:**

---

- **Field:**

---

- **Institute:**

---

- **Year of Graduation:**

---

**GPA:**

---

**Other:**

- **Degree Conferred:**

---

- **Field:**

---

- **Institute:**

---

- **Year of Graduation:**

---

**GPA:**

---

---

## 4. Employment Record: (List the most recent first)

- **Place of Work:**

---

**Position:**

---

**From:**

---

**To:**

---

**Salary:**

---

**Reason of Leaving:**

---
- Place of Work: .................................................................
  Position: .................................................................
  From: (date) .................................................... To (date) ............................................
  Salary: ............................................................... Baht
  Reason of Leaving: ...................................................

- Place of Work: .................................................................
  Position: .................................................................
  From: (date) .................................................... To (date) ............................................
  Salary: ............................................................... Baht
  Reason of Leaving: ...................................................

5. Language Proficiency:
<table>
<thead>
<tr>
<th>Speak</th>
<th>Read</th>
<th>Write</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Very Good</td>
<td>□ Very Good</td>
<td>□ Very Good</td>
</tr>
<tr>
<td>□ Good</td>
<td>□ Good</td>
<td>□ Good</td>
</tr>
<tr>
<td>□ Fair</td>
<td>□ Fair</td>
<td>□ Fair</td>
</tr>
<tr>
<td>Other Language(specify)</td>
<td>□ Very Good</td>
<td>□ Very Good</td>
</tr>
<tr>
<td></td>
<td>□ Good</td>
<td>□ Good</td>
</tr>
<tr>
<td></td>
<td>□ Fair</td>
<td>□ Fair</td>
</tr>
</tbody>
</table>

6. Computer Knowledge: (specify) .................................................................

7. Academic Work: (specify) .................................................................

8. Other Special Experience: (specify) .................................................................

(Signature) .................................................................................................................... applicant

(..........................)

Date: ........................./........................./...........................

Note: Please give as much detail as applicable for your own benefit. Additional CV or relevant documents may be attached to this form.
1. I, Mr./Mrs./Ms. ............................................. Surname................................................
   Born on: Date ......................................... month. ........................................ year.
   Extraction: ........................................ Nationality: ......................................... Religion: ........................................
   Place of birth: Sub-district: ........................................ District/County. ........................................
   Province/State........................................ Country........................................

2. Marital status: □ Single □ Married □ Widow/Widower □ Divorced □ Separate

3. Spouse:- Name ................................ surname(at birth) ........................................
   Profession........................................

4. Father:- Name ................................ Profession........................................
   Mother:- Name ................................ Profession........................................

5. Address: No. ................................... Lane ........................................ Road. ........................................
   District ........................................ Province........................................
   Postal code ..................................... Tel ........................................ Mobile phone. ........................................

6. Ordination record: Temple ................................ Date. ........................................

7. Previous military service/police service record: Service(if it is military) ........................................
   Unit........................................
   Starting date of service ................................ ending date of service ........................................

8. Other special experience:
   (or special knowledge) ........................................

9. Previous work experience: (place of work, position, duration of work)
   ........................................
   ........................................
   ........................................

10. Passing selection for the position of :
    ranking No. ................................... on the list of applicants passing the selection process, posted on (date) ........................................
    ........................................

I hereby certify that all the information stated herein is true and correct.

(Signature) ........................................

........................................

Employee

Date ................................ month ................................ year ........................................
Prince of Songkla University

Application for the University Identity Card/ Renewal of Identity Card

(Address) ..................................................................................................................
..................................................................................................................

(Date) ..................................................................................................................
..................................................................................................................

1. I, Mr./Mrs./Ms. ..................................................................................................
Surname ...............................................................................................................
Born on: Date .......................................................... month.............. year.............. age.............. blood group...................
Extraction: .......................................................... Nationality: .....................

2. Address (where the applicant's name is listed as a person of the house):

No. ................................................ Lane........................................ Road..........................
District........................................................................ Province..................
Postal code.................................................. Tel.................................. Mobile phone..........

3. Thai national identification number (13 digit code): ..................................................

4. Residing/contacting address:

No. .............. Lane............................... Road..........................................
District........................................................................ Province..................
Postal code.................................................. Tel.................................. Mobile phone..........

5. Employment status: □ Civil servant □ Employee □ Fixed-time employee □ Temporary employee
□ Retired employee □ Employee hired using non-government allocated budget

6. Organisational unit belongs to: Department/Unit ..................................................

..................................................................................................................
Faculty/Center .................................................................................................

7. Title and position classification level hold: .........................................................

The applicant wishes to submit the request for the university identity card to the president of the university, for the case,

□ for the first time □ renewal of ID card

□ new ID card request because of, □ change of position/promotion □ change of name
□ change of surname □ change of name and surname
□ damaged ID card □ Other

□ one photograph attached □ other additional documents are attached (tick the box if any)

I hereby certify that all the information given in this application is true and correct.

(Signature) ..........................................................................................................
applicant ..........................................................................................................

(to be completed by the personnel officer):

□ Processed
□ Returned because..................................................................................................

..................................................................................................................

(signature) ........................................................................................................
Officer of Personnel Record
..................................................................................................................

(signature) ........................................................................................................
Head of Personnel Record
..................................................................................................................

(signature) ........................................................................................................
Date ....../......../.........
Prince of Songkla University
Application for Annual Vacation Leave

(Address) ..........................................................................................................................................

(Date) ..........................................................................................................................................

Annual Vacation Leave Request
To ..................................................................................................................................................

I, Mr./Mrs./Ms ..................................................................................................................................

Organisational unit belongs to: Department/Unit ..........................................................................

Faculty/Center ..................................................................................................................................

having previous years unused vacation leave of ............. days, and new annual vacation leave of ............. days,

with the total combined eligible vacation leave of ............. days.

request for vacation leave from (date) ..........................................................................................

to (date) ..........................................................................................................................................

Number of leave days requested ............. days.

(If there is a half-day leave, give details whether it is a half day in the morning or a half day in the afternoon)

During this leave, my contact address is .....................................................................................

<table>
<thead>
<tr>
<th>Vacation Leave Days used (days)</th>
<th>New Vacation Leave Days Requested (days)</th>
<th>Cumulative Vacation Leave Days Left (days)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature .............................................................. Applicant : __________________________ Date ........................................

Recommendation

☑ Recommend
☐ Not recommend

Signature .............................................................. Recommender: __________________________ Date ........................................

Authorization: (Dean/Director/Head of department/organizational unit head)

☐ Approve
☐ Not approve

Signature .............................................................. Date ........................................

Appointment of a person to assume an acting position for the applicant during his/her leave (if necessary):

During the applicant's leave, let ........................................................................................................ be acting in the capacity of the applicant.

Signature .......................................................................................................................................
Prince of Songkla University
Application for Amendment/Cancellation of Leave Request

(Address)..................................................................................................................

(Date)......................................................................................................................

Leave Request Amendment/ Cancellation
To..................................................................................................................................

I, Mr./Mrs./Ms. .................................................................................. position ..................................

Organisational unit belongs to : Department/ Unit.................................................................

Faculty/ Center..............................................................................................................

wish to file for an amendment/ cancellation of the leave requested on (date)..................................

Reasons for the amendment/ cancellation seek........................................................................

........................................................................................................................................

Fill spaces in the table below if it is the case of amendment of leave request.

<table>
<thead>
<tr>
<th>Original Leave Request</th>
<th>Desired Amendment of Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of leave : Matrimony/ sick/ personal/ vacation leave</td>
<td>New starting date..................................</td>
</tr>
<tr>
<td>Original starting date :..........................</td>
<td>New ending date..................................</td>
</tr>
<tr>
<td>Original Ending date...............................</td>
<td></td>
</tr>
</tbody>
</table>

Signature.................................................. Applicant : Date....................../............./..............

Recommendation

☐ Recommend
☐ Not recommend

Signature.................................................. Recommender

Date....................../............./..............

Authorization : (Dean/Director/Head of department/ organizational unit head)

☐ Approve
☐ Not approve

Signature..................................................

Date....................../............./..............

Note:

For a cancellation or for an amendment of leave which resulting in the change in the starting date, it must be submitted and approved before the starting date of the original leave or of the new desired starting date, whichever comes first, otherwise it must not be later than the ending date of the original ending date or the new desired ending date, whichever comes first.
Resignation Request

To ........................................................................................................................................

I, Mr./ Mrs./ Ms. .................................................. position ..................................................

Organisational unit belongs to: Department/ Unit ........................................................................

Faculty/ Center ..........................................................................................................................

have been employed by the university on (date) .................................................. month .................................. year ..................................

now holding the position of ...........................................................................................................

in (organizational unit) ...................................................................................................................

faculty ...........................................................................................................................................

Prince of Songkla University, wish to resign as an employee of the university because ...........

................................................................................................................................................

................................................................................................................................................

................................................................................................................................................

................................................................................................................................................

................................................................................................................................................

................................................................................................................................................

I hereby tender my resignation, to be effective on (date) ..............................................................

Signature ........................................................................................................................................

(........................................................................................................................................)

Employee

Date ..................................................
Prince of Songkla University
กองการเลขานุการ (งานทะเบียนประวัติ)
Personnel Division (Registration Unit)
รายงานผลการตรวจสอบข้อมูลบุคคลภายนอกวิทยาลัยสังเขปจานวนครั้น
Personnel Data Information

1. ( ) นาย / Mr. ( ) นาง / Mrs. ( ) นางสาว / Miss ( ) อื่น ๆ........................................
ชื่อ.........................................................สกุล.........................................................
Name.........................................................Surname..............................................

2. เลขที่บัตรประชาชน Identification card number/Passport number □-□-□-□-□-□-□-□-□-□-□-□-□

รัฐกิจ  Tax code □-□-□-□-□-□-□-□-□-□-□-□-□-□-□-□-□-□-□-□-□-□

3. เกิดเมื่อวันที่...เดือน... พ.ศ. ... ปี เพลงที่เกิด...........................................หมู่ที่เกิด...........................................
Date of Birth Month Year Place of birth Blood group

4. เชื้อชาติ Race ......................................................... ชาติ... Nationality .........................................................

5. ศาสนา ( ) พุทธ ( ) คริสต์ ( ) อิสลาม ( ) อื่น ๆ........................................
Religion Buddhist Christian Islam Others

6. สถานภาพ ( ) โสด ( ) แต่งงาน ( )หย่าร้าง ( ) เอกภาพอยู่ ( ) อื่น ๆ........................................
Marital status Single Married Widow Divorce Separate Others

ชื่อ - สกุล(คู่สมรส) Name of spouse .........................................................อาชีพ Occupation .........................................................

จำนวนบุตร Number of Children ...........คน ( ไม่จำกัดจำนวนให้ทราบเพิ่มเติมอย่างละเด็กเพียง 3 คน )

1 ( ) ชาย ( ) หญิง ชื่อ - สกุล.........................................................
Male Female Name-Surname

เกิดเมื่อวันที่...เดือน... พ.ศ. ................................................................. ( ) มีชีวิต ( ) เสียชีวิต
Date of Birth Month Year Alive Deceased

2 ( ) ชาย ( ) หญิง ชื่อ - สกุล.........................................................
Male Female Name-Surname

เกิดเมื่อวันที่...เดือน... พ.ศ. ................................................................. ( ) มีชีวิต ( ) เสียชีวิต
Date of Birth Month Year Alive Deceased

3 ( ) ชาย ( ) หญิง ชื่อ - สกุล.........................................................
Male Female Name-Surname

เกิดเมื่อวันที่...เดือน... พ.ศ. ................................................................. ( ) มีชีวิต ( ) เสียชีวิต
Date of Birth Month Year Alive Deceased

7. ชื่อ ( ปิด )................................................................. ( ) มีชีวิต ( ) เสียชีวิต
Father’s name Alive Deceased

ชื่อ ( บิดา )................................................................. ( ) มีชีวิต ( ) เสียชีวิต
Mother’s name Alive Deceased
8. Contact Address:

Outside campus residence

No. Moo Village Soi Road

Sub-district District Province Post code

Telephone number e-mail Address:

Inside campus residence

Building Number Room number

House Number Telephone number

9. Academic Records

9.1 ( ) Bachelor's degree

( ) Others

Institute Country

Year of Admission Year of Graduation Degree Major

Year of Admission Year of Graduation Degree Major

Institute Country

Year of Admission Year of Graduation Degree Major

Institute Country

Institute Country

Institute Country

Scholarship Grade point average Honor

Scholarship Grade point average Honor

Scholarship Grade point average Honor

Scholarship Grade point average Honor

Scholarship Grade point average Honor

Scholarship Grade point average Honor

Scholarship Grade point average Honor

Scholarship Grade point average Honor
10. Employment record

Employment at Prince of Songkla University

Name of employee:

Department:

Unit:

Subunit:

Prior Employment

Employer's name:

Position:

Date:

Month:

Year:

11. Current Place of Work

Faculty / Organization / Institute / College:

Department:

Unit:

Subunit:

12. Royal Thai Orders and Decorations

I hereby certify that all the above stated information mentioned is true and correct.

Signature:

Employee Signature:

Date:

Month:

Year:

Signatures:

(________________________)
สำหรับเจ้าหน้าที่
For official use
1. จังหวัดเริ่ม ( ) เริ่มงานประจำ
   ( ) เริ่มงานได้คณะ / ศูนย์ / สำนัก / วิทยาลัย / โครงการ

2. การจ้าง
   เริ่มจ้างวันที่ .............................................................. ป.ศ.
   อันสุดการจ้างวันที่ ....................................................... ป.ศ.
   เป็นคน ( ที่จ้างจริง ) ...................................................... ป.ศ. / ผล

ลงชื่อ .................................................................
( .................................................................)
เข้าหน้าที่อยู่ตรวจสอบ
วันที่ .............................................................. ป.ศ. ........................................
This contract is signed on (date).

at........................................by two parties : Prince of Songkla University hereinafter referred to as
‘employer’, and Mr. / Mrs. / Ms. (first name) ...........................................(last name)..............................
born on (date)..............................................aged........................................years, residing at address
(number, road, district, province).

(Name of spouse, if applicable, Mr./Mrs..............................),
hereinafter referred to as ‘employee’.

สัญญาจ้างหน้าถกมภาริยาลัยสงแสงลานศรี
Prince of Songkla University Employment Contract (For Foreign employees)

This contract is signed on (date).

The two parties consent to the following agreement.

ข้อ 1 ผู้รับจ้างสมัครจ้างผู้รับจ้างเข้าปฏิบัติงานเป็นพนักงานมหาวิทยาลัยสงแสงลานศรี

The two parties consent to the following agreement.

ยาวราชเขตениеผู้รับจ้างเข้าปฏิบัติงานเป็นพนักงานมหาวิทยาลัยสงแสงลานศรี

Employee’s signature........................................
No.1 The employer agrees to hire the employee as a university employee for the position of ................................................. with the monthly salary of .................. baht at (faculty/department) ...................................................... of Prince of Songkla University for the duration of ........ years........months........days, starting from (date)............................... in accordance with the Prince of Songkla University Regulations on Personnel Administration. The employee agrees to work in the position, for the salary, and for the period stated above, and in accordance with the attached documents, which are considered part of this contract.

If, on completion of the employment for the duration stated above, the employer agrees to hire the employee for a further period in the same position and at the same department/faculty for the same duration, the employer and the employee agree to comply with the conditions of this contract in accordance with the regulations, the employment conditions and exigencies which may arise.

ข้อ 2 ในระหว่างอาศัยอยู่ในฐานะนี้ ผู้รับจ้างจะมีหน้าที่ศรัทธาเรียนรู้ในการปฏิบัติงานตามสัญญาฯ ให้เป็นเกียรติสิทธิ์ที่สุดตามความสามารถของผู้รับจ้าง ด้วยความซื่อสัตย์ ซื่อสัตย์มั่นคงจะจะสนใจและมีความถูกสุขะ ตลอดจนปฏิบัติตามคำสั่งผู้รับจ้างในการปฏิบัติงานอย่างเคร่งครัด จะไม่ประพฤติความผิดที่เป็นปฏิบัติของข้อผิดเกี่ยวกับการปฏิบัติตามกฎหมาย ระเบียบ ข้อบังคับ ข้อกำหนดที่คณะกรรมการบริหารงานบุคคลของมหาวิทยาลัยสงเคราะห์นิทรรศราษฎร์กำหนด ทั้งที่ได้อธิบายไว้ในสัญญาฯ และที่จะมีประกาศในข้อใดข้อหนึ่งและจะถือว่ากฎหมาย ระเบียบ ข้อบังคับ ข้อกำหนดดังกล่าวเป็นส่วนหนึ่งของสัญญาฉบับนี้

No. 2 For the entire duration of the employment under this contract the employee agrees to devote all his/her time to performing his/her duty with the utmost efficiency, honesty and perseverance, to strictly comply with all the orders given and assignments set by his/her supervisor, not to conduct him/herself to the detriment of the employer, to be governed by all the regulations, rules, codes of practice and the stipulations made by the Personnel Administrative Committee of the Prince of Songkla University for this contract, and any new regulations that might be stipulated in the future, and to agree that all the aforementioned rules, regulations and codes of practice are a part of this contract.

ลงลายมือชื่อผู้รับจ้าง..........................................................

Employee's signature........................................................
ข้อ 3 ในกรณีที่ผู้บริจาคมบัดต้นสัญญาตกลงในข้อ 2 หรือในกรณีที่ผู้บริจาคม
พิจารณาเห็นว่าผู้บริจาคมไม่สามารถปฏิบัติงานให้ได้ หรือไม่สามารถที่จะปฏิบัติงานต่อไป หรือประสงค์ไม่
แนวความอย่างจริงจัง หรือจะต้องนำที่ไม่ได้ไม่ได้ที่บุคคลส่วนจะ ผู้บริจาคมอาจยุติไว้ ซึ่งสิทธิ์ที่จะบอกกล่าวสัญญา
นั้นเมื่อใดก็ได้ และจะรักษาที่ความเสียหายใด ๆ เกิดขึ้นอันเนื่องจากกรณี ผู้บริจาคมไม่ปฏิบัติตามสัญญาผู้บริจาคม
ยินยอมรับผิดชอบให้ทั้งสิ้น

No. 3 In cases in which the employee violates the agreement stated in No. 2,
or the employer considers the employee not capable of carrying out his/her duties, or is not
suited to perform his/her duties, or behaves inappropriately, or does not carry out his/her
duties without good reason, the employer has the authority to terminate the employment at any
time, and in the case of any loss caused by the employee’s non-compliance with the contract,
the employee agrees to compensate for such loss.

ข้อ 4 หากผู้บริจาคมมีความผูกพันที่จะต้องรับผิดชอบในความเสียหายที่เกิดขึ้น ผู้บริจาคม
จะขอใช้ค่าเสียหายเป็นเงินให้แก่ผู้บริจาคมตามความเสียหายที่เกิดขึ้นจึง

No. 4 In cases in which the employee is deemed to be responsible for the loss
he/she agrees to compensate the employer in cash.

ข้อ 5 เลขที่จะขอใช้เป็นค่าเสียหายตามสัญญาใน ผู้บริจาคมตกลงจะขึ้นจะให้ทั้งหมดภายใน
กำหนด 30 วัน นับจากวันได้รับแจ้งจากผู้บริจาคม หากผู้บริจาคมไม่ชำระให้ภายในกำหนด หรือชำระไม่ครบ
ทั้งนี้ จะโดยความยินยอมของผู้บริจาคมหรือไม่ก็ตามผู้บริจาคมจะยินยอมให้คิดดอกเบี้ยจากเงินที่ยังมิได้ชำระในอัตรา
ร้อยละ 15 ต่อปีต่อ

No. 5 The employee agrees to pay any compensation due within 30 (thirty)
days of a date determined by the employer. In cases in which the employee does not pay the
amount stipulated within the aforementioned period, or does not pay the full amount,
irrespective of consent given by the employer, the employee’s agrees to be charged interest for
the unpaid amount at the rate of 15% per annum.

ข้อ 6 ผู้บริจาคมไม่ต้องรับผิดตามข้อ 3 และข้อ 4 ในกรณีที่ผู้บริจาคมพิจำรณถึงว่า มี
เหตุผลอันสมควรที่ผู้บริจาคมไม่ต้องรับผิด เพราะไม่ได้เกิดจากความผิดของผู้บริจาคม ความผิดเกิดจากเหตุ
สุดวิสัย หรือมีได้เกิดจากความผิดของบริษัทเรื่องการเงินของผู้บริจาคม

No. 6 The employee is not obliged to pay compensation referred to in No.3
and No.4 in cases where the employer considers that the loss or damage was not intentional nor
caused through the employee’s negligence, but was caused by factors deemed uncontrollable.

ลงลายมือชื่อผู้บริจาคม...........................................

Employee’s signature...........................................
No. 7 In cases in which the employee is obliged to compensate for damage or loss in accordance with this contract the employee agrees to the employer deducting the amount owed from his/her salary or any income the employee is entitled to receive from the employer.

No. 8 In association with this contract, the employee has arranged for (Mr./Mrs./Ms.) ........................................ to sign the Guarantor’s Contract which guarantees that he/she takes responsibility for any damage or loss the employee may cause.

No. 9 This contract is rendered in two languages, a Thai version and an English version. In the case concerning the interpretation of the content, both parties agree to comply with the content as determined in the Thai version.

This contract is produced in triplicate containing the same contents, two copies are held by the employer and one copy is given to the employee.

The employee has read and thoroughly understood the terms and conditions of this contract, and he/she considers it correct and in accordance with its intended purposes. He/she therefore agrees to sign this contract.

Employee’s signature
Part A (To be completed by the spouse of a married employee)

My name is ........................................ the spouse of .........................................

I give consent to ........................................ to sign this contract.

Signature ........................................ spouse

........................................

Signature ........................................ witness

........................................

Signature ........................................ witness

........................................
Part B (To be signed by an employee who is not married)

I hereby verify that I am single/widowed/divorced at the time of signing this contract.

 YYYY/MM/DD

Signature employee
(........................................)

หมายเหตุ 1. กรณีเป็นการจ้างพนักงานมีความหมายต่างกับเป็นคนไทย
ให้กรอกข้อความเฉพาะส่วนที่เป็นภาษาไทย
2. กรณีเป็นการจ้างพนักงานมีความหมายต่างกับเป็นคนต่างประเทศให้กรอกทั้งข้อความ
ที่เป็นภาษาไทยและที่เป็นภาษาอังกฤษ

Note:
1. The contract for Thai employee must be filled out in Thai only.
2. The contract for Foreign employee must be filled out in both Thai and English.
ข้อตกลงเกี่ยวกับการงาน

Agreement to Job Description

The following is the job description of.................................................................
in accordance with the attached Employment Contract of the Prince of Songkla University
dated ........................................................................

ลงลายมือชื่อผู้รับจ้าง...........................................................
Employee’s signature

หมายเหตุ 1. การกำหนดเป็นข้อตกลงระหว่างคณะ/หน่วยงานกับพนักงานมหาวิทยาลัย ซึ่งจะต้องใช้
ประกอบการประเมินผลการปฏิบัติงาน
2. การกำหนดจะถือเป็นการกำหนดในกรณีที่มีการเปลี่ยนแปลงในแบบฟอร์มฉบับนี้ หรือ
ทำเป็นเอกสารเพิ่มเติมแนบท้ายสัญญาโดยให้ระบุจำนวนแผ่นของเอกสารเพิ่มเติมด้วย
และผู้รับจ้างต้องลงลายมือชื่อในเอกสารเพิ่มเติมทุกฉบับ

Notes: 1. The job description agreed to by both the faculty / department and the
employee will be incorporated in the employee’s performance appraisal.
2. The job description must be specified in detail on this form or in a separate
document using the same format. It should be attached to the contract,
indicating the number of pages added with the employee’s signature on every
page.
Guarantor's Contract

Signed at ..........................................................

Date..............................................................

I, (Mr./Mrs./Ms.)..................................................

born on (date).............................................. aged............. years, whose occupation is.............................

residing at address (number, road, district, province) ..........................................................

(Name of spouse, if applicable, Mr./Mrs.)..........................................................

am related to the contract signatory as.....................................................I, hereinafter referred to as ‘guarantor’, agree to sign this contract with the Prince of Songkla University and accept the obligation specified below.

ขอ 1 ตามที่..........................................................

ได้รับสมัครเข้ากับปฏิบัติหน้าที่เป็น

พนักงานมหาวิทยาลัยสงขลานครินทร์ และได้รับสมัครเข้ากับปฏิบัติหน้าที่เป็น

พนักงานมหาวิทยาลัยสงขลานครินทร์ ณ วันที่............. เดือน............. พ.ศ. ....... นั้น ข้าพเจ้าจึงทราบและเข้าใจข้อความในสัญญาดังกล่าวดังนี้ ซึ่ง

ขอรับสัญญาดังกล่าวไปเวียนมหาวิทยาลัยสงขลานครินทร์ว่า ถ้า..................................................... มีผลบันทึก

ดังกล่าวดีครบถ้วน ให้ข้าพเจ้าได้มีข้อความให้แก่มหาวิทยาลัยสงขลานครินทร์ตามความ

รับผิดชอบของ..............................................ตามสัญญาดังกล่าวทั้งสิ้นทุกประการ

ในกรณีที่มหาวิทยาลัยสงขลานครินทร์จ้าง

เป็นพนักงาน ในตำแหน่ง ผู้ช่วยศาสตราจารย์ ตามช่วงระยะเวลาที่กำหนดไว้ในระเบียบ

มหาวิทยาลัยสงขลานครินทร์ ว่าด้วยการบริหารงานบุคคลพนักงานมหาวิทยาลัยสงขลานครินทร์ เพื่อแต่ง

มหาวิทยาลัยสงขลานครินทร์ได้แจ้งเป็นหนังสือให้ผู้ต้นสัญญาทราบ ให้ได้รับการผูกต conquered

ลงลายมือชื่อผู้ต้นสัญญา

Guarantor's signature..............................................
No.1 As Mr./Mrs./Ms. has agreed to work as an employee for the Prince of Songkla University and has signed the employment contract with the Prince of Songkla University on (date) , I have read and fully understood the terms and conditions of the contract and thus agree to sign this guarantor's contract. If Mr./Mrs./Ms. fails to comply with any terms of the contract, I am obliged to compensate for any damage or loss for which Mr./Mrs./Ms. is held responsible in accordance with the contract he/she has signed. 

In the case in which the Prince of Songkla University agrees to employ Mr./Mrs./Ms. for a further period in the same position and at the same department/faculty, the Prince of Songkla University will inform me in writing. It will be assumed that I will continue to act as the guarantor for Mr./Mrs./Ms. 

for the extended duration of the contract, unless I notify the university otherwise in writing 30 (thirty) days prior to the commencement date of the renewed contract of employment. If Mr./Mrs./Ms. fails to comply with any terms of the contract I am obliged to compensate for any loss for which Mr./Mrs./Ms. is held responsible in accordance with the contract he/she has signed.

No.2 I agree that notwithstanding any agreement by the Prince of Songkla University to prolong the debt payment of Mr./Mrs./Ms. I agree to further take responsibility as his/her guarantor.

Guarantor's signature
I have read and fully understood the terms of this contract.

Part A (To be signed by a married guarantor and his/her spouse)

[Signature] guarantor

[Signature] spouse

Part B (To be signed a guarantor who is not married)

I hereby verify that I am single/widowed/divorced at the time of signing this contract.

[Signature] guarantor

Notes: Guarantors may be the following persons.

1. Father, mother or siblings born from the same parents, or same father, or same mother without declaration of security assets, or
2. Government official holding position classification level 3 or higher or
3. State enterprise official holding position classification level 4 or higher or
4. Bank Guarantee
Application for Provident Fund Membership

Date: Day ......... Month .............. Year ..............

Dear Provident Fund Committee,

Provident Fund’s Name ........................................................................................................ (registered).

........................................................................................................ Company Limited, Member No. ..........................................

With reference to this application, I (Mr./Mrs./Miss) .................................................................

Date/Month/Year of Birth ............... Government Identification Card No. .................. Taxpayer Identification
No. ............................................................... would like to apply for membership in the Provident Fund, so

named .............................................................................................................................. (authorized). .............................................................. Company

Limited, .............................................................................................................................. Department, Date/Month/Year of Work’s Commencement ............................................. hereby:

1. I am well informed of the fund’s rules as well as my own rights and duties and agree to abide by them accordingly.

2. To transfer my contribution to the above named fund, I request the AMC to transfer it corresponding to the specified rate by monthly deducting the determined amount from my salary.

3. In the case of my death, I would like, hereby, to indicate the name(s) of my beneficiaries and the percentages they should each receive as per the following details:

   1. Name ........................................................................................................... who will receive a portion of .......% 
      Address ........................................................................................................ Relationship ..............................................

   2. Name ........................................................................................................... who will receive a portion of .......% 
      Address ........................................................................................................ Relationship ..............................................

   3. Name ........................................................................................................... who will receive a portion of .......% 
      Address ........................................................................................................ Relationship ..............................................

   4. Name ........................................................................................................... who will receive a portion of .......% 
      Address ........................................................................................................ Relationship ..............................................

   5. Name ........................................................................................................... who will receive a portion of .......% 
      Address ........................................................................................................ Relationship ..............................................

Total 100%

4. If there is a change of beneficiary and/or a beneficiary’s proportion of benefits as indicated under article 3 above, it will be undertaken through the use of a written statement to the provident fund committee.

   Signature: ........................................... Applicant

   ( )

The provident fund committee has considered your application and has agreed to approve your provident fund membership in the company, which is effective on ...........................................

   Signature: ........................................... Provident Fund Committee Member

   ( )

Remark: The proportion of benefits, which all beneficiaries will receive, should be in a total of 100%.
Notification of Membership Termination

Registered Provident Fund

For the Employer of

Date

To: The Thailand Securities Depository Co. Ltd., as registrar for provident fund members

The Fund Committee hereby notifies the TSD that the member named below has terminated his/her membership so that said member can receive proceeds from the fund (the employee’s contribution, the employer’s contribution and the benefits) in accordance with his/her rights as stipulated in the Fund’s regulations. Details are as follows (please fill in completely):

Member Profile

First name- Last name Member Code Date of birth

Employment began on (Date) Employment ended on (Date)

Total working period year(s) months days

Started as fund member on (Date) Terminated membership on (Date)

Was a member for year(s) months days Submitted last contribution on (Date)

Tax identification number Population identification number

Reasons for Membership Termination

O Resigned from work O Resigned from fund membership (still working)

O Retired (encl: certificate of retirement) O Disabled (encl: medical certificate)

O Death (encl: a copy of death certificate, notification letter of beneficiaries (original), a copy of each beneficiary’s population identification card)

O Switching to another registered provident fund, named

O Other (please specify)

Conditions of Distribution

- Distribute the employer’s contribution and its benefits at the rate of %
- Distribute the old fund and its benefits at the rate of %
- For that part of the employer’s contribution and its benefits that the member is not entitled to, please process as follows:
  O Return to the employer
  O Distribute to other fund members as indicated in the fund’s regulations
  O Other (please specify)

Method of Payment

O All contributions and benefits to which the fund member is entitled to upon termination of membership should be paid by:
  O Cheque - A/C Payee Only
  O Other (please specify)

Remarks

O The fund member wishes to maintain all of his/her contributions and benefits in the provident fund for not more than 1 (one) year from the date of membership termination. Attached please find the notification to maintain the contributions and benefits in the fund upon the termination of his/her membership.

We certify that the above information is complete, correct and do not object to the fund’s procedural regulations.

Signed,

Fund member Fund Committee member

( ) ( )

Company Stamp (If any)