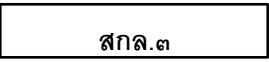


Employee List Form



1. Establishment / Employer Name Type of Business
Legal Entity Registration No. Authorized Signatory
Address No. Moo Lane/Soi Road Subdistrict District Province
Postal Code Telephone Email

2. Information as of (Month) (Year). The establishment / employer has a total of employees.
By nationality: Thai employees Myanmar employees Lao employees Other employees

No.	Title	First Name	Last Name	Age	Nationality	National ID No. / Passport No.	Wage (THB)			Employee Contribution Rate per Month (%)	Employee Contribution per Month (THB)	Employer Contribution Rate per Month (%)	Employer Contribution per Month (THB)	Employment Start Date	Employment End Date	Reason for Leaving
							Daily	Monthly	Piece-rate							

- Instructions:**
- Submit Form SKL.3 or SKL.3/1 and remit both employee and employer contributions by the 15th of the following month. Late payment is subject to a 5% monthly surcharge.
 - For foreign employees, enter one of the following identification numbers in the order of priority shown below:
 - Passport; or
 - Identification Card for Persons without Thai Nationality (Pink Card); or
 - Work Permit
 - Round contribution amounts to two decimal places based on the third decimal: 5 or more, round up; below 5, round down.
 - To ensure proper entitlement to employee contributions, employer contributions, and any accrued benefits, please complete all information accurately and in full each time contributions are remitted.
 - Employees who receive no wage must also be included in the form.

- Warning:**
- Failure to submit this form within the statutory deadline, or providing false information, may be punishable by imprisonment for up to 6 months, a fine of up to THB 10,000, or both.
 - Paying wages below the statutory daily minimum wage may constitute an offence under the labour protection law.

Signature (Employer)
(.....)
Date