



Notification of Department of Labour Protection and Welfare
Re: Provision of a Work Rule by an Employer

In pursuance to Labour Protection Act B.E. 2541, Section 108 prescribes that an employer who employs ten or more persons shall provide a work rule containing at least details as stipulated in (1) – (8) and the employer shall always keep a copy of such rule at the place of business or at the employer's office and submit a copy of the rule to the Director-General of Department of Labour Protection and Welfare or a person entrusted by the Director-General within seven days from the date of the announcement of application of the rule; and Section 110 prescribes that if there are any amendments to the rule, the employer shall announce an amended work rule within seven days from the date of the application of such rule.

In this regard, Department of Labour Protection and Welfare is pleased to clarify that the mentioned Sections intend to require an employer who employs ten employees or more to provide a work rule that indicates the rights and duties of the employer and the employees aimed at orderliness of working and conflict prevention. Thus, an employer, either a natural person or a juristic person, who employs ten employees or more is obliged to provide a work rule. A copy of the work rule is required by law to be submitted to the Director-General or a person entrusted by the Director-General in order to be an evidence of compliance and to be proved whether its content complies with the law or not. The requirement is not a part of business registration procedure as set out in relevant laws under the supervision of Department of Business Development, Ministry of Commerce. If there are any further questions on the provision of a work rule, please do not hesitate to contact Labour Protection Bureau, Provincial Offices of Labour Protection and Welfare, Bangkok Offices of Labour Protection and Welfare under Department of Labour Protection and Welfare or Hotline 1546.

Given on the 28th Day of July 2015

(Mr. Peeraphat Pornsirilertkit)
Director – General