

**The Announcement of the Department of Labour Protection and Welfare
concerning Rule and Method of Submission of Copy of Work Rule
via Electronic Media**

Whereas Section 108 and Section 110 of the Labour Protection Act B.E. 2541 regulates that an employer who has 10 or more employees shall determine work rule and submit its copy to the Director-General or a person entrusted by the Director-General, and in case there is a revision of work rule, an employer shall submit its copy to the Director-General or a person entrusted by the Director-General within 7 days since the date of announcement of such revised work rule, and Section 18 of the Labour Protection Act B.E. 2541 revised by the Labour Protection Act (No.2) B.E. 2551 regulates that in case an employer is obligated to submit document to the Director-General or a person entrusted by the Director-General, an employer may submit it in person or via electronic media according to rule and method announced by the Director-General.

By virtue of Section 18 of the Labour Protection Act B.E. 2541 revised by the Labour Protection Act (No.2) B.E. 2551 and Section 108 and Section 110 of the Labour Protection Act B.E. 2541, the Director-General of the Department of Labour Protection and Welfare hereby issues the announcement as follows :

Clause 1 This announcement shall be cited as the Announcement of the Department of Labour Protection and Welfare concerning Rule and Method of Submission of Copy of Work Rule via Electronic Media.

Clause 2 This Announcement shall enter into force on the date of its announcement.

Clause 3 An employer who purposes to submit a copy of work rule via electronic media shall register to apply for a user's ID and password via the official website of the Department of Labour Protection and Welfare. (www.labour.go.th)

The registration according to paragraph 1 does not jeopardize the right of an employer to submit a copy of work rule in person or via post or facsimile.

Clause 4 Once an employer receives a user's ID and password, the employer may submit a copy of work rule via electronic media through the official website of the Department of Labour Protection and Welfare. (www.labour.go.th)

The submission of a copy of work rule according to paragraph 1 shall be deemed that the Director-General or a person entrusted by the Director-General receives a copy of work rule on the date and time specified in the host computer of the Department of Labour Protection and Welfare.

Clause 5 In case of doubt, the Director-General or a person entrusted by the Director-General has authority to order an employer who submitted a copy of work rule via electronic media according to Clause 4 to submit a copy of work rule in person or via post or facsimile for further examination.

Announced on this 18th day of February B.E. 2559

Panee Sriyudhsak.

(Ms. Panee Sriyudhsak)

the Director-General of
the Department of Labour Protection and Welfare