

ADDENDUM n. 1**EMPLOYMENT CONTRACT – FIX TERM CONTRACT**

THIS CONTRACT ADDENDUM is made on this 02 of JULY 2021 BETWEEN

The Italian Agency for Development Cooperation (AICS) – Yangon Office (which is the full-fledged Cooperation Section of the Embassy of Italy in Myanmar), Italian fiscal code n. 97871890584, represented by its Head of Office, Mr Walter Zucconi (**The Employer**),

AND

Ms Thee Su Su Aung, Myanmar citizen [REDACTED]
[REDACTED]
[REDACTED] (**The Employee**).

With reference to Employment contract prot. n. (I).0000557.12-01-2021 signed between the parties in Yangon on 12/01/2021,

The following provisions of contract EMPLOYMENT CONTRACT – FIX TERM CONTRACT concluded between the contracting authority and the contractor on 12/01/2021 (the ‘contract’) are hereby replaced/completed as follows:

ART. 2 (EFFECTIVE DATE AND DURATION OF THE CONTRACT)

1. The present contract is stipulated for a fix term, for a period of 11,5 months, with effective date 15/01/2021 and ending date 31/12/2021.
2. The first 30 days are considered as probation period as foreseen by the local law. At the end of such period, the contract shall be confirmed or terminated by the Employer, whether the AICS Yangon Head Office will evaluate positively or not the capacity of the Employee to perform the assigned contract duties.

3. The present employment contract shall not be considered as a public employment contract between AICS and the Employee, neither determines any kind of expectation of permanent employment.

ART. 3 (REMUNERATION)

1. The Employee total gross salary for the whole duration of the contractual period 15/01/2021 – 31/12/2021 will be € 26.996,25 (Euro Twenty-six thousand and nine hundred ninety-six/25). The gross salary is including all due allowances for all the contractual period considered.
2. The Employer applies to the afore mentioned remuneration tax withholding and deductions as foreseen by the law, with consideration of the Country fiscal residence of the Employee.
3. The aforementioned salary, to be paid in deferred monthly installments, includes the thirteen-month salary and severance, already included in the remuneration.

All other terms and conditions of the contract remain unchanged. This addendum shall form an integral part of the contract and it shall enter into force on the later date of signature by the parties.

Date, 02/07/2021

The AICS Yangon Head of Office

.....
Walter Wand



The Employee

.....
[Handwritten Signature]

Annexes:

- Salary calculation Annex I - Thee Su Su Aung
- Evaluation form

ANNEX II:

Under the Myanmar income tax law 1972 (amended in 2014), the employer shall withhold, file and pay income tax of the employee to the relevant tax authorities and to provide to the employee a copy of said payment and any other tax related documentation needed for the completion of said obligations.

Employee Name and surname: Thee Su Su Aung - 11.5 months contract, starting on 15.01.2021 until 31.12.2021.

EMPLOYER	Italian Agency for Development Cooperation
FINANCIAL YEAR	15.01.2021 – 31.12.2021
EFFECTIVE DATE	11.5 months contract
% EMPLOYER'S SOCIAL SECURITY CONTRIBUTION	Not applicable as per sec. 12(a) (ii) Social Security Law 2012
% EMPLOYEE'S SOCIAL SECURITY CONTRIBUTION	Not applicable as per sec. 12(a) (ii) Social Security Law 2012
GROSS MONTHLY SALARY	EUR 2,347.50
GROSS ANNUAL SALARY including 13 month salary (not applicable)	EUR 26,996.25
AVERAGE PERSONAL INCOME TAX ON A MONTHLY BASIS	EUR 191.79
AVERAGE PERSONAL INCOME TAX FOR 11.5 MONTHS CONTRACT	EUR 2,202.58
AVERAGE EMPLOYEE'S NET SALARY PAID ON MONTHLY BASIS	EUR 2,155.71
TOTAL COST OF THE EMPLOYMENT CONTRACT for 11.5 months contract (Insurance excluded)	EUR 26,996.25

Remarks:

- Exchange rate used for calculation: MMK/EURO 1,669.66
- Income Tax, calculated in EURO, must be paid in MMK. The conversion EURO/MMK is done on monthly basis, using the Exchange rate published by Central Bank of Myanmar on the 1st working day of the income month.

Italian Agency for Development Cooperation

41-7 (B), Inya Myaing, Shwe Taung Gone,
Bahan Township, Yangon.

Personal Income Tax (PIT) relevant information / Estimate PIT calculation

Name: Thee Su Su Aung
Designation:
Employee No. S / No. 1
NRIC No.
Month & Year: FY 2020-2021 Currency: EUR

Personal Income Tax relevant information	
Marital Status:	unknown
	<u>Relief</u>
Does your spouse receive an income?	unknown
Number of parent relief to be considered	unknown
No. of Children - not married, no income:	unknown
- below 18 yrs. of age	
- above 18 yrs. of age, receiving fulltime education	
- for which your spouse claims for children allowance	
Number of children allowance to be considered	

Estimated Personal Income Tax Computation for the Income Year 2020-21			
<u>Guaranteed Income as per payslip</u>	<u>per month</u>	<u>For the income year</u>	<u>Number of payments</u>
Basic Monthly Salary	EUR 2,347.50	EUR 19,953.75	8.5
	-	-	
	-	-	
	-	-	
	-	-	
	-	-	
	-	-	
	-	-	
	-	-	
	-	-	
<u>Estimated guaranteed Income in EURO</u>		EUR 19,953.75	
∅ Exchange rate (*)		1,660	
<u>Estimated guaranteed Income in MMK</u>		33,127,659	
- Basic Relief (20% of income / max. Mio	(6,625,532)	(6,625,532)	
- Spouse Relief (Mio 1.0)	-		
- Parents Relief (Mio 1.0 per parent)	-		
- Children Relief (500.000 per child)	-		
- Others (SSF contribution, etc..)	-		
Total taxable income		26,502,127	
PIT payable	Tax in %	tax / balance range	PIT
- Tax in MMK on Income tax range		20,000,000	2,150,000
- Tax on balance range	20%	6,502,127	1,300,425
Total estimated PIT for the Income Year			3,450,425
Estimated PIT to withhold per MONTH		EUR 244.49	405,900

Italian Agency for Development Cooperation

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Bahan Township, Yangon.

Personal Income Tax (PIT) relevant information / Estimate PIT calculation

Name: Thee Su Su Aung

Designation:

Employee No. S / No. 1

NRIC No.

Month & Year: FY 2021-2022 Currency: EUR

Personal Income Tax relevant information	
Marital Status:	unknown
	<u>Relief</u>
Does your spouse receive an income?	unknown
Number of parent relief to be considered	unknown
No. of Children - not married, no income:	unknown
- below 18 yrs. of age	
- above 18 yrs. of age, receiving fulltime education	
- for which your spouse claims for children allowance	
Number of children allowance to be considered	

Estimated Personal Income Tax Computation for the Income Year 2020-21			
Guaranteed Income as per payslip	<u>per month</u>	<u>For the income year</u>	<u>Number of payments</u>
Basic Monthly Salary	EUR 2,347.50	EUR 7,042.50	3.0
	-	-	
	-	-	
	-	-	
	-	-	
	-	-	
	-	-	
	-	-	
Estimated guaranteed Income in EURO		EUR 7,042.50	
∅ Exchange rate (*)			1,698
Estimated guaranteed Income in MMK			11,958,165
- Basic Relief (20% of income / max. Mio	(2,391,633)	(2,391,633)	
- Spouse Relief (Mio 1.0)	-		
- Parents Relief (Mio 1.0 per parent)	-		
- Children Relief (500.000 per child)	-		
- Others (SSF contribution, etc..)	-		
Total taxable income			9,566,532
PIT payable	<u>Tax in %</u>	<u>tax / balance range</u>	<u>PIT</u>
- Tax in MMK on Income tax range		5,000,000	150,000
- Tax on balance range	10%	4,566,532	456,653
Total estimated PIT for the Income Year			606,653
Estimated PIT to withhold per MONTH		EUR 42.05	71,400

Staff evaluation form

EMPLOYMENT CONTRACT – FIX TERM CONTRACT

Name and Surname: **Thee Su Su Aung**Position: **Program Officer – Government Liaison Officer**Duty station: **MYANMAR**Initiative: **Capacity Development for Donor Coordination in Myanmar (CAD-MM)**AID: **11087**Employment contract prot. n. : **(I).0000557.12-01-2021**From: **15/01/2021** To: **14/07/2021**

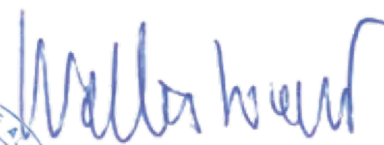
The following evaluation is conducted by the AICS Yangon Head of Office, who is covering the position of Human Resources responsible for the staff under his general supervision, as per the aforementioned Employment contract – Fix term contract “Terms of Reference” ART.1 (CONTRACT DUTIES) signed by the Employee.

Final evaluation:

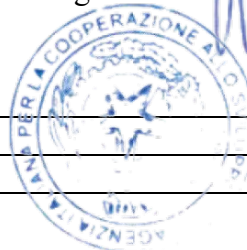
<i>Evaluation criteria:</i>	Insufficient	Good	Excellent
Work Ethic – Cooperation and Development:		<input checked="" type="checkbox"/>	
Professional skill:		<input checked="" type="checkbox"/>	
Capacity to work in a group:		<input checked="" type="checkbox"/>	
Dedication to work:		<input checked="" type="checkbox"/>	
Integration:		<input checked="" type="checkbox"/>	
Global evaluation of results achieved according to Terms of Reference as per Art. 1 (CONTRACT DUTIES)			
Comments: Ms. Aung was recruited as a governmental liaison officer. The February the 1 st military take-over, occurred only 2 weeks after her inception, forced to adjust dramatically her daily tasks. Moreover, the quick disruption of the security situation in the country compelled Ms. Aung to work from home ever since, without having the possibility to meet most of her colleagues in person. Despite this very complex situation, Ms. Thee Su has always been keen to support the office. She has shown a good degree of dedication and fair analytical skills, which should be further assessed in the future. She has confirmed a good command of the English language, both written and spoken.			

Date: 30/6/2021

Signature:



Comments of the Employee:



Date: 30/06/2021

Signature for
acknowledgement:

