



OFFICE MEMORANDUM

TO: ALL EMPLOYEES

FROM: RODOLFO C. ORACION, CEO OF "A" BEST INTERNATIONAL
PLACEMENT AGENCY

SUBJECT: ON THE JOB INJURY BENEFITS

DATE: DECEMBER 1, 2003

Please be informed that "A" Best International Placement Agency is no longer providing their employees with Workers' Compensation Insurance. Instead, the company will provide on the job Occupational Injury Benefit.

"A" Best International Placement Agency will also be offering a group medical insurance for employees working full time or at least thirty-six (36) hours weekly. The company will subsidize fifty percent (50%) of the employees' premium towards the medical insurance.

We also offer voluntary coverage for Dental and Vision Plans. There is a thirty (30) day waiting period for the new hires working on a full time basis or resident employee who has changed status from part time to full time.

The insurance paid by the company for the employee will be terminated without notice if the employee does not have any work hours for the period of forty-five (45) days. This also applies to all inactive employees.

Effective immediately.

Thank you,

RODOLFO C. ORACION,
President and CEO
"A" Best Placement International Agency