

# South Korea Flexible Benefit Request Form

## Program Overview:

- Flexible benefits offer you choice and flexibility in selecting the health, wellness and education benefits that fit your needs. FTEs of PayPal Korea are eligible to participate. Family members are not eligible for this benefit.
- You're eligible to receive up to KRW 1,400,000 per calendar year to purchase and claim eligible expenses. This amount is prorated for employees who join/leave the company in the middle of the year. Unused flex points cannot be carried over to the subsequent calendar year.
- Eligible expenses include gym memberships, fitness classes, certified coursework, personal insurance and childcare expenses.
- To receive reimbursement for eligible expenses, complete this request form and submit along with original receipts to Employee Central. The claim for a particular calendar year needs to be submitted **all at once** in the month of January (no later than January 31) for the preceding benefit calendar year.

## Request for the Year \_\_\_\_:

Employee Details		
Employee Name & ID		
Company Hire Date		

## Expense Details:

Category	Expense Amount (KRW)	Requested Amount (KRW)
Wellness related (Example: Gym membership, fitness classes, personal insurance, childcare)		
Education related (Example: Certified coursework)		

*Note: Requested amount should not exceed the annual maximum amount.*

<b>Signature:</b>	<b>Date:</b>
<b>Cut-off date for annual Flex Benefit claim submission:</b> <ul style="list-style-type: none"> <li>• 31 Jan of the following year</li> </ul>	<b>Required Documents:</b> <ul style="list-style-type: none"> <li>• Completed request form</li> <li>• Relevant receipts &amp; invoices</li> </ul>

Note that the company reserves the right to review the request and subsequently determine approval / payout.