

HKMADE Co-Operates Limited

Private & Confidential

2nd of March 2012

Jeff Wan Chung Sing

Dear: Jeff Wan Chung Sing

LETTER OF APPOINTMENT

We are pleased to offer you as the position of **Director** in **HkMade Co-operates Limited**. The commencement date of employment will be **2nd of March 2012**. The following is a summary of the terms and conditions of your employment with **HKMADE Co-Operates Limited** (herein after referred to as "The Company").

PROBATIONARY PERIOD

You will have to serve a probationary period of THREE MONTHS with effect from the date of commencement of work. The probationary period may be extended if the company deems necessary. Probationary employees are not eligible for certain employee benefits.

SALARY

Your full time monthly basic salary will be **Hong Kong Dollars Eighteen Thousand Only (HKD\$18,000.00)**, payable fully at the end of the each calendar month.

TERMINATION OF CONTRACT

The employment can be terminated by either party at any time during the first month of such employment without notice. One week's prior written notice or one week's salary in lieu of notice by either party should be given for termination of this employment during the probationary period. After satisfactory completion of the probation, either party will be subject to one month's prior written notice or one month's salary in lieu of notice in the event of termination.

DISCRETIONARY PERFORMANCE BONUS

The discretionary performance bonus will be rewarded to the employees who have satisfactory performance and subject to the financial results of the company. This payment is not a guarantee bonus and is at the sole discretion of the management.

WORKING HOURS

The company's normal working hours are from 12pm – 9pm. From Monday to Friday with one hour lunch break between 1.00p.m to 2.00p.m. Thursday and Sunday is a contractual day off. However, overtime work maybe required. No additional remuneration or compensation shall be granted for work outside normal working hours, however company will look into this on a case to case basis. The company reserves the right to change the working hours when deemed necessary due to business operation reason. Our office is closed on all public holidays recognized by HKSAR.

HKMADE Co-Operates Limited

ANNUAL LEAVE

You are entitled to annual leave with pay after completion of the probationary period. Paid leave entitlement increases progressively from 10days to a maximum of 14days according to the length of service. Annual leave may not be accumulated or carried forward to any other year, any unclaimed annual leave will automatically be cancelled, without any payment substitute.

Year of service of Employee	Annual Leave Entitlements
1	8 days
2	9 days
4	10 days
5	11 days
6	12 days
7	13 days
8	14 days

MANDATORY PROVIDENT FUND

Under the MPF legislation, you are required to make mandatory contributions to an MPF scheme after 60 days of employment. Therefore 5% of your total monthly salary will be contributed by the Company and the other 5% of your total monthly salary will be deducted from your monthly payroll for contribution.

PARTIME JOB

Should you wish to apply for partTime job or make financial investment that constitutes a conflict of interest with the Company, written consent must be obtained from the C.E.O & PRESIDENT of the Company.

ACCEPT GIFTS OR MONEY

Under no circumstances may gifts or money be accepted in the course of performing your job. The Company reserves the right to take disciplinary actions for any breach of this regulation.

DUTIES AND RESPONSIBILITIES

- Your duties will include those for which you are assigned, as well as any other duties designated to you by your supervisor of the company from time to time.
- You shall faithfully and diligently perform such duties and shall obey the reasonable and lawful directions of the Company.
- You are required to perform your duties within Hong Kong or any locations outside Hong Kong as determined by work requirements.

CONFIDENTIALITY

You hereby agree and confirm that you WILL NOT during or after termination of your employment with the Company, disclose directly or indirectly customer information, product specifications or other trade secrets or confidential or propriety information regarding the Company to any third party.

All notes, records, writings and or design, made by kept by you relative to the business of the Company shall be and remained the property of the Company and shall be handed over to the Company upon the termination of employment.

HKMADE Co-Operates Limited

In addition, you hereby agree that you are not divulge to nor enter into discussion with any third party at any time during your employment with regard to your salary and compensation package.

Please sign and return the duplicates of this letter to signify your acceptance of the position on the terms and conditions offered herein.

We would like to take this opportunity of welcoming you and look forward to a mutually beneficial association with you.

Yours sincerely
HKmade Co-Operates Limited



Norman Pang

I hereby confirmed my understanding and acceptance of the position offered and the terms and conditions of the employment which are applicable to me.



Jeff Wan Chung Sing

HKMADE CO-OPERATES LIMITED

Pay Slip

Employee Name: Jeff Wan Chung Sing

Employer Name: Hkmade Co-operated Limited

Pay Period: 01 Jan 2020 – 31 Jan 2020

MPF Contribution Period: 01 Jan 2020 – 31 Jan 2020

Currency: HKD

Pay Details		MPF Details	
Basic Salary	18,000.00	Relevant Income (for MPF contribution)	18,000.00
		Employer Contribution:	
	18,000.00	Mandatory	900.00
Deduction MPF Contribution	-900.00	Employee Contribution:	
		Mandatory	900.00
Net Pay	17,100.00	Total Contribution:	1800.00
	=====		=====

For and on behalf of
Hkmade Co-Operates Limited



Authorized Signature and chop

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E: hi@shoeartistry.com.hk

HKMADE Co-Operates Limited

Private & Confidential

2nd of March 2012

Lee Ya Jing

Dear: Miss Lee

LETTER OF APPOINTMENT

We are pleased to offer you as the position of Manager in HkMade Co-operates Limited. The commencement date of employment will be **2nd of March 2012**. The following is a summary of the terms and conditions of your employment with HKMADE Co-Operates Limited (herein after referred to as "The Company").

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SALARY

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Yours sincerely
HKmade Co-Operates Limited



Norman Pang

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Lee Ya Jing

HKMADE CO-OPERATES LIMITED

Pay Slip

Employee Name: Lee Ya Jing

Employer Name: Hkmade Co-operated Limited

Pay Period: 01 Jan 2020 – 31 Jan 2020

MPF Contribution Period: 01 Jan 2020 – 31 Jan 2020

Currency: HKD

Pay Details		MPF Details	
Basic Salary	10,000.00	Relevant Income (for MPF contribution)	10,000.00
	_____	Employer Contribution:	
	10,000.00	Mandatory	500.00
Deduction MPF Contribution	-500.00	Employee Contribution:	
	_____	Mandatory	500.00
Net Pay	9500.00	Total Contribution:	1000.00
	=====		=====

For and on behalf of
Hkmade Co-Operates Limited



Authorized Signature and chop

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