

2023.8.9  
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Mercedes-Benz

## Offer Letter

**PRIVATE & CONFIDENTIAL**

Dear Mr. Wang Hailiang

We are pleased to confirm your appointment as **Voice Software Developer(Cloud), Personal Pay Band 4** in GRC/RDCC for Mercedes-Benz Group China Ltd. (hereinafter called "the Company"). You are reporting to **Zhang, Che**. Your working location will be in **Beijing**.

Further, we would like to briefly summarize the following mutual understandings with respect to your employment as contemplated by this Offer Letter:

### CONTRACT TERM

Your employment contract with the Company shall be **Three (3) year(s)** valid from **September 1, 2023 until August 31, 2026**. You shall serve a Probation Period of **Six (6) months** from **September 1, 2023 to February 29, 2024**. All compensation and benefit will be calculated according to your commencement day on **September 1, 2023**.

### COMPENSATION

All the compensation entitlement shall comply with prevailing Employee Handbook and HR Management Guideline.

### BASE SALARY

You will be paid a Monthly Base Salary of **RMB Twenty-Two Thousand (RMB 22,000.00)**. The Base Salary is payable 12 months. In accordance with the Company's policy, Base Salary is normally reviewed once a year. However, the award of such increments is subject to the Company's performance and your individual performance based on prevailing company guidelines.

### GENERAL ALLOWANCE

You will be entitled to a General Allowance of **RMB Two Thousand (RMB 2,000.00)** each month, which is payable 12 months. This General Allowance provides additional living assistance associated with transportation, driving, parking, meal, heating/cooling, etc. Company reserves the right to adjust the concrete amount regards to this Allowance at Company's discretion.

### VARIABLE BONUS

You will be entitled to a Variable Bonus which is calculated based on Company performance and your individual performance. This Variable Bonus is paid in March of the following year. In case a full calendar year of service is not reached, pro-rata payment of this bonus shall be made. The

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Company has the right to adjust the participation rate of the Variable Bonus according to business situation and results.

## BENEFIT

All the benefit entitlement shall comply with prevailing Employee Handbook and HR Management Guideline.

If you join the Company on or before 15<sup>th</sup> of the calendar month, you are entitled for the statutory benefits.

### Group Insurance Coverage

You will be entitled to Group Supplementary Medical Insurance, Group Accidental Death & Dismemberment Insurance, Group Term Life Insurance and Group Dread Disease Insurance during your service period in the Company.

### Company Pension Program

You will be entitled to Company Pension Program, which is established by the Company with defined contribution percentage to potentially supplement the post-retirement income in addition to the social security pension benefits. Please refer to HR Management Guideline for details.

### Annual Leave

You shall be entitled to an annual leave of Fifteen (15) working days for each completed calendar year of service, pro-ration rule will apply for incomplete year of service. Upon Two (2) full years of service, One (1) additional day will be granted. The cap of annual leave is Twenty (20) working days. All application of annual leave shall be supported by the supervisor(s). Please refer to Annual Leave Policy for details.

## INDIVIDUAL INCOME TAX

You will be fully liable for the payment of individual income tax in respect of your earnings you receive during your service period.

## VALIDITY OF OFFER/EMPLOYMENT

This offer would come into effectiveness after you provide official Education Certificates and pass Health Check.

In addition, as experienced professionals, you should pass Reference Check conducted by the Company and an approved Termination Letter from your current employer indicating the final termination of your employment is required on employment commencement day. Failure to do so will render the offer illegitimate, thus employment be of no effect. Furthermore, please note that this offer letter does not constitute an employment contract or create an employment relationship. Your employment with the Company is subject to the execution of an employment contract.

Please kindly note that this letter and the offer contained herein will remain valid for five (5) working days from the date of the letter. If these terms are acceptable, please sign in the space provided below and return a scanned copy of the signed letter to us via email within the time period mentioned above.

**CONFIDENTIALITY**

During the course of employment you will have access and be entrusted with information with respect to the business of the Company or any of its mother companies, affiliates or subsidiaries and its dealing, transaction and affairs all of which the information is or will be confidential.

You agree to retain said information as confidential and not to use said information on your own behalf or disclose same to any third party without express consent of your supervisor.

Yours faithfully,



Zhao Xiaoyun  
Director, Human Resources Department  
Mercedes-Benz Group China Ltd.

  
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To: Mercedes-Benz Group China Ltd.

I (Name) 王海强, (ID/Passport No. 34930319980010054,

Understand and hereby agree and accept the terms of the Offer Letter and will be able to join  
Mercedes-Benz Group China Ltd. as of 9.1, 2023

2023.8.9

Date

王海强

Signature