



**Private & Confidential**

**O2EZ Limited**

Room 510B, 5/F  
Wayson Commercial Building  
28 Connaught Road West  
Sheung Wan, Hong Kong

Dear Hua Xin,

We are pleased to offer you the position of Full Stack Developer at O2EZ Limited / ("O2EZ") on a **part-time** contract basis from 2 Feb 2024 to 30 June 2023. Your duty will be assisting the tech team in software development. The terms and conditions are set out below:

**1. Compensation**

Student interns will receive a monthly ITC-STEM allowance of \$373 per day under the STEM Internship Scheme, fully funded by the HKSAR, on a reimbursement basis. An evaluation form is required to be completed and submitted to the City University of Hong Kong at the end of the internship.

**2. Working Hours**

The work hours shall be between 9:30 am to 6:30 pm, at least 3 days a week. Work schedule should be planned one week ahead with your supervisor. Student interns are expected to fulfil any given tasks on or before deadlines with a high level of self-discipline. Student interns are expected to be reachable during normal work week hours; he/she shall give at least 1 day notice if he/she fails to do so.

Student interns who take 14 days of unpaid leaves or more in the whole internship period will NOT be accepted.

**3. Termination Notice**

Either party may terminate the employment by giving seven (7) calendar days' advance written notice. If student interns fail to fulfil 28 working days, it will be considered for termination.

Upon termination, student interns shall return to the Company all correspondence, documents, specification paper, and property that are in student interns' possession or control and all materials that relate in any way to the business of the Company, and all copies shall be retained by student interns.



#### 4. Personal Data (Privacy) Ordinance

In accordance with the provisions of the Personal Data (Privacy) Ordinance of Hong Kong, by signing below, you consent to O2EZ using any personal data held by O2EZ in connection with your internship employment and to O2EZ disclosing, supplying or transferring such personal data to any selected third parties to use, keep, or transfer as the case may be for such purpose.

#### 5. Governing Law and Jurisdiction

This Contract of Employment and your employment with O2EZ shall be governed by and construed in accordance with the laws of the HKSAR. Both parties hereby submit to the non-exclusive jurisdiction of the courts of the HKSAR.

We look forward to working with you and hope your journey with us will be fruitful.

Please sign and return one copy of this letter to indicate your acceptance of the above.

Yours sincerely,

*For and on behalf of*  
**O2EZ Limited**

  
.....  
*Authorized Signature(s)*



Law Sum Yi  
Founder & Director



I fully understand and accept the terms and conditions set in this letter.

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(signature)

Name: LIAO Hua Xin

Student ID No.:

HK ID No.:

CityU email address:

Date: