

# Employment Contract

This contract of employment is entered into between **Elite Paradise Limited** (hereinafter referred to as 'Employer') and **Hua Xin Liao** (hereinafter referred to as 'Employee' on **1<sup>st</sup> Nov 2023** under the terms and conditions of employment as below:

1	<b>Commencement of Employment</b>	1 <sup>st</sup> Nov 2023 – 31 <sup>st</sup> Dec 2023 (Part-time)
2	<b>Probation Period</b>	Nil
3	<b>Position and Section Employed</b>	Frontend Developer (Part-time)
4	<b>Place of Work</b>	WORKSHOP B(7), 1/F, LEAPONT CENTRE, NOS18-28, WO LIU HANG ROAD, SHATIN, N.T. or appointed customer office
5	<b>Working Hours</b>	Monday to Friday, from 9 a.m. to 6 p.m.
6	<b>Meal Break</b>	Not fixed, at 1 hour per day with pay. Meal break is not counted as working hour.
7	<b>Break</b>	On every Sat, Sun and Public Holidays
8	<b>Wages</b>	<b>At HK\$86 per hours of work</b> <b>(Maximum payment HK\$8,600 per month – 100 Working Hours)</b>
	<b>(a) wage rate</b>	
	<b>(b) overtime pay</b>	Nil
	<b>(c) payment of wages and wage(s) period</b>	Every month, on or before 7 <sup>th</sup> of each month for wage period from 1 <sup>st</sup> day of the month to 31 <sup>st</sup> day of the preceding month. - A log sheet of days worked is required to submit by 1 <sup>st</sup> day of the following month.
9	<b>Holidays</b>	Statutory holidays and Public Holidays as specified in the Employment Ordinance
10	<b>Paid Annual Leave</b>	The employee is entitled to the following paid annual leave according to the rules of the company as specify below: - As this is a daily rate part time contract, thus employee will not entitle paid annual leave within the university's internship program period
11	<b>Maternity Benefits</b>	The Employee is entitled to maternity leave and maternity leave pay according to the provisions of the Employment Ordinance
12	<b>Paternity Benefits</b>	The Employee is entitled to paternity leave and paternity leave pay according to the provisions of the Employment Ordinance.
13	<b>Sickness Allowances</b>	The Employee is entitled to sickness allowance according to the rules of the company under the following circumstances: - As this is a daily rate part time contract, thus employee will not entitle paid sick leave within the university's internship program period.

14	<b>Termination of Employment Contract</b>	A notice period of 7 days or an equivalent number of wages in lieu of notice.
15	<b>Mandatory Provident Fund Scheme</b>	The Employer and the Employee are to make contributions towards the Mandatory Provident Fund Scheme in accordance with the requirements specified in the Mandatory Provident Fund Schemes Ordinance.
16	<b>Work Arrangement during typhoon</b>	The Employee is not required to work when typhoon signal No.8 or above is hoisted and no wages will be deducted during the period. The Employee is required to resume duty if the typhoon No.8 signal is lower not less than 4 hours before close of working hours.
17	<b>Work Arrangements during black rainstorm warning</b>	The Employee is not required to work when black rainstorm warning is hoisted and no wages will be deducted during the period. The Employee is required to resume duty if the black rainstorm warning is cancelled not less than 4 hours before close of working hours.
18	<b>Others</b>	The employee is entitled to all other rights, benefits, or protections under the Employment Ordinance, the Minimum Wage Ordinance, the Employees' Compensation Ordinance, and any other relevant ordinances under HKSAR Law.

**The Employer and the Employee hereby declare that they understand thoroughly the above provisions and agree to sign to abide by such provisions. They shall each retain a copy of this contract for future reference.**

Signature of Employee

Signature of Employer's Representative



Name in Full : **Hua Xin Liao**  
HKID : F039972(4)  
Date : 1<sup>st</sup> Nov 2023

Name in Full : Dilys Lam  
Position Held : Managing Director  
Date : 1<sup>th</sup> Sep 2023



Company Chop