

Project Code: XJF0011\_23-934

**MEMORANDUM**  
**on**  
**FURNISHING EXPERTS**  
**between**  
**NIPPON KOEI CO., LTD.**  
**and**  
**PHILKOEI INTERNATIONAL INC.**

In accordance with the Master Agreement for Provision of Experts for Consulting and Engineering Services, made on 1st day of April, 2017 between NIPPON KOEI CO., LTD. (NK) and PHILKOEI INTERNATIONAL INC. (PKII), we, the undersigned, representing the same parties of the Master Agreement, have hereby mutually agreed that PKII will provide the Expert to NK with the following particular provisions:

A. The Expert

Name : Ms. Marie Eirene Florentino Fabon  
Date of Birth : 16<sup>th</sup> October 1996  
Nationality : Filipino

B. Prime Contract

Project Name : Technical Assistance Services for Various Urban Planning and Architecture Projects

C. Assignment

Position : Assistant Architect/Planner  
Scope of Work : Under the supervision and instruction of and close communication with the Foreign Architect/Planner, the Expert will carry out the following tasks:

1. Provide assistance to the Foreign Architect/Planner in the performance of tasks involving master plan and/or detailed design for various on-going projects;
2. Provide assistance in business development tasks for prospective projects involving urban development, landscape and/or architecture planning and design;



3. Perform specific tasks that may be assigned by the Foreign Architect/Planner consisting of the following:
  - a. Data and information collection, such as laws, regulations, standards and site information;
  - b. Planning and design works, including 3D modeling;
  - c. Reporting work; and
  - d. Coordinating, attending and preparing minutes of meetings, workshops, seminar, etc.

Assignment Period : March 20, 2023 – March 20, 2024 (12 M/M)  
and Work Schedule

Total: 12 M/M in Philippines\*

\*20 days = 1MM for the Services in the home country of the Expert. Calculation shall be "the actual working days / 20".

Office Facilities and  
Equipment

-The official station of the Services shall be at PKII Head Office.

- The Expert shall use own personal computer. PKII shall provide one-year subscription of licensed software (AutoCAD LT, SketchUp Pro and Twin Motion) at no cost to NK.

D. Cost Estimate

1) Remuneration : PHP 114,240/month-

\* Remuneration shall be paid by NK according to the actual working days.

2) Applicable taxes

The VAT in Philippines is included in the amount stated above. The current VAT rate (as of the Effective Date) is 12% and the Parties understand that this rate may change during the period of this Memorandum.





E. Payment Terms

- 1) PKII shall submit an itemized invoice for services performed by the Assistant on a quarterly basis. The itemized invoice shall comprise the remuneration, and the direct cost stipulated in Cost Estimate.
- 2) The above invoices shall be submitted to NK with the following particulars:  
Address : General Manager of Private Sector Consulting Division,  
Mr. Kensaku KAWAI  
Project Code : XJF0011
- 3) The payment shall be made in PHP by way of telegraphic transfer to the account mentioned below within one (1) month from the date of the receipt of PKII's invoice. PKII shall confirm in advance the reliability of transferring to this account.

Bank Name : Mizuho Corporate Bank, Ltd.  
Branch Name : Manila Branch  
Account Name : Philkoei International Inc.  
Account Number : H10-767-105551  
Bank Address : 25<sup>th</sup> Floor, The Zuellig Building, Makati Avenue  
corner Paseo de Roxas, Makati City, Philippines, 1225

- 4) Remittance charge shall be deducted from the amount of each payment.

All terms and conditions of the Master Agreement shall remain in full force except as agreed herein.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum in duplicate to be signed as of April 3rd, 2023.

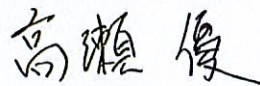
This Memorandum shall become effective retroactively as of the March 20th, 2023.

PHILKOEI INTERNATIONAL INC.

NIPPON KOEI CO., LTD.



Peter S. SAMOZA  
President



Masaru Takase  
General Manager  
Accounting & Management Department  
Consulting Operations Headquarters