

EMPLOYMENT AGREEMENT

Between

Employer: NAME and ADDRESS

Employee: NAME and ADDRESS and HKID/Passport Number

and is executed on the date below.

For valuable consideration, the Employer and the Employee agree as follows:

1 DUTIES AND JOB DESCRIPTION

- 1:1** The Employee is employed in the position of TITLE and will undertake all necessary duties as are generally performed by individuals who are employed in such a capacity.
- 1:2** The Employee also agrees to perform further duties incidental to the general job description.
- 1:3** The position is FULL/PART time and necessarily based in Hong Kong.

2 PERIOD OF EMPLOYMENT

- 2:1** The Employee will commence work subject to the consent of the Hong Kong Director of Immigration Department OR The Employee is lawfully employable in Hong Kong and warrants that no immigration consents are required to undertake the duties envisaged herein
- 2:2** The Employment Agreement will continue indefinitely.
- 2:3** The working hours of the position shall be from TIME to TIME Monday to Friday (inclusive). However, this position is an executive level one and, as such, the Employee can expect to work over and above these hours when the workload so demands.
- 2:4** The Employee shall not be required to work on Statutory Holidays.

3 REMUNERATION

- 3:1** The Employee shall be paid the monthly salary of HK\$SUM.
- 3:2** The Employee will also be given the following benefits:
 - 3:2:1** The Employee shall be enrolled in the Hong Kong Mandatory Provident Fund scheme.
 - 3:2:2** Housing allowance forming part of the monthly salary including subsidy for utilities.
 - 3:2:3** 15 days annual leave, after completion of one full year service under the terms of this Employment Agreement.