

PRIVATE & CONFIDENTIAL

Meal and Transport Allowance

27 June 2025

Wei Li Man
1365949

Dear Li Man,

As part of our efforts to optimize our compensation structure, the meal and transport allowance granted to you previously will be subsumed into the base salary, with effect from **1 July 2025**.

Following the adjustment, the amount of ¥ 400 per month, previously provided as a separate allowance, will cease to be payable with effect from **1 July 2025** and the payslip will no longer display this allowance as a separate item.

All other terms and conditions of your employment contract remain unaffected by this revision.

We would like to stress that the information in this letter, as with all other employee communications on individual pay and related matters, should be kept strictly confidential.

Please feel free to speak with your line manager if you need any clarification.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Emily Ye'.

Emily Ye
Director, People & Culture, China