



ZF Automotive Technologies (Shanghai) Co., Ltd
No.366 Taibo Road, Anting Town, Jiading District
Shanghai 201814, China
Tel: 86.21.6016.5000

Name: Wu Chenye
姓名: 吴晨烨
ID Number: 320282198907121115
身份证号码: 320282198907121115

Dear Mr. Wu Chenye
亲爱的吴先生:

We are pleased to present ZF Automotive Technologies (Shanghai) Co., Ltd (hereinafter referred to as "ZATS") to offer you intent of employment in the position of **Project Requirement Engineer** reporting to **Engineering Supervisor** based on the terms and conditions below:

我们很高兴地代表采埃孚汽车科技(上海)有限公司(以下简称“采埃孚科技”)向您发出此录用意向书,您的职位是助理项目需求工程师将向 工程主管汇报,具体条款和规定如下:

Commencement Date: Mar. 30, 2020
入职日期 : 2020年3月30日

Working Location: Jiading Anting (No.366 Taibo Road)
工作地点 : 嘉定安亭(泰波路366号)

Duration : Such intent of employment constitutes a three year employment contract between you and ZATS after you accept it, subjected to all appropriate medical clearances.

服务期限 : 如果您接受了本录用意向书,且顺利通过了体检,采埃孚科技将与您签定为期叁年的劳动合同。

Probation : The period of probation is three (3) month's from the commencement date.

试用期 : 从合同起始之日起您有叁个月的试用期。

Compensation :
薪资福利 :

- **Gross Base Salary:** Your gross base salary will be **RMB 15,000** per Month, it will be paid by the end of each calendar month and an additional monthly salary will be granted by the end of the year. This will be pro-rated if your term of service is less than a full year.
- **税前基本薪资:** 人民币 **15,000** /月,该薪资于每月底支付。另外,每公历年年底,您将获得额外一个月的基本薪资;若您加入公司当年的服务期不满拾贰个月,该笔薪资将按比例折算发放。

吴晨烨
2020.3.4



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- **Annual Incentive Bonus:** You will be eligible to participate in the annual incentive plan and your target incentive level will be 15% of your annual gross base salary. This will be pro-rated if your term of service is less than a full year. Target incentive is payable upon achievement of certain levels of performance in accordance with the terms and conditions of the Plan. Participation in the annual incentive bonus plan is not a contractual right and ZF reserves the right to modify or suspend participation in or other terms of the plan from time to time at its discretion. You must be under an employment with ZATS when the bonus payment is distributed.

年度绩效奖金: 年度绩效奖金为 15%的年税前基本工资(如您加入公司当年的服务期不满拾贰个月时, 奖金将按比例折算发放), 奖金的实际发放金额将根据采埃孚公司亚太区和中国区的年度业绩以及个人工作绩效确定。参与年度绩效奖金计划并不作为员工的一项合同权利, 并且公司有权随时修订或终止年度绩效奖金政策。在发放奖金的当日, 您必须是采埃孚科技的在职员工。

- **Benefits:**

Benefits include: Pension Insurance, Unemployment Insurance, Basic Medical Insurance, and Housing Fund) and Commercial Insurance (Comprehensive Medical Insurance, Insurance for Critical Illness and Medical Examination). ZATS will pay the full Benefits fee, which cover the company's contribution and your personal contribution.

保险:

- 采埃孚科技提供的保险包括法定养老金保险, 失业保险, 医疗保险, 工伤保险, 生育保险, 住房公积金和商业医疗保险(综合医疗保险, 重病保险和体检)。采埃孚科技将承担所有的保险费, 包括公司缴纳的部分以及个人缴纳部分。

- **Tax:** You will be fully responsible for complying with regulations of Individual Income Tax law of the People's Republic of China.

税务: 您需要按照中华人民共和国的个人所得税法的有关规定, 依法缴纳个人收入所得税。

ZATS reserves the right to request you take a medical exam and/or drug test (at ZATS expense) prior to the commencement of your employment on. The offer letter will be effective upon your successfully completion of the medical exam.

在您报到之前, 需要您的配合进行体检(相关体检费用由采埃孚科技承担)。在您的体检合格以后本录用意向书方生效。

ZATS reserves the right to modify or change the current compensation and benefit policies and other human resource policies.

采埃孚科技保留在符合中国法律法规要求的情况下, 修改或变更现行的薪酬福利制度及其他人力资源管理制度的权利。

吴晨晖
2020.3.4



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Please confirm your acceptance of these terms and conditions of employment by signing on page 3 and returning one original copy of this letter to the attention of **Cathy Tang** by **Mar, 6, 2020**. Failure to do so will render this offer of Employment void and null.

如果您同意以上条款和规定，请在第三页上签名确认，并于 **2020年3月6日** 前将您签署的本录用意向书原件送达至 **Cathy Tang** 处，否则本录用意向书视为无效。

In the event of any discrepancy between the Chinese version and the English version, the Chinese version shall prevail.

本录用意向书中如有中、英文不一致之处，以中文为准。

Please present all the documents indicated in the attachment to HR department, on your commencement date, for verification. This appointment is subject to your employment eligibility and successful completion of the placement process.

请将附件中注明的相关材料在报到当天交给人力资源部。这些材料是您办理入职手续的必备材料。

We take this opportunity to welcome you to our organisation and wish you every success in your career with us.

欢迎加入采埃孚科技，祝愿您在新的岗位上一切顺利！

All information should be strictly confidential. Please do not hesitate to call us if you have questions.

本录用意向书的所有信息都是严格保密的。如果您有任何疑问，请立即与我们联系。

Signature
签名



Human Resources Department
ZF Automotive Technologies (Shanghai) Co., Ltd
Date:

Signature
签名

吴晨烨

(请用中文正楷书写)

吴晨烨

Date: 2020.3.4



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附件:

亲爱的员工:

您好! 欢迎加入采埃孚科技, 成为我们当中的一员!
为了能更好的办理您的录用手续请协助我们完成以下的流程:

一、入职体检:

请在接到体检通知后 2 天内进行入职体检, 我们会尽快通知您体检结果。

二、入职报到前需准备材料:

- 身份证原件以及复印件两份
- 最高学历原件以及复印件一份
- 最高学位原件以及复印件一份
- 退工单 (上海户籍) / 离职证明原件以及复印件一份
- 独生子女父母光荣证 (本人) 复印件 (2016 年 1 月 1 日前颁发, 仅限上海户籍员工)
- 劳动手册 (上海户籍)
- 户口簿复印件首页及本人页 (或户籍证明) 两份
- 中国银行账户 (硬卡) 复印件两份
- 孩子出生证明复印件一份

我们将我们通过上海市对外服务有限公司为员工办理住房公积金缴纳手续。请查询您的个人公积金账号 (可通过原单位或公积金管理中心) 并通知原单位直接将您的个人公积金转入我公司 (仅限工作地为上海的员工需要进行转移)

公积金账户: 上海外服 (集团) 有限公司 (派遣员工)
公积金帐号: 055753-881222194205

如果您有任何疑问请及时联系我们!
感谢您的配合!

采埃孚汽车科技 (上海) 有限公司
人力资源部

吴晨桦
2020.3.4