

**OTFB\_Retainer Time by 30 June 2019**

<b>Date</b>	<b>Description</b>	<b>Timekeeper</b>	<b>Hrs</b>
08/08/2018	Drafting the Supplementary Agreement to the Interior Design Agreement.	Jake H	1.5
14/08/2018	Reviewing the updated Supplementary Agreement prepared by Jake HUANG and sending the same to client.	Kent W	0.5
	Updating the Supplementary Agreement to the Interior Design Agreement and translating the same.	Jake H	3.7
15/08/2018	Further reviewing the updated Supplementary Agreement and its Chinese translation prepared by Jake HUANG and sending the same to client.	Kent W	1.2
29/08/2018	Drafting documents for the change of supervisor and making reservation on the AIC website.	Jake H	3.1
04/09/2018	Drafting the documents for the change of supervisor and sending the same to the client.	Jake H	1.5
05/09/2018	Reviewing the reply from Xiamen Kuaike and the note on the update on the same prepared by Jake HUANG.	Kent W	0.3
	Drafting the note on Xiamen Kuaike's reply.	Jake H	0.7
12/09/2018	Reviewing the TLA with Xiamen Kuaike and commenting on the impact of the trademark to be acquired on the performance of the TLA by Xiamen Kuaike.	Kent W	0.7
19/09/2018	Drafting the letter to Xiamen Kuaike.	Jake H	1.6
20/09/2018	Reviewing the draft letter to Xiamen Kuaike prepared by Jake HUANG and arranging the amendment of the same.	Kent W	0.9
	Amending the letter to Xiamen Kuaike.	Jake H	0.5
21/09/2018	Further reviewing the finalized draft of the letter to Xiamen Kuaike and sending the same to client.	Kent W	0.3
26/09/2018	Travelling to Shenzhen to process the change of supervisor.	Jake H	4.1
28/09/2018	Reviewing the translation of the two letters from Ai Chuag prepared by Jake HUANG and sending the same to client.	Kent W	0.3
	Translating the two letters from Ai Chuag.	Jake H	1.7
30/09/2018	Reviewing the reply from Xiamen Kuaike and forwarding the same to client together with the translation prepared by Jake HUANG.	Kent W	1.0
	Preparing the translation of the reply from Xiamen Kuaike.	Jake H	0.6
17/10/2018	Traveling to Shenzhen to process the change of supervisor.	Jake H	5.3
22/10/2018	Preparing the note on Shenzhen KAP's responsibility after the novation and sending the same to client.	Kent W	0.5
30/10/2018	Traveling to Shenzhen to collect the Notice Form on the change of supervisor.	Jake H	4.9
	Discussing the letter to Xiamen Kuaike with Mr. ZENG and updating the letter.	Kent W	0.6
06-07/11/2018	Amending the reply letter to Xiamen Kuaike.	Jake H	2.2
08/11/2018	Reviewing the updated reply letter to Xiamen Kuaike prepared by Jake HUANG and sending the same to client and discussing the same with client.	Kent W	0.5
18/12/2018	Reviewing the reply letter to Xiamen Kuaike on the assignment to KAP Malaysia prepared by Jake HUANG and arranging the delivery.	Kent W	0.7
	Preparing the reply letter to Xiamen Kuaike on the assignment to KAP Malaysia.	Jake H	2.8
20/12/2018	Updating the client on the failed delivery of the reply letter to Xiamen Kuaike.	Kent W	0.2
25/12/2018	Reviewing the reply from Xiamen Kuaike on the lost contact with Mr. ZENG and the English translation prepared by Jake HUANG and sending the same to client.	Kent W	0.7
	Summarizing the reply from Xiamen Kuaike on the lost contact with Mr. ZENG into English.	Jake H	1.2
29/12/2018	Reviewing the reply letter on lost contact with Mr. ZENG and	Kent W	0.7

	related matters to Xiamen Kuaike prepared by Jake HUANG and arranging the delivery.		
	Preparing the reply letter on lost contact with Mr. Zeng and related matters to Xiamen Kuaike.	Jake H	2.1
03/01/2019	Contacting Mr. SHEN Bo to coordinate the delivery of the letter to Xiamen Kuaike.	Jake H	0.2
04/01/2019	Reviewing the note on the reply letter to Xiamen Kuaike prepared by Jake HUANG and sending the same to client .	Kent W	0.3
	Preparing the note to client on the reply letter to Xiamen Kuaike.	Jake H	0.5
16/01/2019	Reviewing the note on the termination of the TLAs and etc. with Xiamen Kuaike prepared by Jake HUANG and sending the same to client.	Kent W	1.5
	Preparing the email to client on the termination of the TLAs and etc. with Xiamen Kuaike.	Jake H	2.7
22/01/2019	Initially reviewing the file in relation to Xiamen Kuaike and preparing the termination letter.	Helen W	3.6
25/01/2019	Reviewing the terminate letter prepared by Helen WONG.	Kent W	1.1
	Sending the draft Termination Letter to client for comments, and revising the same as commented by client, and arranging the delivery of the same.	Helen W	0.4
27/01/2019	Updating client on the delivery of the termination letter to Xiamen Kuaike.	Helen W	0.1
28/01/2019	Reviewing the email from client on the home address of the legal representative and trying to find the address of the legal representative in the existing agreements, and replying client on the same.	Helen W	0.5
29/01/2019	Reviewing the further email from client on the address of the legal representative.	Helen W	0.4
30/01/2019	Reviewing the letter to the auditor prepared by Michael WONG.	Kent W	0.3
	Preparing the letter to the auditor.	Michael W	2.5
31/01/2019	Reviewing the news report on Xiamen Kuaike searched by Michael WONG and sending the same to client.	Kent W	0.3
	Searching for news report on Zeng Libing and Kuaike to find whether Zeng Libing had been arrested by the local police and sending the information to Kent WOO.	Michael W	1.4
01/02/2019	Following up on the reply to the inquiry letter from Audit and Business Advisory Service.	Helen W	0.2
20/02/2019	Reviewing the note on the contact with SHEN Bo prepared by Helen WONG and discussing with Helen WONG and commenting on the same.	Kent W	0.5
20/02/2019	Further searching the news report on ZENG and contacting SHEN Bo to follow up on the termination letter and preparing the note to client to report the same.	Helen W	2.2
21/02/2019	Reviewing the email from client on the legal rights to terminate the TLAs and LOAs with Xiamen Kuaike and the assignment of the same, and preparing the note to client. .	Helen W	3.3
23/02/2019	Reviewing the note on the termination of the TLAs and LOAs prepared by Helen WONG and revising the same.	Kent W	1.5
05/03/2019	Preparing the note to client on the authorization letter to be issued by SHEN Bo and the settlement of the relevant issues.	Helen W	0.4
06/03/2019	Reviewing the note on the authorization for SHEN Bo and the termination with Xiamen Kuaike prepared by Helen WONG and sending the same to client.	Kent W	0.3
13/03/2019	Preparing the note to client on the phone call from ICBC on the verification and confirmation of the statements of account.	Helen W	0.1
08/04/2019	Reviewing the client files and finding the AOA of Shenzhen KAP as required by Olivia Chin.	Michael W	0.2

06/05/2019	Checking the file and confirming Zhong Lun not keeping the original copy of the AOA.	Kent W	0.3
	Preparing the clean version of the AOA and its amendment and sending the same to client and further replying question raised by client.	Debby Z	0.7
07/05/2019	Reviewing the update on the contact with SHEN Bo in relation to ZENG's authorization and replacement prepared by Helen WONG and discussing the same with Helen WONG.	Kent W	0.3
	Contacting SHEN Bo on the authorization and replace documents and preparing the note to client to update on the same.	Helen W	0.5
15/05/2019	Preparing the reply to client's queries in relation to the two or three months required for presenting the authorization documents mentioned by SHEN Bo.	Helen W	0.3
05/06/2019	<i>Reviewing the email from client on the suspension of SZKAP and discussing the same with client.</i>	<i>Helen W</i>	<i>0.5</i>
07/06/2019	<i>Preparing the note to client on the call from the AIC on the annual report and checking the legislation on the suspension of SZKAP and preparing the note on the same.</i>	<i>Helen W</i>	<i>4.2</i>
08/06/2019	<i>Reviewing the note on the suspension of SZKAP's operation prepared by Helen WONG.</i>	<i>Kent W</i>	<i>0.7</i>
	<i>Revising the note to client on the suspension of SZKAP based on Olivia CHIN's further email on the same.</i>	<i>Helen W</i>	<i>0.9</i>
11/06/2019	<i>Arranging for the search for the outsourced agents and sending the note on the suspension of SZKAP to Olivia CHIN.</i>	<i>Helen W</i>	<i>0.4</i>
	<i>Updating the note on the suspension of SZKAP and sending the same to Olivia CHIN.</i>	<i>Helen W</i>	<i>0.2</i>
13/06/2019	<i>Reviewing the note from client on Mr. Clarence's taking of both positions, Executive Director &amp; Legal Representative, and preparing the reply on the same.</i>	<i>Helen W</i>	<i>0.5</i>
19/06/2019	<i>Preparing documents for the replacement of the Executive Director of SZKAP.</i>	<i>Veronica L</i>	<i>3.5</i>
20/06/2019	<i>Reviewing the application documents for the replacement of the Executive Director of SZKAP prepared by Veronica LIN.</i>	<i>Helen W</i>	<i>0.9</i>
	<i>Reviewing the email from client on the suspension of the payment to Mr. Clarence, preparing the reply and the suspension agreement.</i>	<i>Helen W</i>	<i>2.3</i>
21/06/2019	<i>Reviewing the application documents prepared by Veronica LIN, revising the same, and preparing and sending the note to client.</i>	<i>Helen W</i>	<i>1.8</i>
	<i>Preparing application documents for recording the replacement with the Commerce Bureau.</i>	<i>Veronica L</i>	<i>1.9</i>
24/06/2019	<i>Reviewing the note on Mr. Clarence's personal income tax, outsourced agents and safekeeping of licenses of SZKAP prepared by Helen WONG.</i>	<i>Kent W</i>	<i>0.5</i>
	<i>Discussing with Kent WOO on the note to client on Mr. Clarence's personal income tax, outsourced agents and safekeeping of licenses of SZKAP.</i>	<i>Helen W</i>	<i>0.9</i>
27/06/2019	<i>Preparing the note to Olivia CHIN on the Suspension Agreement and sending the same to Olivia CHIN.</i>	<i>Helen W</i>	<i>0.3</i>
	<i>Making online application on the online system of AIC for the replacement of the Executive Director and filing the documents.</i>	<i>Veronica L</i>	<i>2.1</i>

Time	Expense in RMB	OOP Description	Reporter
2018-09	260.72	Traveling to Shenzhen for the change of supervisor.	Jake H
	23	Courier fee for deliver the Letter to Kuaike.	Lillian
2018-10	440.67	Traveling to Shenzhen for the change of supervisor.	Jake H
2018-12	59	Courier fee for deliver the Letter to the ICBC and the Letter to Kuaike.	Lillian
2019-01	69	Courier fee for deliver the Letter to Kuaike.	Lillian
	13	Courier fee for deliver the Reply Letter to Accounting Firm.	Lillian

**Summary of the Timesheet**

Months	Kent WOO (hrs)	Helen WONG/Michael WONG/ Jake HUANG/Debby ZHOU/Veronica LIN (hrs)	Subtotal (hrs)
<b>July 2018</b>	0	0	0
<b>August 2018</b>	1.7	8.3	10.0
<b>September 2018</b>	3.5	10.7	14.2
<b>October 2018</b>	1.1	10.2	11.3
<b>November 2018</b>	0.5	2.2	2.7
<b>December 2018</b>	2.3	6.1	8.4
<b>January 2019</b>	3.5	12.3	15.8
<b>February 2019</b>	2.0	5.7	7.7
<b>March 2019</b>	0.3	0.5	0.8
<b>April 2019</b>	0	0.2	0.2
<b>May 2019</b>	0.6	1.5	2.1
<b>June 2019</b>	1.2	20.4	21.6
<b>In Total:</b>			<b>94.8</b>
<b>Remaining time under the Retainer:</b>			<b>90-94.8=-4.8</b>