

TL_Retainer Time from 1 June to 30 June 2019

Date	Description	Timekeeper	Hrs
03/06/19	Sending the shareholder's decision to client.	Debby Z	0.1
04/06/19	Preparing the note on the signing version of the Lease Contract.	Debby Z	0.2
05/06/19	Travelling to Shenzhen and submitting the application documents for the change of address to AIC.	Debby Z	3.5
06/06/19	Preparing the update on the application to AIC and sending the same to client.	Debby Z	0.3
11/06/19	Travelling to Shenzhen and collecting the new business license from AIC.	Debby Z	3.5
19/06/19	Reviewing the update on collecting the new business license and the translation of the documents collected from AIC prepared by Debby ZHOU.	Kent W	0.5
	Preparing the update on collecting the new business license and the translation of the documents collected from AIC and sending the same to client.	Debby Z	2.8
20/06/19	Arranging the registration of trademark No.4709310 and Wing Fat with the customs system and reviewing the update prepared by Debby ZHOU.	Kent W	0.8
	Adding the registration of trademark No.4709310 and Wing Fat with the custom system and preparing the update on the same and sending the same to client.	Debby Z	3.1
21/06/19	Preparing the note on the application for the change of address to other authorities and sending the same to client, and applying for the change of address through Commercial Bureau online system.	Debby Z	1.8
25/06/19	Preparing the note on the relation between the trademark No.4709310 and the authorized supplier Wing Fat and sending the same to client.	Debby Z	0.9
27/06/19	Reviewing the email to client on the real name authentication prepared by Debby ZHOU.	Kent W	0.3
	Checking with the tax authority on the real name authentication and preparing the note on the same and sending the same to client.	Debby Z	1.5

Summary of the Timesheet

Months	Kent WOO (hrs)	Debby ZHOU (hrs)	Subtotal (hrs)
June 2019	1.6	17.7	19.3
In Total:			19.3