**Offer has been accepted**

|  |  |
| --- | --- |
| **http://hp.taleo.net/custom/images/company_logo_01.gif** | **Hewlett-Packard Multimedia Sdn Bhd**  (477536U)  Persiaran Rimba Permai,  Cyber 8,63000 Cyberjaya,  Selangor Darul Ehsan, Malaysia.  [www.hp.com](http://www.hp.com/) |

March 9, 2015

**PRIVATE & CONFIDENTIAL**

Soon Chian Lim

C25-03A   
Prsn kewajipan

Subang Jaya 47620

Selangor Malaysia

Dear Soon Chian,

**LETTER OF OFFER OF EMPLOYMENT**

Thank you for taking the time to come and talk to our people.

On behalf of Hewlett-Packard ("HP" or "the Company"), I am pleased to formally extend an offer to you to join Hewlett-Packard as a(n) **IT Developer/Engineer III**. We hope you'll view this offer as an opportunity to further develop your professional career and help us innovate at HP. Together we can create what comes next!

Your base salary would be **RM7,700.00** per month.

Your date of commencement of work with us will be **April 1, 2015**, and you will report to **Muhamad Hashim**, with our **Technology and Operations** department.

You will be on probation for a period of six months from the date of commencement of work. The probation period may however be extended at the discretion of the Company.

At any time during your probationary period, your employment may be terminated by either the Company or by yourself by the giving of one (1) month notice in writing.

Enclosed please find our Memorandum of Terms of Employment, the HP Agreement Regarding Confidential Information and Proprietary Developments, the HP Employee Letter of Assurance and the Data Privacy and Accuracy Declaration for your attention. The same shall govern your employment with us. As well, your appointment is subject to your full compliance with the Company's rules and regulations currently in force (whether found in any published documents or within the relevant Company websites or memorandum or email communication or otherwise howsoever) and any amendments thereto in future.

This offer of employment is conditional upon successful background checks (including criminal checks, verification of previous employment, education verification and national identification verification) being conducted, and the results of such background checks being favorable in HP's reasonable opinion.  If this condition is not satisfied, then this offer of employment will be void or will become void, on notice by HP.

You will be required to carry out such duties and job functions in which you may be instructed from time to time by the Company, or persons acting on behalf of the Company. You may be required to be transferred or seconded from one department or business unit to another, from one station to another, or to another subsidiary, affiliate or a related Company or entity of Hewlett Packard in any part of Malaysia or overseas currently existing or to be formed in the future, at the discretion of the Company.



**Offer of Employment Acceptance**

To accept the offer of employment and agree to the above, please E-sign by providing your full name and unique identifier.

**Important Note:**

To confirm your understanding and acceptance of employment, please sign and return a duplicate copy of below documents to the following HR email address: [**hrgs.mys.hiring@hp.com**](mailto:hrgs.mys.hiring@hp.com), within the next 7 days.  
Otherwise, the offer will be considered null and void.

• Memorandum of Terms of Employment  
• HP Agreement Regarding Confidential Information and Proprietary Developments  
• HP Employee Letter of Assurance  
• Data privacy and accuracy declaration

We hope you choose to join HP and look forward to hearing from you soon. Let's build the future together!

We look forward to welcoming you to Hewlett-Packard Multimedia SDN BHD

**Yours sincerely,**

**Hewlett-Packard Multimedia SDN BHD**

**Vilvamalar Subramaniyan**

**Country Talent Acquisition Manager**

**for and on behalf of  
Hewlett-Packard Multimedia SDN BHD**



**MEMORANDUM OF TERMS OF EMPLOYMENT**

**NAME:**

Soon Chian Lim

**POSITION:**

IT Developer/Engineer III

**EFFECTIVE DATE:**

April 1, 2015

**JOB LEVEL:**

Specialist

**MONTHLY BASE SALARY:**

RM7,700.00 per month

**MANAGER:**

Muhamad Hashim

**WORKING HOURS:**

8.30 AM to 5.30 PM, Monday to Friday.

Please note however that this is subject always to the requirements of the customers of the Company to which you may be assigned to work with whether on project basis or otherwise. In such event, the Company may from time to time and at its discretion assign or vary such working hours in a pattern deemed necessary to its business objectives. However, you will be notified in advance of any changes of working hours.

**INCREMENT:**

Based on your performance

**ANNUAL WAGE SUPPLEMENT (AWS):**

All and only employees on the Company's payroll as at October 31st are eligible for an Annual Wage Supplement which amounts to 1.0 month basic salary respectively.

For new employees, please note that if you have completed less than twelve (12) months service as at October 31st, you shall be paid on a pro-rated basis based on the number of your completed months of employment.

**VARIABLE PAY PLAN:**

In addition to your salary, you will be eligible to be considered for a variable performance bonus. The bonus is discretionary and funded by the company's business results. Management has the discretion to distribute these funds based on a consideration of job level, job role, and individual performance at the end of the fiscal year performance period.



**MYCHOICE FLEXIBLE BENEFITS PROGRAM**

HP recognizes that everyone has different benefit needs and hence, offers the myChoice program, a flexible benefits program to all permanent regular employees.  
  
This program has 3 components:  
a) Core Benefits;  
b) Optional Benefits; and,  
c) Reimbursable Benefits.  
  
Under this program, you will be allocated with Flex Credits which can be utilized to upgrade your Core Benefits by selecting from a list of Optional Benefits or exchange for reimbursements for items listed under Reimbursable Benefits. The program runs from 1st November each year to 31st October the following year.

**DENTAL BENEFITS:**

You will be enrolled on the Company's Dental Care Program that will provide you with dental benefits. Reimbursement for dental treatment will apply only to meet the cost of amalgam fillings, extraction and/or scaling.

**GROUP PERSONAL ACCIDENT:**

The Company will insure you against accident on a 24 hour basis under a Group Personal Accident Insurance Policy, equivalent to 36 months of your basic salary.

**BASIC LIFE INSURANCE:**

The Company shall insure you for 36 times your basic salary, payable by the Company to your assigned beneficiary upon your death.

**TRAVEL ACCIDENT INSURANCE:**

Automatic coverage under this plan provides for financial benefits to you or your beneficiaries should an accident occur during travel on Company business that results in loss of life or limbs.

**HEALTHCARE PROGRAM:**

You will be enrolled on the Company's Healthcare Program that will provide you with outpatient treatment, surgical and hospitalization benefits as may be available under the said program.

**PROLONGED ILLNESS LEAVE PROGRAM:**

An employee with certified long term illness which renders him unfit for work, specifically tuberculosis, cancer, leukemia, cerebralvascular accident (stroke) and renal failure may apply for benefits under this program. Any other illness shall be judged for eligibility on a case to case basis.

**SICK LEAVE AND HOSPITALIZATION LEAVE:**

You shall upon commencement of service with the Company be entitled to the following:

a) **0 to <2 years of service** - 14 days of sick leave in the aggregate in each calendar year.

b) **2 years to <5 years of service** - 18 days of sick leave in the aggregate in each calendar year.

c) **5 or more years of service** - 22 days of sick leave in the aggregate in each calendar year.

Hospitalization leave entitlement will be sixty (60) days in the aggregate in each calendar year regardless of your length of service, less the number of sick leave taken in the particular year.



**MATERNITY BENEFIT:**

All female employees who have been employed by HP:

1. for a period or periods amounting to at least 90 days during the nine months immediately before confinement

      AND

2. employed anytime in the 4 months immediately before confinement

    Are entitled to 60 calendar days of paid maternity leave provided they have no more than five surviving children at the time of confinement.

    The maternity leave is calculated based on calendar days which includes Saturday, Sunday and public holidays.

**VACATION/ANNUAL LEAVE:**

Vacation or Annual Leave may be scheduled upon completion of six months service of employment. Annual leave will be on an "earning basis" i.e. you will earn 1.25 days or 1.5 days of leave upon the completion of every month of employment.  Depending on your years of service with the Company, you will be able to earn the following days of annual leave:

1 to 5 years     -  15 working days (1.25 days per month)

Above 5 years  -  18 working  days (1.5 days per month)

Unearned leave may be taken in advance and if so taken, the same will be treated as unpaid leave.

Unused earned annual leaves may be carried forward to the following year but up to a maximum of 15 days or whichever is lower.

Approval for annual leave will be subject to the current applicable Company policies.

ANNUAL LEAVES FOR 12-HR SHIFT NEW HIRES

1 yr: 10 days

2 yrs: 11 days

3 yrs: 12 days

4 yrs: 13 days

5 yrs and above: 14 days

**MARRIAGE LEAVE:**

5 working days upon 1st legal marriage.

**TERMINATION OF CONTRACT:**

Two (2) months notice of termination or pay in lieu which is equivalent to (2) two months of your last drawn salary must be given by either party.

In the course of serving out the two (2) months notice of termination, you shall not commence employment with another employer, if applicable, as you are still considered an employee of the Company.

In a situation where you terminate the contract to join another company which is in direct business competition with the Company, the parties hereto acknowledge that the Company reserves the absolute right to waive the two (2) months notice of termination requirement whereby you shall be given an immediate release from the Company. For the avoidance of doubt, neither party shall be required to pay in lieu of the two (2) months notice of termination requirement to the other party as a result of the Company exercising the foregoing waiver.

**SUMMARY DISMISSAL:**

The Company shall be entitled to summarily dismiss you without notice or the payment of salary in lieu of notice if you commit gross misconduct inconsistent with your express or implied conditions of employment.

**OUTSIDE EMPLOYMENT:**

Subject to the Company's Standards of Business Conduct, you must inform the Company in writing if you are engaged in any other part-time or full-time employment.

**RETIREMENT AGE**

Retirement age for all employees is 60. This means the retirement date shall start on the first of the month coincident with or next following the Employee's 60th birthday.

Example:

\* Birthdate: 1 April : Retirement Date: 1 April

\* Birthdate: 5 April : Retirement Date: 1 May



All the above terms and conditions of employment which pertains to Company wide policies and / or benefits are subject to change without prior notice or consent. In addition, individual perks and allowances offered are given at the absolute discretion of the Company and are therefore subject to change or withdrawal without consent.

We hope you will view your employment with us as an opportunity to grow in an organization that prides itself of its progressive policies for recognizing outstanding performance.

We are looking forward to a long and rewarding association with you and are glad to have you with us.

Please indicate your acceptance of the above by signing below and returning a copy of our letter.

Yours sincerely,

Hewlett-Packard Multimedia SDN BHD

**Vilvamalar Subramaniyan**

**Country Talent Acquisition Manager**

for and on behalf of

Hewlett-Packard Multimedia SDN BHD

**ACCEPTANCE OF OFFER**

I, **Soon Chian Lim** unconditionally accept your offer of employment on the above terms  and  conditions  and  the  effective  date  for  commencement  of  work  is  **April 1, 2015.**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Soon Chian Lim | Date |



March 9, 2015

Soon Chian Lim

C25-03A   
Prsn kewajipan

Subang Jaya 47620

Selangor Malaysia

Dear Soon Chian Lim

**TRANSPORT ALLOWANCE**

We wish to inform you that with effect from April 1, 2015, you will be entitled to Transport Allowance of **RM350.00** per month.

Please note that this allowance is always subject to your being entitled to it by virtue of your working location in Cyberjaya. In addition, allowances offered to an individual shall be at the absolute discretion of the Company and shall also be subject to change or withdrawal without consent.

The Transport Allowance payments to be made to you by HP shall be subject to local statutory contributions in accordance with the prevailing laws.

Please let us know should you have any queries.

Yours sincerely,

Hewlett-Packard Multimedia SDN BHD

**Vilvamalar Subramaniyan**

**Country Talent Acquisition Manager**

for and on behalf of

Hewlett-Packard Multimedia SDN BHD

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**ACCEPTANCE OF TERMS AND CONDITIONS OF TRANSPORT ALLOWANCE LETTER**

I, Soon Chian Lim understand and agree to the terms of Transport Allowance as specified above.

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Soon Chian Lim | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |



**HP Agreement Regarding Confidential Information and Proprietary Developments  
(With Protective Covenants Relating to Post-Employment Activity)** 

Name: Soon Chian Lim

1.   **Relationship to Employment.**  I desire to be employed by Hewlett-Packard Company or by one of its affiliates or subsidiaries (collectively, "HP" or the “Company”).  This Agreement states important terms that will apply during and after my employment by HP.  I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby HP is deemed to promise continuing employment for a specified duration.  
   
2.   **Confidential Information.**  This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by HP.  Confidential Information may include, without limitation, information regarding HP organizations, staffing, finance, structure, employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that HP receives from others under an obligation of confidentiality.  I agree to abide by HP’s Confidential Information Policy and specifically agree that with regard to HP Confidential Information:

a) to use such information only in the performance of HP duties;

b) to hold such information in confidence and trust; and

c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons, including, without limitation, through the media blogs, social networking sites or other online forums, or otherwise used in an unauthorized manner, both during and after my employment with HP.

I further agree that any organizational information or staffing information learned by me in connection with my employment by HP is the Confidential Information of HP, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with HP; further, I agree that I will not use or permit use of such as a means to recruit or solicit other HP employees away from HP (either for myself or for others).  
   
3.   **Proprietary Developments.**  This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by HP and that relate to the research and development or the business of HP, or that result from work performed by me for HP, or that are developed, in whole or in part, using HP's equipment, supplies, facilities or trade secrets information.  Such Proprietary Developments are the sole property of HP, and I hereby assign and transfer all rights in such Proprietary Developments to HP.  I also agree that any works of authorship created by me shall be deemed to be "works made for hire."  For all Proprietary Developments, I further agree:

a) to disclose them promptly to HP;

b) to sign any assignment document to formally perfect and confirm my assignment of title to HP;

c) to assign any right of recovery for past damages to HP; and

d) to execute any other documents deemed necessary by HP to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in HP's name and at HP's expense.

I understand that HP may assign and/or delegate these rights.  I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by HP.

In compliance with prevailing provisions of relevant statutes, this Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer  or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed by the employee for the employer.  
 



4.   **Respect for Rights of Former Employers.**  I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by HP.  I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my HP work or work product, and I will not bring onto the premises of HP any such information in whatever tangible or readable form.  
   
5.   **Work Product.**  The product of all work performed by me during and within the scope of my HP employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of HP.  I understand that HP has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.  
   
6.   **HP Property.**  I will not remove any HP property from HP premises without HP's permission.  Upon termination of my employment with HP, I will return all HP property to HP unless HP’s written permission to keep it is obtained.  
   
7.   **Protective Covenants.**  I acknowledge that a simple agreement not to disclose or use HP’s Confidential Information or Proprietary Developments after my employment by HP ends would be inadequate, standing alone, to protect HP’s legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that HP will pay me to develop for the Company during my employment by HP.  I recognize that activities that violate HP’s rights in this regard, whether or not intentional, are often undetectable by HP until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to HP.  To prevent this kind of irreparable harm, I will abide by the following Protective Covenants:

a) **No Conflicting Business Activities.**  I agree that for a period of 6 months following the termination of my employment with HP, I will not provide services to a Competitor in any role or position (as an employee, consultant, or otherwise) that would involve Conflicting Business Activities, however, in the event my employment with HP terminates as a result of a Workforce Restructuring program or similar reduction in force, the restriction in this clause (paragraph 7, subpart (a)) will not apply;

b) **No Solicitation of Customers.**  I agree that for a period of 6 months following the termination of my employment with HP, I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any customer of HP in pursuit of a Competing Line of Business if I either had business-related contact with that customer or received Confidential Information about that customer in the last two years of my employment at HP;

c) **No Solicitation of HP Employees.**  I agree that for a period of 6 months following the termination of my employment with HP, I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an HP Employee for the purpose of persuading or helping the HP Employee to end or reduce his or her employment relationship with HP if I either worked with that HP Employee or received Confidential Information about that HP Employee in the last two years of my employment with HP; and

d) **No Solicitation of HP Suppliers.**  I agree that for a period of 6 months following the termination of my employment with HP, I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an HP Supplier for the purpose of persuading or helping the HP Supplier to end or modify to HP’s detriment an existing business relationship with HP if I either worked with that HP Supplier or received Confidential Information about that HP Supplier in the last two years of my employment with HP.

As used here, **“Competitor”** means an individual, corporation, other business entity or separately operated business unit of an entity that engages in a Competing Line of Business. **“Competing Line of Business”** means a business that involves a product or service offered by anyone other than HP that would replace or compete with any product or service offered or to be offered by HP with which I had material involvement while employed by HP (unless HP and its subsidiaries are no longer engaged in or planning to engage in that line of business).**“Conflicting Business Activities”** means job duties or other business-related activities in the United States or in any other country where the HP business units in which I work do business, or management or supervision of such job duties or business-related activities,  if such job duties or business-related activities are the same as or similar to the job duties or business-related activities in which I participate or as to which I receive Confidential Information in the last two years of my employment with HP.  **“HP Employee”** means an individual employed by or retained as a consultant to HP or its subsidiaries. **“HP Supplier”** means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to HP or its subsidiaries, including without limitation any OEM, ODM or subcontractor.



8.   **Enforcement.**  I make these agreements to avoid any future dispute between myself and HP regarding specific restrictions on my post-employment conduct that will be reasonable, necessary and enforceable to protect HP’s Confidential Information and Proprietary Developments and other legitimate business interests.  The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with HP.  This Agreement benefits both me and HP because, among other things, it provides finality and predictability for both me and the Company regarding enforceable boundaries on my future conduct.  Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements.   
   
9.  **Relief; Extension.** I understand that if I violate this Agreement (particularly the Protective Covenants), HP will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorney's fees and costs incurred by HP in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which HP may be entitled. Injunctive relief will not exclude other remedies that might apply.  If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.  
   
10.  **Severability; Authority for Revision; Inure to Successors.**  The provisions of this Agreement will be separately construed.  If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein.  If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide HP’s goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection.  The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability.  This Agreement will inure to the benefit of the parties’ heirs, successors, and assigns.     
   
11.  **Governing Law. Venue.**  The laws of the country identified as my work location in the Company directory at the time of the termination of my employment from the Company shall govern this Agreement, the construction of its terms, and the interpretation of the rights and duties of the parties hereto without regard to any conflicts of laws principles to the contrary.  The exclusive venue and forum for any legal action arising from this Agreement will be a court of competent jurisdiction located in the country identified as my work location in the Company directory at the time of the termination of my employment from the Company.   I hereby stipulate and consent to the personal jurisdiction of such courts located in the country identified as my work location in the Company directory at the time of the termination of my employment from the Company, and expressly waive any right to object to any such court’s exercise of jurisdiction over me

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**US Export Controls on Technology Transfer**

**HP Employee Letter of Assurance**

INTRODUCTION & BACKGROUND

As a US company HP is obliged to adhere to all US Export Controls Regulations as set out in the US Department of Commerce (DoC) Export Administration Regulations (EAR).  As an employee of a leading edge technology company, employees come in contact with software and technical data on a daily basis that may be classified as sensitive and not publicly available. As part of US export laws this technology cannot be transferred to entities in restricted countries. Employees are required to ensure they do not willfully or inadvertently transfer the sensitive technology to entities in restricted countries.  Typically employees in the following types of jobs will routinely come into contact with these types of technologies:

Research and Product Development · Manufacturing and Software Development · Contract Manufacturing, Joint Ventures, and Product Licensing Agreements · Consulting

A full list of the controlled technologies is available at: US License Exemption TSR (Restricted Software Technology)

<http://globaltrade.hp.com/compliance/licenses/excd7.htm>

Technology Controls

<http://globaltrade.hp.com/compliance/techControls.htm>

EXAMPLE

You are a customer engineer and you have recently received some technical manuals on a new product that you will be required to support next month. This technology is a controlled technology. You are traveling to China for work next week and you think the long flight will be a good opportunity to catch up on reading the technical manuals. You will be catching up with a colleague from China who is also a customer engineer, so it will give you a good opportunity to discuss this new technology. If fact, you might send him an e-mail right now and see what he thinks about the new technology.  This scenario is considered a technology transfer and would breach HP's obligations. You are not allowed to release the technology in oral, written or electronic form, to a non-US national in the US or another country. You are not allowed to transfer this technology to a citizen on the restricted countries list.  When traveling on the airplane, the person sitting next to you may be a national from one of the restricted countries. If you were to leave the manuals in your hotel room in China, they could be viewed by local hotel workers. Just because your colleague works at HP, you cannot assume they have the same access to the information and technology as you do.

This scenario shows that every day in our job at HP we need to be diligent and aware of the technology that we have been exposed to and whether that technology is sensitive and restricted. We need to ensure the utmost care is taken that we do not communicate this technology to persons and entities in what is termed "Restricted Countries" without appropriate export Authorisation.

The following HP Employee Letter of Assurance must be signed be all new HP employees. The signing of this letter provides HP with an important level of safeguard (legal due diligence) against actions (willful or inadvertent) by its employees contrary to the company's Export Control policies on transfer of sensitive technology to entities in restricted countries.



I acknowledge that during my work for Hewlett-Packard (HP) I may, directly or indirectly, receive or access software and/or technical data which HP has classified according to the U.S. Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

|  |  |
| --- | --- |
| Armenia | Macao (Macau) |
| Azerbaijan | Moldova |
| Belarus | Mongolian People's Republic |
| Cambodia | North Korea |
| Cuba | Peoples Republic of China (PRC) |
| Georgia | Russia |
| Iran | North Sudan ( Khartoum ) |
| Iraq | Syria |
| Kazakhstan | Tajikistan |
| Kyrgyzstan Republic | Turkmenistan |
| Laos | Ukraine |
| Libya | Uzbekistan |
| Vietnam |  |

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper U.S. government authorization to destinations not eligible for exports under license exemption TSR.  According to current U.S. export regulations the following countries are not eligible for exports under license exemption TSR. This list is subject to change without notice.

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Soon Chian Lim | Date |



**Data Privacy and Accuracy Declaration**

   
**PREVIOUS EMPLOYER**

**Previous Employer Name  :  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
   
Start Date  :  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
   
End Date  :  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**DATA PRIVACY AND ACCURACY DECLARATION  
 

|  |  |  |
| --- | --- | --- |
| Are you aware of any illnesses/injuries that may limit your work performance or attendance? | **[**Yes**]** | **[**No**]** |
| Do you have any criminal records in any country? | **[**Yes**]** | **[**No**]** |
| Are you currently involved in any litigation or representation on dismissal filed at the Industrial Relations Department, Ministry of Human Resource? | **[**Yes**]** | **[**No**]** |
| Are you currently being sued by creditors or are a bankrupt? | **[**Yes**]** | **[**No**]** |
| Do you have spouse/ relatives / friends working with HP? | **[**Yes**]** | **[**No**]** |
| Are you currently a Socso member? | **[**Yes**]** | **[**No**]** |

**I declare that all my particulars given upon job application and the attachments are true and accurate to the best of my knowledge. I understand that omissions or any false statements made by me on the application will be sufficient grounds for immediate termination.**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
                                      Soon Chian Lim



March 9, 2015

Soon Chian Lim

C25-03A   
Prsn kewajipan

Subang Jaya 47620

Selangor Malaysia

Dear Soon Chian Lim

**Restricted Stock Units**

In addition, we are pleased to offer you a grant of restricted stock units estimated at US$4,200.00 on the grant date, as determined by HP. Each unit will be equal to one share of HP common stock and the grant will be subject to certain time restrictions. If you meet the conditions of the grant agreement, the restrictions will lapse as to one-third of the restricted stock units on each anniversary of the grant date for a period of three (3) years. The restricted stock units will be granted by the HR & Compensation Committee of HP's Board of Directors (the "HRC"), or its delegate. The grant date will be the date the HRC, or its delegate, approves these restricted stock units, which is typically two to three months after your date of hire. The full terms and conditions of this grant will be provided to you when you receive your grant.

Thank you.

Yours faithfully,

**Vilvamalar Subramaniyan**

**Country Talent Acquisition Manager**

for and on behalf of

Hewlett-Packard Multimedia SDN BHD

Offer electronically accepted by: Lim, Soon Chian   
Offer electronically accepted on: Mar 9, 2015 10:43 AM   
Offer electronically accepted from: 175.138.115.34