本人，[姓名]（中国身份证号： ），特此确认：

I, [NAME] (PRC ID Number: ), hereby acknowledge and confirm that:

1. 为履行本人雇主[供应商公司全称]（下称“**供应商**”）对[汇丰实体全称]（下称“**汇丰**”）的合同义务，本人作为供应商代表在汇丰的工作场所提供相关服务。在此期间，供应商仍为本人的唯一雇主，本人和汇丰之间不存在劳动关系，汇丰的劳动规章制度不适用于本人。

In order to fulfil the contractual obligations owed by my employer, [VENDOR’S COMPANY NAME] (“**Vendor**”), to [HSBC ENTITY NAME] (“**HSBC**”), I, as a Vendor representative, will be working at HSBC’s premises to provide the services required. During my assignment at HSBC, the Vendor will remain as my sole employer, there will be no employment relationship between HSBC and me, and HSBC’s labor rules and policies will not apply to me.

1. 本人理解，供应商有义务在提供服务时遵守汇丰的某些标准与规定。因此，本人会被要求完成该等汇丰标准培训（该等培训由汇丰的MyLearning系统自动分配或通过其他途径指定，包括MyLearning在线学习或课堂培训）并在本人作为供应商代表提供服务时遵守该等标准与规定。若本人未能完成相关培训或违反相关汇丰标准可能构成供应商对汇丰的违约。

I understand that when performing the services, the Vendor is obligated to follow certain HSBC standards and rules. I therefore will be required to complete trainings on such HSBC standards (as assigned to me automatically through HSBC’s MyLearning system or through other means, including MyLearning online learning or in-class training) and to abide by such standards and rules when performing services on the Vendor’s behalf. If I fail to complete the required training or violate the applicable HSBC standards, it may constitute the Vendor’s breach of contract to HSBC.

1. 本人被允许进入汇丰工作场所和培训系统及本人作为供应商代表被要求遵守某些汇丰标准与规定的事实均不会改变本人在汇丰的非员工身份。

The fact that I am granted access to HSBC’s premises and training system and that I, as the Vendor’s representative, am required to follow certain HSBC standards and rules does not change my non-employee status at HSBC.

|  |
| --- |
| 签字  Signature |
| 日期  Date |