



Our ref.: RE/22/187

23 March 2022

Mr Man Pak Hong
Present

Dear Mr Man

Letter of Appointment

I have the pleasure to offer you the post of System Analyst (Contract) in our Hospital for two years with effect from 1 July 2022 to 30 June 2024 subject to all relevant statutory and government requirements being met.

After taking up the appointment, you will be required to comply with all lawful instructions and regulations of the Hospital, issued in accordance with the Hospital's prevailing policy, including but not limited to clauses in this letter and Staff Handbook, which are either in existence or to be issued from time to time.

Your conditions of service are as follows:

1. Salary : HK\$56,450 per month.
2. Fixed Allowance : HK\$5,081 per month.
3. Working Hours : 44 hours per week. (Shift duty may be required. Your work schedule will be arranged by the Hospital. The Hospital reserves the right to rearrange your working hours to suit its operational needs.)
4. Benefits : Entitled to Out Patient Consultation & Medication, and Hospitalization.
5. Annual Leave : 12 working days per annum.
6. Sick Leave : In accordance with Hospital Sick Leave Policy.
7. Public Holidays : Entitled to the public holidays as published in the Government Gazette, to be arranged by the Hospital.
8. Mandatory Provident Fund : You are required to join and contribute to the Mandatory Provident Fund (MPF) under the terms and conditions specified in our Hospital's MPF Scheme.

.../2





P.2
23 March 2022
Mr Man Pak Hong

9. Termination of Employment : The terms of service are in accordance with the Hospital Regulations, employment may be terminated by either party by giving two months' notice in writing or payment of two months' salary in lieu within contract period.

The contract will be automatically lapsed at the expiry date and no further notice will be given.

10. Transfer of Employment : The Hospital reserves the right to transfer you to another position, location, department, and/or subsidiary in existence or to be set up in the future, if so required.

11. Confidentiality : All our Hospital's documents, records and information (save and except those documents and information published by our Hospital or uploaded at our Hospital's website for the public's inspection) are confidential information. You shall not at any time during your employment or afterwards (except so far as is necessary and proper in the course of your employment) disclose to any third party such confidential information or the practice, business dealings or affairs of our Hospital, the records of any of our Hospital's customers or patients, or any other matters which may come to your knowledge by reason of your employment. Breach of this clause will result in severe disciplinary action including summary dismissal and claims for injunction and damages.

If you accept the above terms of employment, please sign and return the duplicate of this letter.

Yours sincerely

Accepted & Confirmed by

Cindy Chan
Senior Manager (Human Resources)

Mr Man Pak Hong

29 Mar, 2022
(Date)

CC/j/t





LETTER OF COMPLETION

In recognition of the commitment to achieve professional excellence, this certifies that

Man Pak Hong

Has successfully completed the course of

Project Management Professional

Conducted from 25 Jul 2016 to 03 Oct 2016 (Total: 36 hours)

At Great Learning Education Centre



A handwritten signature in blue ink that reads 'Steve Yu'.

Dr. Yu Wai Ming, Steve
Principal

Certificate grant date: 04 Oct 2016



Linux+™ Certified Professional

This certifies that

Pak Hong Man

has successfully completed the requirements to be recognized as a

Linux+™ Certified Professional

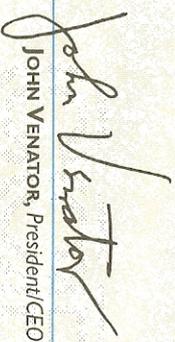
on November 22, 2002.

COMP001000610434

CompTIA ID No.



Shaping Standards for a Convergent World


JOHN VENATOR, President/CEO

Cisco Career Certifications

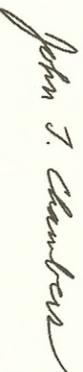
Pak Hong Man

HAS SUCCESSFULLY COMPLETED THE
CISCO CAREER CERTIFICATIONS TEST REQUIREMENTS
AND IS RECOGNIZED AS A

Cisco Certified Network Associate — CCNA

VALID THROUGH: August 23, 2005

CISCO ID# CSC010521800



John Chambers
President and CEO
Cisco Systems, Inc.



Certificate of Excellence

PAK HONG MAN

Microsoft Certified Professional

Has **successfully** completed the **requirements**
to be recognized as a **Microsoft Certified Professional**

Microsoft

Signed by

Bill Gates

Certificate of Completion

This is to certify that

Pak Hong MAN

Has successfully completed the course entitled

C850 - CLARiION Fibre Implementation and Troubleshooting

presented by



during the week of
June 12-16, 2000



Ron Whinnen, Instructor



Microsoft Visual Studio .NET University

THIS IS TO CERTIFY THAT BY ORDER

OF THE ACADEMIC BOARD

Pak Hong Man

has fulfilled the requirements of the institute at the
internationally recognized Visual Studio .NET Launch

held in Hong Kong on March 7-8, 2002

Bill Gates

Bill Gates
Chief Software Architect



Endorsed by Microsoft

This certificate is a gift from Microsoft Hong Kong for attending the launch and is not academically authorized.
©2002 Microsoft Corporation. All rights reserved. Microsoft, Visual Studio, the Visual Studio logo and the .NET logo are either registered trademarks
or trademarks of Microsoft Corporation in the United States and/or other countries.



This Is To Certify That

Man Pak Hong

Has Successfully Completed

Operation Training of ValuNet Standard Version 1.1

Dated: 10/15/98



Jandia Poon, Acting Training Manager

Tradelink Electronic Commerce Limited



Tommy Ho, Tradelink Certified Trainer

Tradelink Authorised Training Centre



貿易通
TRADELINKTM

This Is To Certify That

MAN PAK HONG

Has Successfully Completed

Installation Training for ValuNet Standard Version 1.1

Dated: October 8 1998



**Jandia Poon, Acting Departmental Manager - Training
Tradelink Electronic Commerce Limited**

**Amy Ho, Training Executive
Tradelink Authorised Training Centre**



THE UNIVERSITY OF HONG KONG
School of Professional And Continuing Education

香 港 大 學 專 業 進 修 學 院

STATEMENT OF ATTENDANCE

修讀證明書

This is to certify that

MAN PAK HONG

has completed a course of 80 hours on

Basic Putonghua

from 5 March 2002 to 25 June 2002
having attended 80 hours

茲證明

文栢康

曾於二零零二年三月五日至六月二十五日
修讀本院所辦為期八十課時的

基本普通話課程

共出席八十課時
修業期滿

Richard Booker



Head, Division of Arts and Humanities
文學及人文學科學部主任

7 August 2002
二零零二年八月七日



HKUST College of Lifelong Learning
THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY

This is to certify that

Man Pak Hong

having successfully completed a diploma program

held from 14 July 2004 to 30 October 2004

and fulfilled all program requirements

is hereby awarded the

Diploma in Multimedia Design

Prof Nelson Cue, Director

HKUST College of Lifelong Learning

11 November 2004





Bridge To Success

Transcript of Studies

Date of Issue: 13 August 2005
Name: MAN Pak Hong
HKID No.: K403883(5)
Student No: 04010018
Program Title: Diploma in Multimedia Design (DMD)
Program Period: 14 July 2004 – 30 October 2004

Assignments & Project Grade Record:

<u>Title</u>	<u>Grade</u>
Assignment 1: Desktop Publishing: 2D & Graphic Design	C
Assignment 2: Digital Video Production & Editing	B+
Assignment 3: 2D Animation	B
Assignment 4: Web Design	B-
Assignment 5: Design for Interactivity	B+
Multimedia Design Project	C+

Attendance:

No. of face-to-face sessions present: 25
No. of face-to-face sessions absent: 1

Title of Award:

Diploma in Multimedia Design

DMD is a non-credit qualification awarded by the HKUST College of Lifelong Learning. There is no automatic credit transfer for DMD to other degree programs of HKUST.

Prof Nelson Cue

Director

HKUST College of Lifelong Learning

HKUST COLLEGE OF LIFELONG LEARNING
Annex Building
The Hong Kong University of Science and Technology
Clear Water Bay, Kowloon, Hong Kong

香港科技大學持續進修學院
香港九龍清水灣香港科技大學新翼大樓

t. 852 - 2358 6123 f. 852 - 2358 4130 www.CL3.ust.hk



wholly-owned by

The Hong Kong University of
Science and Technology
香港科技大學



香港浸會大學
持續教育學院

SCHOOL OF CONTINUING EDUCATION
HONG KONG BAPTIST UNIVERSITY

This is to certify that
MAN PAK HONG
has completed all the requirements
for the award of
Professional Development Certificate
in Linux System Administration
jointly offered by
the School of Continuing Education
and
the Department of Computer Science
Hong Kong Baptist University
on 1 November, 2003

Head

Department of Computer Science
Faculty of Science

Dean

School of Continuing Education

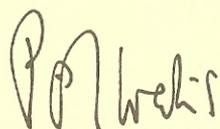


INFORMATION TECHNOLOGY
ADVANCED DIPLOMA IN PROGRAMMING
(A LEVEL 3 VOCATIONAL QUALIFICATION)

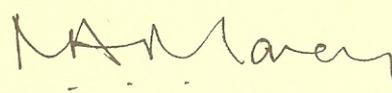
is awarded to **MAN PAK HONG**

The holder has one or more formal Certificates of Unit Credit
by which this award was earned

Awarded **SEPTEMBER 1998** 9809/820012 /726101/JVJ9047/1/13/05/75/



Chairman
The City and Guilds of London Institute



Director-General
The City and Guilds of London Institute

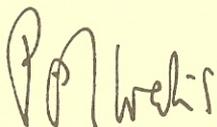
City & Guilds Certificate

INFORMATION TECHNOLOGY CERTIFICATE IN COMPUTER PROGRAMMING

is awarded to **MAN PAK HONG**

The holder has one or more formal Certificates of Unit Credit
by which this award was earned

Awarded **SEPTEMBER 1998** 9809/820012 /726101/JVJ9047/1/13/05/75/



Chairman
The City and Guilds of London Institute



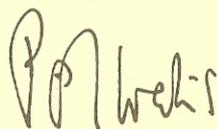
Director-General
The City and Guilds of London Institute

INFORMATION TECHNOLOGY MODULES IN THE INFORMATION TECHNOLOGY SERIES

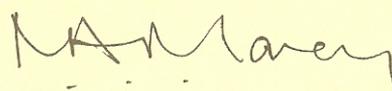
is awarded to **MAN PAK HONG**

The holder has one or more formal Certificates of Unit Credit
by which this award was earned

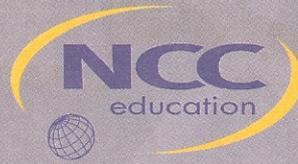
Awarded **SEPTEMBER 1998** 9809/820012 /726101/JVJ9047/1/13/05/75/



Chairman
The City and Guilds of London Institute



Director-General
The City and Guilds of London Institute



International Advanced Diploma in Computer Studies

This is to certify that

MAN PAK HONG

*has attended a course moderated by NCC
at Informatics College, Hong Kong
and has attained a PASS with CREDIT to the standards set by NCC*

Michael A. Haigh.

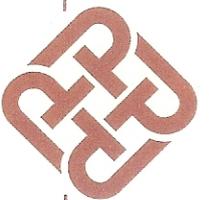
MICHAEL A. HAIGH
Head of Quality and Standards
NCC Education UK

INFO 009961 - ADCS



Date: DECEMBER 2001

The Towers, Towers Business Park, Wilmslow Road, Didsbury, Manchester, M20 2EZ, United Kingdom.



THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學

This is to certify that

MAN Pak Hong

having satisfied the examiners
and having fulfilled all other requirements
has been awarded the degree of

**MASTER OF SCIENCE
IN
HEALTH INFORMATICS**

dated 30 September 2015

二零一五年九月三十日

此證

健康信息科技理學碩士
考試及格照章頒授

文栢康
修業期滿

Chancellor

President

Academic Secretary

校 監 梁 振 英
校 長 唐 偉 章
教 務 長 何 兆 濠





UNIVERSITY OF LONDON

in association with
Goldsmiths College

Man Pak Hong

having studied as an External Student and passed the approved
examinations has this day been admitted by the University of London
to the Degree of

BACHELOR OF SCIENCE

with Second Class Honours (Upper Division)
in Computing and Information Systems

Geoffrey Corrick

Warden, Goldsmiths College

Graeme J. Davies

Vice-Chancellor

1 August 2006

Section 66(2) of the Statutes of the University states: "Candidates granted degrees and other awards shall have attained the same academic standard irrespective of mode or place of study or examination".



Patron:
Her Majesty The Queen
President: His Royal Highness
The Prince of Wales



Royal Academy of Music
Royal College of Music
Royal Northern College of Music
Royal Scottish Academy of Music and Drama

The Associated Board of the Royal Schools of Music

This is to certify that

MAN PAK HONG

was examined and passed

GRADE 5 THEORY OF MUSIC

with merit

in 2012

Presented for examination by

TANG VIRGENIA

G R Perricone
Chief Executive





Patron:
Her Majesty The Queen
President: His Royal Highness
The Prince of Wales



Royal Academy of Music
Royal College of Music
Royal Northern College of Music
Royal Scottish Academy of Music and Drama

The Associated Board of the Royal Schools of Music

This is to certify that

MAN PAK HONG

was examined and passed

GRADE 2 PIANO

in 2011

Presented for examination by

—

G R Perricone
Chief Executive





Department of Health 衛生署
Certificate of Attendance 出席證書

This is to certify that 茲證明

MAN Pak Hong

has attended the workshop on 出席了由本署舉辦題為

Application for Listing

Class II/III/IV medical devices

如何申請表列第 II/III/IV 級醫療儀器

held by this Department on 7 April 2014

的工作坊，工作坊於二零一四年四月七舉行。



Medical Device Control Office
Department of Health

衛生署醫療儀器管制辦公室

U C E P

聯合情緒健康教育中心

嘉許狀

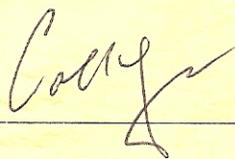
茲證明

文栢康

順利完成於二零零八年九月二十六日
至十月三十一日舉行的

「晴朗大使 - 公開分享技巧訓練課程」

特發此證書以示勉勵



邱敏儀

聯合情緒健康教育中心 中心主任

簽發日期：二零零八年十月三十一日



1991 POPULATION CENSUS

Certificate of Merit

This is to certify that
MR MAN PAK HONG

*had attended the full training course on
census enumeration and served as*

Enumerator

from 15th to 24th March 1991.



(Benjamin N.H. MOK)

Commissioner for Census and Statistics
March, 1991



Hong Kong College Of Technology

Certificate

This is to certify that

MAN PAK HONG
文栢康

(Hong Kong Identity Card No. K403883-5)

has successfully completed

a part-time course

in

INFORMATION TECHNOLOGY ADVANCED DIPLOMA
COURSE IN PROGRAMMING U4211

from September 97 *to* May 98

at Hong Kong College of Technology.

The 3rd *day of* August 19 98



Principal



THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

School of Professional Education and Executive Development
專業進修學院 **SPEED**

Certificate of Attendance

THIS IS TO CERTIFY THAT

MAN Pak Hong

has completed a
45-hour course

in

MATHEMATICAL TECHNIQUES OF OPERATIONAL RESEARCH
(CIS316)

from

16 September 2004

to

21 April 2005

with satisfactory attendance.

Acting Director

School of Professional Education and Executive Development

Date: 20 June 2005



THIS IS TO CERTIFY THAT

茲證明

MAN Pak Hong

文柏康

passed the following subject as part of a continuing education study in 2003/04.
於2003/04年度修畢一項持續進修科目/課程，經評審合格，獲頒授以下學分。

Subject 課程	Examination Results 考試成績	Level 水平	Credit 學分
CE-MIC2031S PRACTICAL C++ PROGRAMMING FOR VIDEO GAME DEVELOPER	A	2	3.0



Acting Director

School of Professional Education and Executive Development

專業進修學院署理院長

19 January 2005
2005年 1月19日

Ref: 000050592



香港中學會考證書

HONG KONG CERTIFICATE OF EDUCATION EXAMINATION

茲證明
This is to certify that

文栢康
MAN PAK HONG

參加一九九二年香港中學會考，成績如下：
sat the 1992 Hong Kong Certificate of Education Examination and
achieved the following results:

科目 Subject	等級 Grade	備註 Remarks
中國語文 CHINESE LANGUAGE	E(10)	N
英國語文 (課程乙) ENGLISH LANGUAGE (SYLLABUS B)	E(10)	N
中國歷史 CHINESE HISTORY	E(10)	N
地理 GEOGRAPHY	E(10)	N
歷史 HISTORY	D(08)	N
數學 MATHEMATICS	E(09)	N
美術 ART	F(12)	N

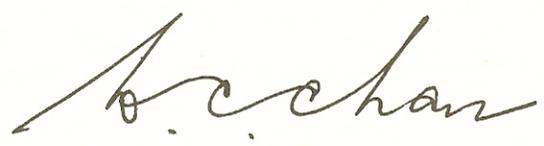
考獲各等級的科數：
Number of subjects within each grade:

A	B	C	D	E	F	Total
壹	伍	壹	柒			
*****	*****	*****	ONE	FIVE	ONE	SEVEN

十英國語文科成績剖象
English Language Profile of Results:

閱讀與寫作 Reading/Writing Skills	E(FIVE)	聽力與說話 Listening/Speaking Skills	F(SIX)
---------------------------------	---------	------------------------------------	--------

出生日期 1975年05月13日 性別 男 香港身分證號碼 考生編號
Date of Birth 13 MAY 1975 Sex M H.K. Identity Card No. K403883(5) Candidate No. D124337



陳永照 W. C. Chan
香港考試局秘書

註釋見背頁
Explanatory Notes
are printed overleaf

Secretary, Hong Kong Examinations Authority

香港中學會考證書 HONG KONG CERTIFICATE OF EDUCATION EXAMINATION

茲證明
This is to certify that

文柏康
MAN PAK HONG

參加一九九三年香港中學會考，成績如下：
sat the 1993 Hong Kong Certificate of Education Examination and
achieved the following results:

科目 Subject	等級 Grade	備註 Remarks
英國語文 (課程乙) ENGLISH LANGUAGE (SYLLABUS B)	E (09)	N
考獲各等級的科數： Number of subjects within each grade:		
A	B	C
D	E	F
壹	壹	壹
*****	*****	*****
ONE	ONE	ONE
十 英國語文科成績剖象： English Language Profile of Results:		
閱讀與寫作 Reading/Writing Skills	E (FIVE)	聽力與說話 Listening/Speaking Skills
E (FIVE)	E (FIVE)	E (FIVE)
出生日期 Date of Birth	1975年05月13日 13 MAY 1975	性別 Sex
M	M	香港身分證號碼 H.K. Identity Card No.
		K403883(5)
		考生編號 Candidate No.
		0502424



蔡熾昌 C. C. Choi

香港考試局秘書

Secretary, Hong Kong Examinations Authority

註釋見背頁
Explanatory Notes
are printed overleaf

香港高級程度會考證書

HONG KONG ADVANCED LEVEL EXAMINATION

茲 證 明

This is to certify that

文 柏 康

MAN PAK HONG

參加一九九五年香港高級程度會考，成績如下：
sat the 1995 Hong Kong Advanced Level Examination and achieved the following results:

科目 Subject		科目等級 Subject Grade	分部等級 Component Grade
高級程度	ADVANCED LEVEL:		
中國文學	CHINESE LITERATURE	F (12)	
地理	GEOGRAPHY	F (11)	
高級補充程度	ADVANCED SUPPLEMENTARY LEVEL:		
英語運用	USE OF ENGLISH	E (10)	
. 聽力	. Listening		E (e)
. 寫作	. Writing		E (e)
. 閱讀與語言系統	. Reading and Language Systems		E (e)
. 說話能力	. Oral		D (d)
. 應用技能	. Practical Skills for Work and Study		F (f)
中國歷史	CHINESE HISTORY	F (12)	
歷史	HISTORY	E (09)	



科目等級分佈： Distribution of subject grades:	A	B	C	D	E	F	總數 Total
	****	*****	*****	*****	貳 two	叁 three	伍 five
香港身分證號碼 H.K. Identity Card No.	K403883(5)	出生日期 Date of Birth	1975年05月13日 13 MAY 1975	性別 Sex	男 M	考生編號 Candidate No.	186098



註釋見背頁
Explanatory Notes
are printed overleaf

蔡熾昌 C. C. Choi
香港考試局秘書
Secretary, Hong Kong Examinations Authority

香港高級程度會考證書

HONG KONG ADVANCED LEVEL EXAMINATION

茲 證 明

This is to certify that

文 栢 康

MAN PAK HONG

參加一九九四年香港高級程度會考，成績如下：

sat the 1994 Hong Kong Advanced Level Examination and achieved the following results:

科目 Subject	科目等級 Subject Grade	分部等級 Component Grade
高級程度	ADVANCED LEVEL:	
地理	GEOGRAPHY	F (11)
高級補充程度	ADVANCED SUPPLEMENTARY LEVEL:	
英語運用	USE OF ENGLISH	F (12)
. 聽力 . 寫作 . 閱讀與語言系統 . 說話能力 . 應用技能	. Listening . Writing . Reading and Language Systems . Oral . Practical Skills for Work and Study	E (e) F (f) F (f) E (e) UNCL
中國語文及文化	CHINESE LANGUAGE AND CULTURE	E (10)
. 實用文類寫作 . 閱讀理解 . 聆聽理解 . 說話能力 . 文化問題與課外閱讀	. Practical Writing . Reading Comprehension . Listening Comprehension . Oral . Cultural Issues and Reading Programme	UNCL D (d) E (e) D (d) D (d)
中國歷史	CHINESE HISTORY	F (12)
歷史	HISTORY	F (12)
科目等級分佈： Distribution of subject grades:	A *****	B *****
	C *****	D *****
	E 壹	F 肆
	one	four
	Total 伍	
	five	
香港身分證號碼 H.K. Identity Card No.	出生日期 Date of Birth	性別 Sex
K403883(5)	1975年05月13日 13 MAY 1975	男 M
		考生編號 Candidate No.
		053978

C. C. Choi
蔡熾昌 C. C. Choi

註釋見背頁
Explanatory Notes
are printed overleaf

香港考試局秘書
Secretary, Hong Kong Examinations Authority

11 May 2018

Man Pak Hong [HKID No. K403883(5)]
Staff No. 18103

Flat A, G/F, Lot 498 DD186,
49 Tung Lo Wan Road, Model Village,
Sha Tin, N.T.

Present

We are pleased to offer you employment with Winz Solutions Limited (hereafter referred to as "Winz"). Your employment terms and conditions are stipulated as follows:

Appointment
System Analyst

Employment Period
Commence on 14 May 2018 (duration: 100 days)

Basic salary
HK\$2,250 per day per month, payable monthly in arrears.

Working hours
Monday to Friday: 09:00-18:00
Subject to work requirement, you may be required to work 9 hours per day includes 1 hour meal.

Termination of Employment
This employment agreement may be terminated by either Winz or you by giving at least one (1) month for the other party notice in writing.

This provision will not apply in case of misdemeanor, negligence of duty or misconduct on your part when Winz reserves the right to apply summary dismissal without notice or payment in lieu of notice.

Annual leave
You shall be entitled to three (3) working days full leave upon completion of twelve (12) months' service with Winz. Annual leave can be taken in advance after 3 months, subject to Manager's approval.

Benefits
Your benefits entitlement will be in accordance with the Hong Kong Employment Ordinance.

Confidentiality
All salary details and company information are Strictly Private & Confidential and should not be disclosed with any person, company, business entity or other organizations.

Governing Law

All terms and conditions, and legal right on this employment agreement shall be interpreted and construed in accordance with, and be governed by, the Laws of Hong Kong Special Administrative Region, People's Republic of China and litigation hereunder shall be brought in the courts of Hong Kong Special Administrative Region, People's Republic of China.

Additional terms and conditions will be contained in notices and circulars issued by Winz from time to time. Winz reserves the right to modify, alter or amend the terms and conditions of your employment may require.

We would like to take this opportunity to wish you every success with your career at Winz Solutions Limited and we look forward to working with you.

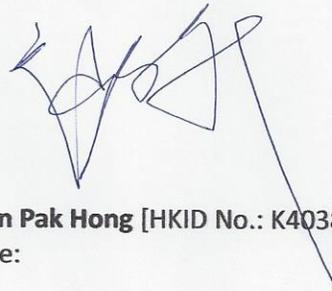
Your sincerely,
For and on behalf of
Winz Solutions Limited



Winiferd Lee
Consulting Manager



Accepted by



Man Pak Hong [HKID No.: K403883(5)]
Date:

20 March 2017

Mr MAN Pak Hong
Flat A G/F Lot 498 DD186
49 Tung Lo Wan Hill Road
Model Village
Shatin
New Territories Hong Kong

Peoplebank Ref. No: 20000/L5200/T24/2/PW
HKID No: K403883(5)

Dear Mr MAN

Re Extension of Service Period under T24 Contract

Pursuant to our e-mail confirmation on 22 February 2017 regarding the extension of your service period in our company, we are pleased to confirm the following amendment of your original service agreement dated 11 August 2016 (our ref: 20000/L5200/T24 – Appointed as Contract Systems Analyst).

In clause 1:

Duration of Service Period: is extended from **1 April 2017 to 31 March 2018**.

In clause 2:

Your remuneration package is paid in Monthly rate basis. The breakdown of your monthly remuneration is calculated as below:

1. Basic Rate Pay	:	HK\$	50,651.00
2. Training Allowance Pay	:	HK\$	2,597.00
Total Monthly Remuneration	:	HK\$	53,248.00

The above clauses are amended to your original Consultancy Service Agreement and the original terms and conditions remain unchanged.

For and on behalf of
PEOPLEBANK HONG KONG LIMITED



Jacky C L KAM
Executive Director

11 August 2016

Mr MAN Pak Hong ✓
Flat A G/F Lot 498 DD186
49 Tung Lo Wan Hill Road ✓
Model Village
Shatin
New Territories Hong Kong

Peoplebank Ref No.: 20000/L5200/T24/PW
HKID No.: K403883(5) ✓

Dear Mr MAN

We are pleased to confirm your employment with Peoplebank Hong Kong Limited (“the Company”) with the terms and conditions details below:

1. DURATION OF EMPLOYMENT PERIOD

You shall commence the employment on **15 August 2016** and complete on **31 March 2017**. This period can be extended anytime upon the mutual agreement of both parties.

The employment commencement date is subject to the approval process of the Letter of Engagement issued by the Client. The employment schedule will be adjusted to match with the final approved Letter of Engagement.

2. POSITION AND REMUNERATION

You are hereby appointed as the Contract Senior IT Consultant in the capacity of **Systems Analyst** with a monthly remuneration of **HK\$52,000.00** and assigned to work at the Client site: The Government of The Hong Kong Special Administrative Region (“the Client”) during the employment period. Your employment will be expired upon the completion of service.

Your remuneration package is paid on a monthly remuneration basis. The method of The Monthly Rate payment is derived from your annual remuneration. The elements of The Breakdown of your monthly remuneration calculated as below:

Basic Salary	:	HK\$	49,464.00
Advance Training Allowance		HK\$	2,536.00
<hr/>			
Monthly Remuneration	:	HK\$	52,000.00

The calculation and deduction formula for incomplete month, no pay leave and sickness allowance are stated as below:

$$\frac{(\text{Total No. of Working Days} - \text{Total No. of Days Absence}) \times \text{Monthly Remuneration}}{\text{Total Number of Working Days in the Payment Period}}$$

Should the Client: The Government of The Hong Kong Special Administrative Region has confirmed to Peoplebank Hong Kong Limited (“the Company”) that the annual adjustment percentage on the payment rate is also applicable to the category of the Contract **Systems Analyst** within your service period in T24, your Total Monthly Rate will be subjected to adjustment in accordance to the same adjustment factor.

3. SALARY AND TIMESHEET

Salary will be calculated based on the number of the days worked. Should the service be ceased before the end of the month, salary will be calculated up to the last working day.

Salary is normally paid monthly in arrears on the last day of each month via autopay into your nominated bank account unless due to unforeseen circumstances such as inclement weather, bank holidays or strikes, or late approved timesheet submission. The Company reserves the right to make payment in cheque form. In such circumstances, you are required to collect the cheque payment in person.

The pay schedule for any late timesheet and final payment will be normally paid within three working days after receiving your approved timesheet.

In order to be paid on time, timesheets must be accurately completed and approved by your immediate supervisor of the service unit. You are responsible for submitting the approved timesheet by the last working date of each month or the last day of the assignment, whichever is sooner, by email (timesheetk@peoplebank.asia) or fax (2819 2901).

Late submission of timesheet might lead to the delay in pay date and thus lapsed the corresponding statutory contributions deadlines. In this regards, you are responsible for the payment of corresponding fines levied on the Client.

4. HOURS OF WORK

Your working hours will be according to the office hours of the Client. You are normally required to work a total of 44 hours gross per week and the normal working hours are as follows:

Monday to Friday 0900 hours – 1748 hours
(Including one-hour meal break)

5. OVERTIME ARRANGEMENT

You may require to work beyond the normal working hours which subject to your daily workload or upon the Client's request. Any overtime compensation is subject to the Client's discretion.

6. MEDICAL BENEFIT SCHEME

You are eligible to enjoy the medical scheme offered by the company upon the completion of one-month service.

7. MANDATORY PROVIDENT FUND

You are eligible for participating in the MPF scheme subject to the Mandatory Provident Fund Scheme Ordinance (Cap. 485) and the terms of that scheme in force from time to time.

Upon qualifying for MPF contribution, the amount of your contribution will be deducted from the monthly salary automatically. All related regulations are governed by statutory requirement and may be subject to change without prior notice.

8. LEAVE ARRANGEMENT

8.1 Statutory Holidays

You shall be entitled to have paid Statutory Holidays as per Employment Ordinance (Cap. 57) of Hong Kong. The payment method of the Statutory Holidays which you eligible under your service period has been implied in your Total Monthly remuneration.

8.2 Annual Leave

Upon completion of 3 months employment, you shall be entitled to 10 days' paid annual leave. You are required to fill in the standard leave application form for any leave request. Annual Leave is to be taken at a time agreed by the immediate supervisor of the client and is pro-rated according to the contract start date.

Any leave taken during the first 3 months of employment will be classified as unpaid leave. No annual leave accrual is allowed to be carried forward to the following contract year.

8.2.1 Any unused annual leave will be encashed together with your final payment or annually by payment. (The calculation of your unused annual leave day will be based on your total monthly remuneration divided by 20.5 days).

8.2.2 Any overtaken annual leave day will be deducted from your final payment. (The deduction of your overtaken annual leave day will be based on your daily rate based on your monthly remuneration divided by 20.5 days)

8.3 Sick Leave & Sickness Allowances

You are required to inform your immediate supervisor before 9 am of the sick leave day and provide a valid medical certificate for sick leave application when you resume service.

You are entitled to sickness allowance equal to four-fifth of your Monthly Remuneration pay under the following circumstances:

1. The sick leave taken is not less than four consecutive days;
2. The sick leave is supported by an appropriate medical certificate;
3. You have accumulated sufficient number of paid sickness days.

9. TYPHOON AND RAINSTORM ARRANGEMENT

In case of severe weather conditions, you should follow the code of practice of the Client.

10. TRAINING ALLOWANCE

In order to continue enhancing your service level and technical knowhow to meet the Client's expectation, you are provided with a training allowance, which is already factored in your Monthly Remuneration.

Should the Client require you to take any training course during your employment, you have to bear the cost of the training course and use the training allowance to settle the cost. Any excessive amount (cost exceed the training allowance) can be paid by the Company for you in advance but such amount is to be deducted from the subsequent training allowance factored in your Monthly Remuneration or deducted from the final payment accordingly until the full amount is settled.

Training Allowance is calculated as your monthly remuneration divided by 20.5.

11. TERMINATION OF EMPLOYMENT

11.1 The Company shall give you not less than 7 days' notice, if:-

- a. the Client is to cancel or terminate the employment before the contract end date; or
- b. the Client is to extend the employment period after mutual agreement.

In the event that the Company, in the representation of the Client, exercises the right to cancel or terminate the employment under clause 11.1a, you shall not be entitled to claim for any additional compensation.

11.2 In the event that the Company, in the representation of the Client, extends your employment by exercising the right under clause 11.1b, you shall make yourself available to continue and complete the employment during the whole extended period. Should you be unable to complete the extended contract period, you have to give no less than 7 working days' written notice to the Company. Any short notice will be subject to a penalty equals to 14 working days' pay payable by you to the Company. (The daily rate is calculated as monthly remuneration divided by 20.5 days).

11.3 You may terminate this agreement within your service period by providing advance written notice to the Company.

- a. You shall give prior written notice of no less than 2 months to our company.
- b. Should your resignation notice is less than 4 clear calendar weeks, you shall be liable to pay the 14 working days penalty to our Company as compensation. (The daily rate is calculated as monthly remuneration divided by 20.5 days.)
- c. Should your resignation notice is more than 4 clear calendar weeks but less than 2 months, you shall be liable to pay the 7 working days penalty to our Company as compensation. (The daily rate is calculated as monthly remuneration divided by 20.5 days.)

11.4 For the protection of the Company's interest, you hereby agree that during the subsistence of this agreement hereunder and within 3 months thereafter, you are prohibited from accepting any offer of employment either directly or indirectly, from the Government and/or other clients of the Company with whose representatives you will be acquainted in the course of your performance under this agreement herein. Should you accept such offer without prior consent from the Company, you should be liable to pay liquidated damages to the Company in the amount equivalent to calculate as your monthly remuneration divided by 20.5 days specified in clause 2 (with adjustment, if any, in accordance with clause 2) multiplied by 14.

11.5 Should you decline offer after signing this agreement, you are liable to compensate a fee equivalent to 14 working days of your monthly remuneration divided by 20.5 days stated in clause 2 to the Company for the damage of the Company's reputation in its client: The Government of The Hong Kong SAR and other costs incurred to the Company due to such termination.

11.6 To terminate your employment, you are required to speak directly to the Company's Representative during normal office hours from 9:00 am to 5:30 pm, Monday to Friday (excluding all Public and Statutory Holidays). You are also required to confirm your termination with a written notification. In order for such notice to be effective, your written notice of termination must be received and acknowledged by the Company's Representative.

12. DEED OF UNDERTAKING

As part of your service under ITS T24 Contract, you are required to acknowledge all the undertaking requirements under the Client's policy. Details of each undertaking contents, please refer to the attached Appendices.

These undertaking documents will also be circulated to you in every three months, you are required to read through and return a copy of your signed acknowledge receipt to the Company by either email (timesheethk@peoplebank.asia) or fax (2819 2901) no later than 7 days from the date of receiving the documents.

13. CONFIDENTIALITY

The Contractor shall not at any time either during the continuance of your service with the Client/Company or after the resignation or termination (for whatever cause) of your service with us, disclose or communicate to any person or other company/competitor or service vendor any information relating to the business of the Client/Company except in the proper course of your duties or as authorized in writing by us.

At no time during or after your service can disclose any information relating to our Competitors for any purpose whatever, unless required to do so by an act of law. We reserve the rights to seek prosecution any breaches of this clause.

You will not at any time during the continuance of your service (except as far as is necessary and proper in the ordinary course of your duties) disclose to any person whatsoever any information relating to the Company (including your salary rate) and clients to any other person or person matters which will come to your knowledge by reason of your service hereunder.

14. MISCONDUCT OR NON-PERFORMANCE

You shall comply with the code of conduct briefed by the Company's Representative during the Induction Session or any rules and regulations from time to time issued by either the Client or the Company and act at all times with integrity and honestly.

Should there be a breach of the terms, or if you shall be guilty of any serious act of misconduct including civil or criminal offences, any unauthorized leave of absence, fails to perform the Services or fulfill any of your obligations under this agreement, then in any such case, the Company can terminate this agreement immediately without notice or payment in lieu to the Contractor.

15. DATA PROTECTION

The Company shall has the right to collect personal data from you from various human resources management purposes including but not limited to provision of benefits, compensation and payroll, performance appraisals, promotion, career development activities, completion of tax returns and review of employment decision.

You agreed that the personal data either the Client/Company have collected may be transferred to and used by the Company, insurers, payroll bankers, medical/insurance practices, administrators or managers of the MPF provider or other pension scheme and companies engaged in contractual activities on your behalf, for the above purposes in and outside Hong Kong.

31 March 2018

Our Ref – L5200/R

TO WHOM IT MAY CONCERN

This is to certify that Mr. MAN Pak Hong, holder of HKID Card No. K403883(5), was employed by our company as a Contract Systems Analyst from 15 August 2016 to 31 March 2018.

During his service period, he was assigned to our client: Social Welfare Department of The Government of HKSAR. His overall performance was satisfactory.

Mr. MAN left our company on his own accord and we wish his every success in his future career.

Yours faithfully
PEOPLEBANK HONG KONG LIMITED



Astor SIN
Divisional Director

InfoTech Services (Hong Kong) Ltd

July 31, 2016

TO WHOM IT MAY CONCERN

This is to certify that Mr. MAN Pak Hong, HKID Card No. K403xxx(x), joined our Company as Contract Systems Analyst from December 28, 2015 to July 31, 2016. During his servicing period, he was full-time seconded to Office of the Government Chief Information Officer/Social Welfare Department of the Government of the Hong Kong SAR (“OGCIO/SWD”).

I would like to wish Mr. MAN Pak Hong every success in future endeavours.

For and on behalf of,
InfoTech Services (Hong Kong) Limited

David KWOK
Human Resources Department



IT Solutions Ltd.

31 December 2015

To Whom It May Concern

This is to certify that Mr. Man Pak Hong, Dave, holder of HKID No. K403883 (5), is engaged by IT Solutions Ltd. as Contract System Analyst from 8 April 2015 to 31 December 2015, to provide professional information technology services to our Client, the Bank of China (Hong Kong) Ltd. Mr. Man completes the contract in full.

Mr. Man performs his duties to the satisfaction of our client, the Bank of China (Hong Kong) Ltd. He is a dedicated and conscientious worker, and also a valued colleague and friend. We would recommend him to any future employer. We also wish him all the very best for his future endeavours!

If you need any further information, you are welcome to contact the undersigned for details.

Yours Sincerely,



Miranda Lo
Senior Account Manager
IT Solutions Ltd.



26 March 2015

To Whom It May Concern

Dear Sirs,

Re: Mr. Man Pak Hong

This is to certify that **Mr. Man Pak Hong** holder of HKID No. K403883(5) was employed by our company as System Analyst for the period from 16 December 2013 to 26 March 2015.

Yours faithfully
For and on behalf of
Peplink International Limited

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke.

Alex Chan
CEO

香港特別行政區政府

衛生署
電子健康記錄管理組

香港西灣河太安街 29 號
東區法院大樓 13 樓閣樓



THE GOVERNMENT OF THE HONG KONG
SPECIAL ADMINISTRATIVE REGION

DEPARTMENT OF HEALTH
eHR MANAGEMENT TEAM

PENTHOUSE, 13/F, EASTERN LAW COURTS BUILDING
29 TAI ON STREET, SAI WAN HO, HONG KONG

電話 Tel. No. : 2803 5016

圖文傳真 Fax : 2803 5237

29 November 2013

To Whom It May Concern

This is to certify that Mr MAN Pak-hong, holder of Hong Kong Identity Card No. K403883(5), joined the Department of Health's Electronic Health Record Management Team as Contract Systems Analyst on 15 April 2013 and assumed the position until 31 October 2013.

Mr MAN provided assistance in the implementation of the Clinical Information Management System and had proved himself a responsible and conscientious officer.

We would like to take this opportunity to thank Mr MAN for his service and wish him every success in his future endeavours.

Yours sincerely,

(Dr. CHAN Kwok-tim)

Senior Medical and Health Officer (eHR)
Electronic Health Record Management Team
Department of Health

*We build a healthy Hong Kong and
aspire to be an internationally renowned public health authority*

October 31, 2013

TO WHOM IT MAY CONCERN

This is to certify that Mr. MAN, Pak Hong (Dave) holder of Hong Kong ID No. K403883(5), was employed by our company from April 15, 2013 to October 31, 2013 as Contract Systems Analyst. During this period, he worked for our client, Hong Kong Special Administrative Region Government.

He left us due to contract completion and we take this opportunity to wish him every success in his future endeavours.

Yours faithfully,

For and on behalf of
Global Executive Consultants Ltd.



Phoebe Kwan (Ms.)
Senior Human Resources Officer
Staffing and Outsourcing Services

Our Ref : EX/C270/01305176

April 14, 2013

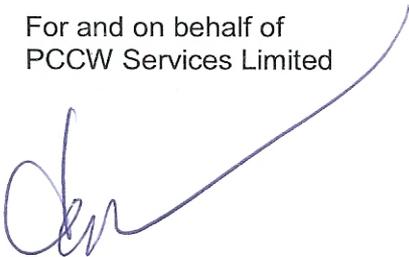
TO WHOM IT MAY CONCERN

CERTIFICATE OF SERVICE

This is to certify that Mr Man Pak Hong, holder of Hong Kong Identity Card No. K403883(5), joined our group from July 3, 2012 to April 13, 2013. Mr Man's last position was Senior Solution Analyst in our IT Systems Integration - HK.

Mr Man left the Company on his own accord and we wish him all the best in his future endeavours.

For and on behalf of
PCCW Services Limited



Candy Lee
Assistant Human Resources Manager

CL/yt



香港賽馬會
The Hong Kong Jockey Club

June 22, 2012

To Whom It May Concern

I have pleasure in providing a reference for Mr Dave Man, who has been seconded by IT Search Ltd. to work in The Hong Kong Jockey Club from September 2011 to present in the capacity of a Analyst Programmer in our IT Enterprise Solutions department.

During his service with us, Dave has demonstrated a professional and responsible manner, always making an extra effort to ensure that all aspects of his job were completed thoroughly and to the best of his ability.

Dave was a key team member who has contributed to the successful development and implementation of the final phase (last for 6 months) of our critical new Racing Information System. The system consists of more than 400 functions and consumed efforts for more than 8000 man-days to complete. Dave also delivered quality system design and development works for other new systems, e.g. Simulcast Race Form Guide System and Security Electronic Horse Sampling System.

Dave has proven to be a creative, dynamic and trustworthy member of our team. He is a capable of handling his jobs and reporting duties in a timely and efficient manner. Besides, he is responsible and has a good relationship with his supervisor and colleagues. We are satisfied with his performance during his secondment with us.

With regret in his resignation with IT Search, I would like to take this opportunity to wish him all the best in his future endeavors. I am sure that his next employer will find him a competent and dedicated team member.

Sincerely,

Leo Cheung

Manager (IT Portfolio Management)

香港跑馬地體育道壹號

One Sports Road, Happy Valley, Hong Kong Tel: (852) 2966 8111 Fax: (852) 2577 9036



Private & Confidential

13 December 2013

Man Pak Hong, Dave
Flt G, 6/F, Richland Gardens,
Kowloon Bay

Dear Dave,

EMPLOYMENT CONTRACT

We are pleased to offer you the post of **System Analyst** commencing from **16 December 2013** in accordance with the following employment terms and conditions.

1. Probationary Period and Termination of Employment

You will be placed on a probationary period of 3 months. Within the first month of probation, employment can be terminated by either party without notice or salary-in-lieu. During the probationary period yet after the first month, 7 days' written notice or 7 days' basic salary-in-lieu will be required. After confirmation of employment, one month's written notice or one month's basic salary-in-lieu will be required.

2. Remuneration Package

Monthly Basic Salary : HK\$32,000 (* 12 months)

Guaranteed Bonus : Basic Salary x 2 months

Payment dates:

- (1) 1st bonus payment: last working day of July; and
- (2) 2nd bonus payment: last working day of January

Bonus amounts:

- (1) Basic salary as at 30 June each year; and
- (2) Basic salary as at 31 December each year

Man Pak Hong, Dave

InfoTech Services (Hong Kong) Ltd

Sep 2, 2011

TO WHOM IT MAY CONCERN

This is to certify that MAN Pak Hong, HKID Card No. K403883(*), joined our Company as Contract Analyst Programmer on Mar 3, 2011 and left on Sep 2, 2011. During the service period, MAN Pak Hong was seconded full-time to Office of the Government Chief Information Officer / Education Bureau of the Government of the Hong Kong SAR ("OGCIO/EDB").

I would like to wish MAN Pak Hong every success in future endeavours.

For and on behalf of,
InfoTech Services (Hong Kong) Limited


Ellie Siu



Human Resources Department



中華人民共和國香港特別行政區政府總部教育局
Education Bureau
Government Secretariat, The Government of the Hong Kong Special Administrative Region
The People's Republic of China

本局檔號 Our Ref. : L/M. (57) in EDB(EID/ITE)/IT/PRO/148 電話 Telephone : 3698 3566
來函檔號 Your Ref. : 傳真 Fax Line : 2382 4403

Date: 31 August 2011

To: Mr. MAN Pak-hong

Dear Mr. MAN,

Just a short note to thank you for the excellent work you did for the IT in Education Section, Education Infrastructure Division, Education Bureau on behalf of the *InfoTech Services (Hong Kong) Ltd.* (3 March 2011 ~ 3 September 2011).

We appreciated the knowledge, the hard work, the commitment and the professionalism you exemplified while you assisted on the development of the *Depository of Curriculum-based Learning and Teaching Resources (Junior Secondary Level)* and the said resources bank is now hosting on the Hong Kong Education City portal successfully.

Thank you again for all of your assistance, and I hope that we will see you again in the future.

Sincerely,

Leo MAK
IT Manager (IT in Education)





Our Ref: AS-005-11

March 14, 2011

To whom it may concern,

This is to certify that Mr. Man Pak Hong, Dave who was a service contract staff from Seamatch Asia Limited as a Contract Analyst Programmer for the duration 15 March 2010 to 14 March 2011.

We wish his every success in future career.

Yours faithfully,
Hewlett-Packard HK SAR Limited

A handwritten signature in black ink, appearing to read 'Glen Ho'.



Glen Ho
Senior Managing Consultant
Applications Services
HP Enterprise Services
HP Enterprise Business
GH/ac

豪詠亞洲有限公司

HOMEWIN ASIA LTD.

12th March, 2010

TO WHOM IT MAY CONCERN

Mr. Man Pak Hong, Dave, being holder of HKID No. K403883(5) has worked in our Company from 18th December, 2006 to 12th March, 2010. His latest position is Analyst Programmer in our Company.

During his employment with the Company, he has been working for our group – Score (Holdings) Ltd and has proved his competence in programming by establishing tailor-made software suiting the needs of the company in various aspects.

Dave is a self-motivated person and can discharge his accountability and responsibility with minimum supervision. Since he wants to take new challenge, he resigned on his own accord and we wish him all the best in the future.

Yours faithfully,
For and on behalf of
Homewin Asia Limited



Jaime Yeung - Manager

31st August 2005

TO WHOM IT MAY CONCERN

Re : Mr Man Pak Hong, Dave

Mr Man Pak Hong, Dave has been employed by Levett and Bailey from 5th March 2001 to 31st August 2005.

During his time with us, Mr Man Pak Hong, Dave was mainly engaged in providing technical support to our PCs, Windows servers and peripheral equipment. His duties included installation and support of PC standard packages, user training, diagnosing hardware and software problems, performing preventive maintenance and keeping the inventory records of all our hardware equipment.

Mr Man Pak Hong, Dave has demonstrated his keen interest in computing work and he also works well with the users.

We wish him all the best and be successful in his future career development.

Yours faithfully



H K Yu
Director
For and on behalf of
Levett and Bailey
Chartered Quantity Surveyors Limited

HKY/KWM/as

Managing Directors : Albert Cheung, Philip Lo, Stephen Lai

Directors : K M Chau, Stephen Liu, Nelson Cheng, Y Y Ho, C H Chan, H K Yu, Kenneth Kwan, S W Lo

Consultants : Denis Levett, Alan Parry

Associate Directors : Diana Mok, K W Tung, Alfred Hon, Patrick Chan, Y L Lam, Poleon Chan, Sabrina Ng, Danny Chow, Y L Si,
Directors : Colin Kin, Dorothy Chik, Timothy Lam, Andrew Lo, K M Loong, S P Wong, Iris Lee, Kenneth Lo

Levett & Bailey work throughout the world in alliance with Gardiner & Theobald and Rider Hunt



the specialist in IT solutions

22 Feb, 2001

Dear Sir/ Madam,

TO WHOM IT MAY CONCERN

This is to certify that **Mr. Man Pak Hong**, holder of Hong Kong Identity Card No. K403883 (5), has been employed by our company as the position of **Customer Service Engineer** from March 13, 2000 to Feb 28, 2001.

Mr. Man is a cooperative, hard-working and active staff. He plays a good role of a responsible and energetic member in our customer service team. His diligence and responsible attitude have gained our customers and our compliment. He leaves on his own endeavor. We deeply regret for his resignation. We wish him ever success in his future career.

Yours Faithfully
For & On Behalf of
Electronic Business Solutions Limited

Kenneth Fung
Customer Service Manager





朗活實業有限公司
LONGWOOD INDUSTRIES LIMITED

Unit D, 1/F., Valiant Ind. Centre, 2-12 Au Pui Wan St., Fo Tan, Shatin, N.T., Hong Kong.
Tel: (852) 2697 7925 Fax: (852) 2694 9391 Fax: (852) 2602 5515

香港新界沙田火炭坳背灣街2-12號威力工業中心1樓D座

Factory : Hsia Penc Industrial Zone, Hau Kai Town, Dongguan City, China.
Tel: 86-5591388/5591542 Fax: 86-769-5593416

中國東莞市厚街鎮下汙工業區

March 8, 2000

TO WHOME IT MAY CONCERN

This is to certify that Mr. Man Pak Hong, Dave, holder of Hong Kong Identity Card No.: K403883(5), was employed as System Administrator in the MIS Department from March 1, 1998.

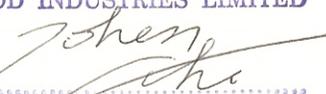
Mr. Man was responsible for maintaining the computer hardware, the operating system and programming in both Hong Kong office and the PRC factory.

Mr. Man proved himself to be a responsible person. His duties were also performed to our satisfaction.

Mr. Man resigned on his own accord. His leaving is a loss to the Company and we wish him every success in his future career.

For and on behalf of

朗活實業有限公司
LONGWOOD INDUSTRIES LIMITED


Authorized Signature

Jonathan Cho

Chief Accountant

2 February 1998

TO WHOM IT MAY CONCERN

Dear Sir

RE : MR MAN PAK HONG, ID NO. K403883(5)

This is to certify that Mr Man Pak Hong, holder of HKID No. K403883(5) has been employed by our company as Technician from 10 June 1997 to 2 February 1998.

During his service with the Company, Mr Man's overall performance was satisfactory.

Mr Man resigned on his own accord and we wish him every success in his future career.

Yours faithfully
For & On Behalf of
UNITECH COMPUTER SYSTEMS LTD



Joyce Lo
Administration Manager

Abacus

精算電腦顧問有限公司
Abacus Computer Consultants Ltd.

RM. 19, 2/F., METRO CENTRE I, 32 LAM HING ST., KOWLOON BAY, HONG KONG.
TEL: (852) 27597388 FAX: (852) 27597574

June 1, 1997.

Dear Sir/ Madam,

TO WHOM IT MAY CONCERN

This is to certify that Mr. *Man Pak Hong*, holder of Hong Kong Identity Card No. K403883 (5), has been employed by our company as the position of ENGINEER since 1 April 1995.

His major duties are:

1. Hardware & Software Setup
2. Diagnosis of System Failure
3. Network Operating Systems Installation & Setup
4. Softwares Training

He resigned on his own accord and we wish him have all success in his future career.
Thank you for your kind attention.

Yours faithfully,
For and on behalf of
Abacus Computer Consultants Ltd.


.....
Authorized Signatures

Ivan Au
Manager



APEX OFFICE SUPPLIES CO. LTD.

May 8th, 1995

TO WHOM IT MAY CONCERN

This is to certify that Mr. Man Pak Hong (文 栢 康), holder of Hong Kong Identity Card No. K403883(5) has been employed by our company from April, 1994 to April 30th, 1995 as a Clerk.

Mr. Man has been proved to be an intelligent, efficient and conscientious worker and he has at all times discharged his duties to our complete satisfaction. He is leaving us on his own accord, and we wish his every success in his future endeavour.

Your faithfully,
For and on behalf of
APEX OFFICE SUPPLIES CO., LTD.

A handwritten signature in blue ink, appearing to read "Danny Ng".



Danny Ng
Director

DN/sc