

## **Employment Agreement**

This employment agreement is entered into between BCI Group Holdings Limited (hereinafter referred to as the 'Employer') and NG Shing Chun Ray (hereinafter referred to as the 'Employee') under the terms and conditions of employment below:

1. **Contract Period**
  - 1.1) 29 October 2018 – 28 October 2021
2. **Position:**
  - 2.1) Executive Director
3. **Monthly Income**
  - 3.1) Monthly basic salary: \$33,000;
  - 3.2) the above income will be issued on 3<sup>rd</sup> day of every month, if 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> day of the month falls into public holiday or Saturday or Sunday, the payment will be made on after public holiday
4. **Reporting Line:**
  - 4.1) Chairman
5. **Probation:**
  - 5.1) N/A
6. **Working hours:**
  - 6.1) Monday to Friday 9:00am – 6:00pm
  - 6.2) The Employee can take Friday afternoon off (1pm-6pm) if the Employee can manage the task;
  - 6.3) The time off arrangement on Friday will not be compensated in terms of salary or another day and the arrangement is at the discretion of the Employer;
  - 6.4) the Employer may request the Employee to work on Saturday & Sunday and it will be compensated by another working day
7. **Overtime Allowance**
  - 7.1) Overtime will not be compensated
8. **Mandatory Provident Fund (MPF)**
  - 8.1) The Employee is entitled to be entered into the Mandatory Provident Fund in accordance with the laws of the HKSARS after 60 day of employment.
9. **Medical Benefit**
  - 9.1) After probation, the medical benefits will be provided by the Employer
10. **Transfer**
  - 10.1) the employment is subject to transfer from one position to another position within your capabilities; from one department to another within the same company; or from one company to another within the Group, with or without promotion or increase in salary.

## 11. Public Holiday

11.1) the Employee is entitled to public holiday according to HKSAR Government's official Calendar

## 12. Annual Leave

12.1) Upon completion of 12-month employment under a continuous employment, the Employee is entitled to paid statutory leave. The contractual leave cannot be accumulated into the following year without the prior approval by the Employer in writing.

12.2) The statutory leave will be taken before the contractual leave.

12.3) Table for statutory leave and contractual leave

	Statutory Leave	Contractual leave
The 1st year of employment	7	5
The 2 <sup>nd</sup> year of employment	7	5
The 3 <sup>rd</sup> year of employment	8	5
The 4 <sup>th</sup> year of employment	9	4
The 5 <sup>th</sup> year of employment	10	4
The 6 <sup>th</sup> year of employment	11	3
The 7 <sup>th</sup> year of employment	12	2
The 8 <sup>th</sup> year of employment	13	1
The 9 <sup>th</sup> year or above of employment	14	0

## 13. Sick Leave

13.1) the Employee is obliged to notify the immediate supervisor by sms/call/email about the absence one hour before duty

13.2) A paid sick leave is granted under HK Labour Law and below points:

- sick leave cert must be submitted after returning at work;
- the sick leave is supported by a registered doctor;
- the Employee has accumulated the number of paid sickness days taken

## 14. Maternity Leave

14.1) the female Employee is eligible for 10 weeks' paid maternity leave

- If she has worked under **NOT less than 40 weeks** immediately before the commencement of maternity leave
- She has given proper notice of pregnancy to her Employer such as by presenting a medical certificate confirming her pregnancy;
- She has produced a medical certificate specifying the expected date of confinement if so required by her Employer.

14.2) if the length of employment service is **less than 40 weeks** immediately before the **commencement** of maternity leave, the Employee is eligible for 10 weeks' maternity leave **WITHOUT PAY**.

## 15. Paternity Leave

15.1) The male Employee is eligible for 5 days of paid paternity leave

- The male Employee employed under a continuous contract for **not less than 40 weeks** will have 4/5 pay paternity leave.
- The Employee is the father of the child
- A birth certificate must be provided

15.2) if the length of employment service is **less than 40 weeks** immediately before the **commencement** of paternity leave, the Employee is eligible for 5 days' paternity leave **WITHOUT PAY**.

16. **Discretionary bonus**

16.1) The bonus is a gratuitous nature at the discretion of the Employer.

16.2) The date of distribution discretionary bonus if any will be announced 2 weeks before the first day of Lunar New Year.

16.3) The bonus if any will be given before Chinese New Year every year and the Employer reserves the final decision about the date of distribution.

16.4) The bonus is only entitled to the full time staff who has passed the probation and is still working with the company at the date of distribution.

16.5) The Employee whose employment is terminated by the Employer or resign before the date of distribution of discretionary bonus is not entitled to the discretionary bonus.

17. **Taxes**

17.1) All taxes will be filed and handled by the Employee

18. **Termination of Employment Contract**

18.1) First month of employment  
Immediate notice

18.2) Second month of employment till after passing probation  
A written notice period of Seven (7) days or an equivalent amount of wages for the notice period by either party.

18.3) After the probationary period  
A written notice period of ONE (1) month or an equivalent amount of wages for the notice period by either party.

18.4) A written notice must be submitted to your manger/director, and a signed copy of this notice should be kept by the Employee and the Employer.

19. **Summary Dismissal**

19.1) The Employer may by notice in writing terminate the Employment Contract summarily and/or with immediate effect without notice or wages in lieu if the Employee break any one of below:-

- (a) willfully disobeys a lawful and reasonable order;
- (b) misconducts himself;
- (c) is guilty of fraud or dishonesty;
- (d) is habitually neglectful in his duties;
- (e) any unapproved absence

20. **Confidentiality**

20.1) Acknowledgement of Confidential Information

You hereby acknowledge that:

- a) the Employer has information general not known outside the Employer called "confidential information",
- b) the Employer must conduct their business through their employees and consequently many employees must have access to confidential information, and
- c) at times the Employee may generate or receive confidential information as part of your job.
- d) The term "confidential information" includes technical, financial, economic, marketing or other information that is not common knowledge among competitors or other

companies which may desire to possess such confidential information or might find it useful. Some examples of "confidential information" include customer requirements, needs, preferences, purchasing and credit histories and methods; contact persons and/or purchasing agents; pricing methods; financial information contained in any financial statements or other books and records of the Employer, product formulae and other technical know-how; market research and development; and details of training methods. This list is merely illustrative and the confidential information covered herein is not limited to such illustrations.

20.2) **Confidential Undertaking**

During the continuance of this Agreement, the Employee covenant, agree and undertake that he/she shall not, except as authorized or required by his/her duties, reveal, divulge or make known to any person, firm, corporation or other business entity or organization any of the confidential information, trade secrets, or confidential operations, processes or dealings or any information or documents concerning the organization business finances transactions or affairs of the Employer or any information or documents concerning the activities of the **clients** (include but not limited to any outlets under Buzz Concepts Group) of the Employer and any other confidential information which you may receive or obtain in relation to the affairs of the Employer or clients of the Employer which may come to your knowledge during the continuance of this Agreement and shall keep with complete secrecy all confidential information entrusted to him/her and shall not copy or use for his/her own account any of the confidential information and shall not use or attempt to use any such confidential information in any manner which may injure or cause loss either directly or indirectly to the Employer or the business of the Employer or may be likely so to do. The Employee further covenant, agree and undertake that he/she shall retain such confidential information which he/she shall acquire or develop during his/her employment in trust for the sole benefit of any member of the Employer, its successors and assigns. This restriction shall continue to apply after the termination of this Agreement (without limit in point of time) but shall cease to apply to such information or knowledge, which has come into the public domain other than due to his/her default of this clause.

21. **Supersession**

21.1) This agreement supersedes the previous one signed by the Employee if any & the company within BCI Group.

22. **Alterations to Contract**

22.1) The Employer has the right to change any clause of the employment contract. Any changes in your terms and conditions of employment will be notified to you by any forms of communication.

23. **Governing Law**

23.1) This Agreement will be governed by and constructed according to the Laws of HKSAR and the parties hereto submit to the jurisdiction to the Courts of HKSAR.

24. **Consent of Collection of Fingerprint data**

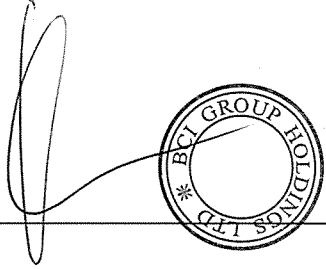
24.1) The Employee hereby authorizes the employer to collect his/her fingerprint data for verifying his/her attendance record. The fingerprint data will be strictly used for payroll and attendance purpose only. The authorized employer could not use the fingerprint data for any other purpose without permission of the employee.

# BCI management

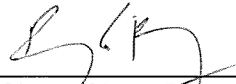
The Employer and the Employee hereby declare that they understand thoroughly the above provisions and further agree to sign to abide by such as provisions. They shall each retain a copy of this Contract for record and further reference.

For and on behalf of  
BCI Group Holdings Ltd

Signature of Employee

A handwritten signature in black ink, appearing to be 'Renee Lau', is written over a horizontal line. To the right of the signature is a circular stamp with the text 'BCI GROUP HOLDINGS LTD' around the perimeter and a small star symbol in the center.

Renee Lau  
Director  
Date:

A handwritten signature in black ink, appearing to be 'NG Shing Chun Ray', is written over a horizontal line.

NG Shing Chun Ray  
I.D#: D 836503 (3)  
Date: