



INTERNATIONAL SHIP CLASSIFICATION (SHANGHAI) CO., LTD

上海市东大名路 908 号金岸大厦 17 楼 C 座 邮编: 200082

电话: 021-65951428/29 传真:021-65951431

Date: 3 May 2011

Ms Geng Wen Jun

Identity Card Number: 321182198910073228

Address: Jiangsu University of Science and Technology, Zhangjiagang, Jiangsu, China 215600

Dear Geng Wen Jun

APPOINTMENT AS NAVAL ARCHITECT (SHANGHAI OFFICE)

We are pleased to offer you the above position subject to the following terms and conditions of services :-

1) Commencement Date: 1 June 2011

2) Duties:

You will be required to perform the duties of the position in which you are engaged and any other duties you may be requested to carry out from time to time.

You will be employed by International Ship Classification (Shanghai) Co., Ltd, and work with the manner of integrity and independent.

3) Remuneration:

Your salary is to be kept confidential as follows:

(a) Commencing salary of RMB 2,500.00 per month (gross).

(b) Salary increments are considered according to merit or when management considers appropriate

4) Probationary Period:

You will be required to serve a probationary period of three (3) months from the date of your employment. The management reserves the right to extend the period up to six (6) months should it deem necessary.

5) Notice of Termination:

(a) During the probationary period, your services may be terminated by giving to the Company written notice of seven (7) days whereby the Company reserves the right to give you twenty-four (24) hours notice.

(b) After confirmation, your services of employment may be terminated by either party in writing of not less than (1) month notice. Any leave outstanding cannot be used in lieu of notice unless so required by the Company.



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6) Working Hours:

Mondays to Fridays: 9.00 am to 6.00 pm

You may be required to work longer hours when the management deems necessary.

7) Annual Leave:

You will be entitled to 14 working days' leave for each completed twelve months of service. The timing of your leave should be in accordance with departmental requirements.

8) Fringe Benefits:

You will be entitled to all fringe benefits which are accorded to staff but these benefits are subject to revision from time to time. At present, these benefits include the following:

i) Medical Benefits:

The Company will provide you with free medical treatment and will pay for medicine prescribed by the Shanghai government clinic.

The Company shall not pay for the following:-

- Medical or surgical or other appliances including spectacles or glasses;
- Dental or optical charges;
- Any expenses for treatment in mental cases which have been certified;
- any expenses incurred in respect of illness or disablement arising from attempted suicide, the performance of any unlawful act, exposure to any unjustifiable hazards except when endeavoring to save life, provoked assault, the use of drugs, excessive use of alcohol, participation in any hazardous sport or activity, or any breach of the peace or disorderly conduct.

ii) Transportation:

Expenses for official duties will be paid by the Company against receipts.

iii) State/Provincial/Local Welfare Schemes, Pensions or Income Taxes:

The Company will contribute to the Local Welfare Schemes and/or Pensions in accordance to regulation laid down by the relevant authorities of the PR China. However, you shall make your own contributions for all Personal Income Taxes in accordance with regulations laid down by the relevant authorities of the PR China.



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9) Other Conditions:

- (a) You will comply with the orders and instructions given by the Company through its duly authorized officers.
- (b) The Company may at its sole discretion transfer you from one department to another or from one section to another.
- (c) You shall not disclose or transmit company information of any type and format to any unauthorized person or non employees of the company especially former employees who have left ISClass Singapore and the group of companies.
- (d) Whilst employed by the Company you should devote your whole time and attention to the services of the Company and shall not in any way be connected or engaged directly or indirectly to any other company, business or concern, without the prior written approval of the Company.
- (e) During your employment, your conduct must be such as not to discredit you or the Company, and you will be expected to perform the duties assigned to you in a loyal, efficient, trustworthy and honest fashion. You will also be expected to conduct your private affairs in a manner befitting your status within the Company.
- (f) In the event of your being incapacitated by ill-health, accident or physical or mental incapacity from fully performing your duties with the Company for an aggregated period of ninety days in any one calendar year and such incapacity being duly certified as such by the Company's doctor, the Company reserves the right to cancel the appointment and terminate this contract without notice or payment of any monies in lieu of notice thereof.
- (g) If the Company obtains evidence that there is a breach in any of the above conditions, then the Company reserves the absolute right to dismiss and terminate this contact without notice or monetary compensation of any kind whatsoever.

10) Obligations:

You are to retain all Company information as confidential and this obligation shall survive termination of employment.

You shall not, whether as an agent, employee, partner, sole-proprietor, associate or consultant, within 2 years after the termination of your employment with the company, engage in a business related to the business carried on by the Company.

If the above terms and conditions are acceptable to you, please confirm your acceptance by signing & returning a copy of this letter to us.

Yours sincerely

David Chong
Director
International Ship Classification (Shanghai) Co., Ltd



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CONFIRMATION OF ACCEPTANCE

Date:

I, _____, hereby accept without reservations the
(Your Name in Block letters & ID Number)

above offer of employment with all its terms and conditions.

SIGNATURE

ID/PASSPORT NO.