1) Qualification Evidence

THE HONG KONG INSTITUTION OF ENGINEERS
香港工程師學會

Membership Certification

Surname		KUNG
Other Name		Ching C
Membership Number		MW000000X
Membership Grade	:	Member
Date of Admission to the Current Grade of Membership		1 February 1997
Discipline(s) (if applicable)		Building Services

Membership Section

(Information generated as at X January 2007)

This is a computer-generated document, no signature is required.

2) CV

KUNG CHING C (Qualified Engineer)

Present Appointment	Manager— Building Services Design Management
Academic Qualification	Certificate in ISO 9001:2008 QMS Internal Auditor Training Hong Kong Quality Assurance Agency (2011)
	BEng (Hons) in Building Services Engineering Hong Kong Polytechnic (1993)
Professional Affiliation	RPE (BS) (2013), Registered Energy Assessor (2013), CEng (2002), MCIBSE (2002), MHKIE (BS) (2001)

Working Experience

01/2000 - to date	ABC Company Co., Ltd.
	Manager - Building Services Design Management, responsible for providing technical support including management of all Building Services (BS) consultants and all tendering BS team members in pre-qualification and tenders including all design and build projects and overall monitoring and supervision of quality and progress of plumbing installation works for all project sites of the Building Division.

SAMPLE

3a) Employment - Employment Letter

ABC COMPANY LTD.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Tel +852 XXXX XXXX
Fax +852 XXXX XXXX

ABC Company LTD.

1 Jan 2000

PRIVATE & CONFIDENTIAL

Mr. Kung Ching C

Dear Mr. Kung,

Appointment to the Post of
Manager — Building Services Design Management

We are pleased to offer employment to you as Manager — Building Services Design Management, which carries a corporate grade of SM (Senior Management) in the Company, under the following terms and conditions:

1. Commencement Date 1 Jan 2000
2. **Probation Period** 6 months
3. Monthly Salary
4. Special Allowance
5. Working **Hours**

Working hours shall follow the prescribed practice applicable to the workplace and capacity you are assigned to, unless otherwise specified or instructed. The following arrangements shall serve as a general reference.

In the Head Office	
Monday to Friday	8:30 a.m. — 12:15 p.m. and 1:15 p.m. — 5:30 p.m.
Lunch Hour	12:15 p.m. — 1:15 p.m.
Saturday	8:30 a.m. — 12:30 p.m.
On Site	
Monday to Saturday	8:00 a.m. — 12:00 noon and 1:00 p.m. — 6:00 p.m.
Lunch Hour	12:00 noon — 1:00 p.m.

SAMPLE

ABC **COMPANY** LIMITED

Mr. Kung Ching C 1 Jan 2000

14. You should refer to this employment contract for all your terms and conditions of employment, any subsequent changes will be notified in writing by the Company. For the rules and regulations of the Company, please refer to the Staff Handbook.

15. This appointment is subject to a satisfactory medical examination by the Company-appointed clinic. The cost of the examination will be borne by the Company.However, should you fail to report for duty, you are required to reimburse the examination cost to the Company

16. Should you require any explanation of or advice on the terms and conditions set out in this letter, please refer to the staff of the Human Resources Department who will be happy to help you.

If you wish to accept our offer of employment, please signify your acceptance of the above appointment and the terms and conditions contained in this letter by signing and returning the duplicate copy of this letter to the undersigned.

We look forward to your joining us and wish you a happy and successful career with us,should you decide on accepting this offer.

Yours faithfully,
For and on behalf of
ABC Company., LTD.

XXXXXX

XXXXXX
Senior Manager - Human Resources

cw/ty

Confirmed & Accepted by:

Kung Ching C

Kung Ching C

Date: 1/1/2000

SAMPLE

3b) Employment - MPF Contribution List

2021/7/01

Print Member Contribution Details

[redacted]

SAMPLE

供款分配總結

僱主(公司)名稱： ABC COMPANY LIMITED

附屬計劃編號： XXXXXXXX-XX

僱員姓名： KUNG CHING C 工程師

成員編號： 8

列印日期/時間：01/07/2021 13:34

6 支薪期	成員狀況	成員供款狀況	交易日期 日/月/年	成員強制性供款	僱主強制性供款	成員自願性供款	僱主自願性供款	附加費	總供款
01/06/2021-30/06/2021	在職	供款已獲分配至成員帳戶	11/06/2021						
01/05/2021-31/05/2021	在職	供款已獲分配至成員帳戶	11/05/2021						

總額

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