

## **Interior Cleaning Service Contract**

**Party A: PROMEXICO SHANGHAI**

Add: 10/F, Tower A, No 500, Hongbaoshi Road, Dawning Center Shanghai  
Tel: 0086 21 60907199

**Party B: Wang Youmei**

ID Number: 341226197811064442  
Add: Room 104, No.10, Lane 340 Jinzhong Road, Shanghai  
Tel: 0086-13122081180

According to related laws and norms and on basis of the principal of equality and consensus, the following agreement has been arrived:

**I. Job post and Service Items:**

1. On consideration of Party A's own needs, Party B has agreed to accept the job as cleaner, with the main service features stated in Attachment I.
2. Party A can make adjustment of Party B's job post according to her working ability and performance.

**II. Contract Period:**

1. Validity: From February 1st, 2018 to December 31st, 2018, the employment relationship will terminate on the expiration of the contract.
2. If any party has no intention to continue the employment relationship, the same party shall notify other parties with one month of anticipation.

**III. Working Hours:**

1. Party A implements standard working hours, i.e., 6 hours (09:30-15:30) every day and five days from Monday to Friday every week.
2. If necessary, Party A can discuss with Party B to prolong the working hours within reasonable scale.

**IV. Wages:**

1. Salary for Party B is 2,000 RMB/month.
2. Party A shall pay Party B salary in the end of every month, or on the nearest business day after, if the day is vacation or weekends.

**V. Labor Protection and Working Condition:**

1. Party A provides to Party B necessary labor tools and working space.
2. Party A can require and organize Party B to attend business knowledge training when necessary.

**VI. Welfare:**



Party B has right to enjoy the legal holidays. Overtime work shall be paid basing on provisions of China.

**VII. Labor Disciplines:**

During the contract period, Party B should:

1. Obey norms and laws of China and rules and regulations established by Party A.
2. Strictly obey operation processes and articles of the cleaning position and ensure the safety.
3. Cherish Party A's properties and conserve related secrets.

**VIII. Contract Modification, Dissolution, Re-set and Termination:**

(I) On an agreement, Party A and Party B can modify the present labor contract.

(II) In any of the following situation, Party A can dissolve the contract at any time:

Party B is in serious dereliction duty and causes grave harm to interests of Party A;

(III) In any of the following situations, Party A can dissolve the contract at any time, with a written notification to Party B 30 days before.

Party B is ill for over half a month, or can not do the original job after treatment, or has passed the limitation of ages.

(IV) In any of the following cases, Party B can notify Party A to dissolve the contract at any time:

1. Party A doesn't pay the salary or provide labor conditions agreed upon in the contract;
2. Other situations according to the norms and laws.

(V) Party B shall notify Party A in written form with 30 days of anticipation, or Party A has the right to refuse to pay salary for the present month.

(VI) Termination of Contract:

The contract terminates automatically on the expiration of period or when the condition of termination agreed upon appears.

**IX. Other Items:**

1. This contract will come into force from the day of signature of all parties, any alteration or signature on behalf without written authorization is not valid.

Matters not covered shall be solved with agreement of two parties, unsettled matters shall be dealt with according to relevant state regulations.

Party A:

Party B:

Authorized signature:

Signature:

Date: 2018-02-01

Date: 2018-02-01

王友美

## **ATTACHMENT "I"**

### **SERVICE FEATURES**

- General cleaning for Promexico Shanghai
- Cleaning the furnitures of Promexico Shanghai (tables, chairs, etc)
- Cleaning the meeting room of Promexico Shanghai
- Cleaning the offices of the Trade Comissioner & Deputy Trade Comissioner
- Cleaning the public working area of Promexico Shanghai (floor, etc)
- Cleaning the glasses and cups of Promexico Shanghai

A handwritten signature in black ink, appearing to be 'S. Wang', is located in the lower right quadrant of the page. The signature is written in a cursive style with a large initial 'S' and a trailing flourish.