

# 补充协议

## Supplementary Agreement

甲 方/Party A: 捷克贸易促进机构/Czech Trade Promotion Agency

乙 方/Party B: 广东方胜人力资源服务有限公司/  
Guangdong Fangsheng Human Resources Service Co., Ltd.

鉴于甲乙双方于 2016年03月01日 签订的《外包服务合同》(下称“原合同”) 将于 2017年2月28日 到期, 现甲方仍需乙方继续为其提供服务, 经双方友好协商, 就原合同有效期延长有关事宜约定如下:

WHEREAS the Outsourcing Service Contract entered into by and between Party A and Party B on March 1, 2016 (hereinafter referred to as the Original Contract) will expire on February 28, 2017 and WHEREAS Party A requires continual provision of service under the Original Contract by Party B, NOW THEREFORE Party A and Party B enter into this Supplementary Agreement on extension of the Original Contract on the following terms and conditions:

一、原合同有效期延续一年, 即延续至 2018 年 2 月 28 日止, 双方可于上述到期日前协商续约事宜。

The Original Contract is extended by one year to February 28, 2018. The parties hereto may negotiate contract renewal before the said contract expiration date.

二、原合同延长期内的服务内容及服务费用标准按本协议附件一执行。

Coverage and fees for outsourcing service rendered by Party B to Party A during the extended contract period are subject to Annex 1 hereto.

三、在原合同延长期内, 甲方拟通过外包以外的方式与乙方进行合作的, 甲方应提前 30 日通知乙方并协商合作事宜。甲乙双方另行达成合作协议后, 原合同自动终止。

Where Party A intends to cooperate with Party B in a mode other than outsourcing service in the extended contract period, Party A shall send a 30-day prior notice to Party B and negotiate continual cooperation with Party B. The

Original Contract shall expire when the parties hereto reach a new cooperation agreement.

四、 双方的各项权利义务均适用原合同约定。除本协议约定的内容外，原合同的其他条款不作变更且继续有效。

Rights and obligations of the parties hereto are subject to the Original Contract. Unless agreed herein otherwise, the Original Contract shall remain in force and effect as it is.

五、 本协议自双方盖章之日起生效。本协议以中英文签订，一式两份，甲乙双方各执一份。若中英文条款不一致，应以中文条款为准。

This Agreement shall come into effect upon the common seals of the parties hereto. This Agreement is made in Chinese and English in duplicate, with each party holding one copy hereof. In the event of any conflict between the Chinese and English provisions herein, the Chinese provisions shall prevail.

Annex 1: Coverage and Fees for Outsourcing Service Rendered by Party B to Party A

甲方/Party A (Seal):



授权代表签字:

Signature of Authorized Representative:

乙方 Party B(Seal):



授权代表签字:

Signature of Authorized Representative:

周演恒

签署日期: 2017 02/27

Date:

签署日期: 2017. 2. 27

Date:

2017. 2. 27

附件一 广东方胜人力资源服务有限公司对Czech Trade Promotion Agency岗位外包服务费用说明书  
Annex 1 Coverage and Fees for Outsourcing Service Rendered by Party B to Party A

编号 No.	项目 Item	说明 Description	收费标准 Charge Rate	实际收费 Actual Charge paid by the company to Fesco	员工缴纳法定 福利的费用 Amounts Paid Statutory welfare by Employee																																																				
A				8966.26	412.43																																																				
a1	月税前工资 Pre-tax monthly salary	企业按月支付员工的税前工资 Pretax salaries paid by the company to employees on a monthly basis	7650	7650																																																					
a2	法定社会福利 Statutory welfare	<p>企业按照法律及政府规定承担的职工社会保险及住房公积金（具体数据以实际操作月份的基数比例为准）： Social insurance premiums and housing fund contributions payable by the company for employees according to law and government regulations (specific amounts are subject to the applicable bases in actual operation):</p> <table border="1"> <thead> <tr> <th rowspan="2">项目 Item</th> <th rowspan="2">工资基数 Salary Base</th> <th colspan="2">企业缴纳 Amounts Paid by Company</th> <th colspan="2">个人缴纳 Amounts Paid by Employee</th> </tr> <tr> <th>缴纳比例 Percentage</th> <th>缴纳金额 Amount</th> <th>缴纳比例 Percentage</th> <th>缴纳金额 Amount</th> </tr> </thead> <tbody> <tr> <td>养老保险 Endowment insurance</td> <td>2,906.00</td> <td>14.00%</td> <td>406.84</td> <td>8.00%</td> <td>232.48</td> </tr> <tr> <td>失业保险 Unemployment insurance</td> <td>1,895.00</td> <td>0.64%</td> <td>12.13</td> <td>0.20%</td> <td>3.79</td> </tr> <tr> <td>医疗保险 Medical insurance</td> <td>4,058.00</td> <td>7%+17.59</td> <td>301.65</td> <td>2.00%</td> <td>81.16</td> </tr> <tr> <td>工伤保险 Work-related injury insurance</td> <td>1,895.00</td> <td>0.20%</td> <td>3.79</td> <td></td> <td>-</td> </tr> <tr> <td>生育保险 Maternity insurance</td> <td>4,058.00</td> <td>0.85%</td> <td>34.49</td> <td></td> <td>-</td> </tr> <tr> <td>残疾人保障金 Employment security fund for the disabled</td> <td></td> <td></td> <td>45.36</td> <td></td> <td></td> </tr> <tr> <td>住房公积金 Housing fund</td> <td>1,895.00</td> <td>5.00%</td> <td>95.00</td> <td>5.00%</td> <td>95.00</td> </tr> </tbody> </table>	项目 Item	工资基数 Salary Base	企业缴纳 Amounts Paid by Company		个人缴纳 Amounts Paid by Employee		缴纳比例 Percentage	缴纳金额 Amount	缴纳比例 Percentage	缴纳金额 Amount	养老保险 Endowment insurance	2,906.00	14.00%	406.84	8.00%	232.48	失业保险 Unemployment insurance	1,895.00	0.64%	12.13	0.20%	3.79	医疗保险 Medical insurance	4,058.00	7%+17.59	301.65	2.00%	81.16	工伤保险 Work-related injury insurance	1,895.00	0.20%	3.79		-	生育保险 Maternity insurance	4,058.00	0.85%	34.49		-	残疾人保障金 Employment security fund for the disabled			45.36			住房公积金 Housing fund	1,895.00	5.00%	95.00	5.00%	95.00	899.26	899.26	412.43
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a3	员工福利 Supplementary welfare	企业根据法律及政府规定为提供必要的补充福利（包括补充医疗保障和人身意外保障） Necessary supplementary welfare provided by the company according to laws and government regulations (including supplementary medical insurance and personal accident insurance)	300元/人/月 300 yuan/person/month	300.00																																																					
a4	差旅补贴成本 Travelling allowance	企业需要支付员工的差旅补贴 Travelling allowance paid by the company to employees.	按实际发生计算 Subject to actual amount																																																						
a5	超时服务成本 Overtime service cost	企业根据法律和政府规定需要支付员工超时工作的加班费 Overtime payments payable to employees for their overtime work according to laws and government regulations	按实际发生计算 Subject to actual amount																																																						
a6	额外奖励成本 Additional reward cost	额外给予员工的奖励、奖金、提成等 Additional rewards, bonuses, commissions to employees	按实际发生计算 Subject to actual amount																																																						

a7	年度体检 annual physical examination		67元/人/月 67 yuan/person/month	67.00	
a8	年度过节福利 annual holiday benefits	生日birthday、端午Dragon Boat Festival、中秋The Mid-Autumn festival、国庆National Day、元旦New Year's day、春节The Spring Festival	50元/人/月 50 yuan/person/month	50.00	
<b>B</b>				<b>2362.24</b>	
b1	服务费 Service fee	1、按照国家规定办理合法用工手续; Handle employment formalities according to state laws and regulations 2、负责员工的绩效考核、薪酬福利管理、工资发放; Take charge of employee performance assessment, salary and welfare management, and payroll management 3、负责员工的离职处理; Handle employee resignation and dismissal 4、指导员工遵守客户单位的各项管理规定; Instruct employees to comply with management regulations of Party A 5、负责员工的日常管理和工作指导, 保证员工所承担的工作如期完成; Take charge of daily employee management and work arrangement to make sure completion of work on time 6、负责协调、处理员工的突发事件以及客户单位的争议、纠纷; Coordinate and handle employee emergencies and disputes with Party A	300元/人/月 300 yuan/person/month	300.00	
b2	风险管理费 Risk management fee	FESCO作为雇主需要承担的员工离职补偿费, 医疗期员工的工资、社会保险费用; 女职工在孕期、产期、哺乳期的工资、社会保险费用; 员工工伤期间工资、社会保险费用; 以及其他不可预知的雇主责任风险。 As the employer, FESCO bears the compensation to employees at termination of labor relationship, the salaries and social insurance premiums for employees during medical treatment period, the salaries and social insurance premiums for female employees during their pregnancy, maternity and breastfeeding periods, the salaries and social insurance premiums for employees during their work-related injury periods, and other unpredictable employer liability risks.	A×23%元/人/月 (外包期为1年) A×23% yuan/person/month (for a one-year period of outsourcing service)	2062.24	
C	其它费用 Other fees	因工作需要发生的费用报销, 包括但不限于交通费、通讯费、差旅费等 Fees incurred and reimbursed for work purpose, including but not limited to transportation fares, telecommunication fees, and travelling expenses, etc.	按实际发生计算 (加收10%管理费) Subject to actual amount (plus 10% management fee)		
合计 Total	合计=(A+B+C)元/月 Total sum=(A+B+C+) yuan / month			11328.50	
	增值税 value-added			总费用*6.77%	766.94
	assistant get the salaries RMB/month (after tax)				7000.00
总计 summary	总计=(A+B+C)元/月+增值税 Summary=(A+B+C+) yuan / month+value-added			<b>12095.44</b>	