26 October 2018

**Philippine Overseas Employment Administration**

Blas Ople Building, Ortigas Avenue corner EDSA, Greenhills

Mandaluyong City, Philippines

**Thru :** Philippine Consulate General

Macau Special Administrative Region

**Subject : CONTINGENCY PLAN**

Dear **Sir**,

I, **NAME OF COMPANY REPRESENTATIVE**, in my capacity as the **Designation** of **BEIJING EMOTTE INFORMATION TECHNOLOGY CO., LTD**., wish to convey the following designated contingency plan related to the recruitment of Filipino workers who shall be employed on a renewable two (02) years contract under the sponsorship of "**BEIJING EMOTTE INFORMATION TECHNOLOGY CO., LTD** ". This plan covers remedial measures that should apply in the event of any contingency plan (Natural Calamity, Men made disaster/War).

In the course of any impending contingency, we shall strive to do our best to repatriate the employees to their point of origin at the soonest possible time via safe course of travel.

If repatriation measure is not possible as prompted by the prevailing circumstances that may occur, I shall provide continuous support to the employee like food, medical, clothing's and safe shelter and constant communication with the update of their living conditions.

I shall provide a personal accident insurance to the reputable insurance company in the Kingdom of Saudi Arabia in favor of the employee that will cover benefits for their beneficiaries during their employment.

AND BY VIRTUE OF THIS LETTER, we pledge to give the employee a reasonable and justified treatment for their wellbeing in accordance with the job contract.

**BEIJING EMOTTE INFORMATION TECHNOLOGY CO., LTD**

**NAME OF AUTHORIZED REPRESENTATIVE**

**Designation of the Authorized Representative**