

Acknowledgement Letter

I, _____, ID No. _____, an employee of VMware Hong Kong Limited (“VMware”), by signing below, hereby certify to VMware that:

- 1) I understand that under applicable Hong Kong laws, an employee is required to contribute 5% of covered earnings up to HK\$30,000 per month to the Mandatory Provident Fund (“MPF”) as the statutory minimum. As both VMware and I agreed in the past, I have been contributing 5% of all my covered earnings, and VMware’s contribution is based on years of service, i.e. 5% for less than 3-year service and 10% for 3-year service or more;
- 2) I hereby acknowledge that I have been given an opportunity by VMware to decide, solely at my own discretion, to keep the existing contributions unchanged or reduce the contributions to be in line with the statutory minimum requirement;
- 3) I hereby express and confirm that I have decided to reduce my own contribution to MPF to 5% of covered earnings up to HK\$30,000 per month. I also acknowledge and agree that VMware’s contribution to MPF will be reduced to the same level accordingly as a result of my above decision;
- 4) I also acknowledge that I have received sufficient information from VMware about such change including its consequences and I hereby certify that I made my above decision with my true intent.

Executed this letter on _____.

_____ (Signature)

_____ (Printed Name)

_____ (Title)

_____ (Department)