

Date: 18 Sept 2020

PRIVATE & CONFIDENTIAL

Lum Jun Feng Carmen
NRIC No. S8935818C
Blk 351D Anchorvale Road
#10-219
Singapore 544351

Dear Ms Lum,

LETTER OF APPOINTMENT

1. I am pleased to offer you the appointment of **Sales Manager** from the commencement date of **21 September 2020**.
2. Your monthly remuneration is **S\$4,000.00**.
3. You acknowledge and agree that the remuneration offered by the Company is a fair reflection of your individual experience, skills and responsibilities at work. You are required to keep all remuneration information strictly confidential. A breach of this policy will undermine the basis of the Company's reward system, and may impact the human resource, operations and business of the Company. We reserve the right to take disciplinary action if this policy is breached.
4. Upon signing Letter Of Appointment, you are subject to a 1 month equivalent of remuneration compensation should you decided to void the Letter Of Appointment.
5. Your employment is subjected to 3 months probation period. A performance appraisal will be conducted at the end of probation period. Confirmation of employment will be in writing.
6. You are required to work 5-day a week (Monday-Friday). Your working hours will be 9am to 6pm (with one hour of lunch break).

In accordance with Company's policy, the minimum total working hours per week is 40 hours. In view of the nature of your responsibilities, you are expected to work beyond normal hours based on exigencies of services without any overtime claims.

Having regards to the nature of the Company's operations, your work schedule will be subjected to any specified modifications as may be notified to you from time to time by the Company.

The Company may from time to time change your job title, and amend the details of your duties and responsibilities in accordance with the situation and condition and the needs of the Company.

Signature: 

Date: 21 Sep 2020

7. Either party can terminate this employment by giving two (2) weeks written notice during probation period, one (1) month written notice after probation period. Each party undertakes to pay salary-in-lieu of notice in the event the required notice period is not served.

Please note that the Company retains the right to dismiss without notice the employee on the grounds of misconduct or behaviour inconsistent with the fulfilment of the expressed or implied conditions of service.

8. You are not allowed to seek outside employment including freelance and part-time job in whatever capacity or involve in any business interest without prior written approval of the department head/HR.
9. Your key benefits are listed in Annex A.
10. We welcome you to HeartVoice PTE LTD ("HeartVoice") and hope that you will find your career in HeartVoice challenging and rewarding.

Yours sincerely,

Lilian Koh
Chief Executive Officer
HeartVoice Pte Ltd

FORM OF ACCEPTANCE

I, Carmen Lum Jun Feng, NRIC/Passport No : S8935818C
acknowledge and accept the above terms and conditions and will be reporting for work
on 21 Sep 2020 ("The Commencement Date").



Signature / Date

Note : The Company reserves the right to claim back from you two weeks salary in-lieu of notice if you do not report for work on the agreed date.

ANNEX A

The following is a brief summary of the key benefits.

1. Salary

Salary is paid monthly to you by cheque or bank transfer on the last day of the month. If the pay day falls on a Saturday, Sunday or Public Holiday, the payroll shall be on the preceding working day.

2. Salary Review

Confirmed staff will be eligible for annual salary review which is conducted in the month of your commencement date every year. Eligible employees may receive an annual increment based on company performance, economic and market conditions and their individual performance.

3. Annual Leave

You will be eligible to **14 days** of annual leave after three (3) month of employment (pro-rata basis).

You may not carry more than 14 days leave from one year to the next without prior permission, and any accumulated leave entitlement exceeding 14 days will be forfeited.

4. Sick Leave & Hospitalisation Leave

Employee who has been in service for at least three (3) months shall be eligible for **14 days** of sick leave per calendar year (extended to 60 days if hospitalization is required). Sick leave is not cumulative and any unused sick leave shall lapse at the end of each calendar year.

5. Compassionate Leave

Confirmed employees may apply up to 3 consecutive working days of compassionate leave in each instance (subject to a cap of 7 days in a year). Immediate family is defined as your parents, spouse, children, siblings, parents-in-law, grandparents and grandparents-in-law only.

Signature: 

Date: 21 Sep 2020

6. Marriage Leave

Confirmed employees shall be eligible for 3 consecutive days of marriage leave on first legal marriage.

7. Medical Benefits**a) Outpatient Medical – General Practitioner**

Medical expenses reimbursement will be capped at \$300 per calendar year. The medical expenses include General Practitioner, TCM, Dental and Specialist.

b) Group Hospitalisation & Surgical

Confirmed employee will be covered under a group hospital insurance scheme subject to the Insurer's terms and conditions and according to plan limit. The Company is not responsible for any expenses you may incur relating to items not covered by the policy, nor for any excess costs not covered by the policy.

Please note that HeartVoice medical scheme does not cover outpatient GP/Specialist treatment or hospitalization expenses arising directly or indirectly from any pre-existing illness or condition for which you have received medical treatment, diagnosis, consultation or prescribed medication within the last 18 months.

8. HeartVoice Employee Handbook

For more details of Employee Benefits and HR Policy & Procedures, please refer to iAPPS Employee Handbook which will be sent to you on your first day of employment.

Note: The above terms and benefits are subject to revision and changes from time to time by the Management.

Signature:  _____

Date: 21 Sep 2020