



6ESTATES
POWERING SMARTER DECISIONS

2 August 2019

Private & Confidential

Goh Chong Fang, Amy

Dear Miss Amy Goh,

LETTER OF APPOINTMENT

We are pleased to offer you a permanent position based on the following terms and conditions:

1) Position

You are appointed to the position of **Finance and Admin Manager** and in this capacity, you will report directly to Luan Huanbo, Chief Executive Officer.

2) Effective Date

Your tentative start date in the position will be **13 August 2019**, subject to the terms in the attached Appendix. The terms of this offer shall come into effect on the first day of engagement with 6Estates Pte Ltd.

3) Remuneration

Your salary shall be _____ per month. During probationary period, you will be assessed based on your job performance.

4) Working Hours

The official working hours is from 9.00 am to 6.00 pm from Mondays to Fridays. Lunch break is 1 hour, between the times of 12:00 pm to 2:00 pm. Occasionally, we will require staff to manage company related activities that may take place on weekends and evenings. You shall work solely for the Company on a full-time basis, during the term of the Appointment, and shall not provide your services to any third party, whether as a consultant or otherwise, without prior consent us in writing.

5) Duties:

You shall perform, during your employment, such duties and exercise such powers in relation to the business of the Company as may from time to time be assigned to or vested in you by the Company and shall carry out the lawful and reasonable instructions of the Company.

You shall at all times and in all respects well and faithfully serve the Company and conform to and comply with the reasonable directions, policies, procedures of and regulations made by the Company from time to time (as may be modified by the Company in its sole and absolute discretion). Inasmuch as, subject to the terms stipulated in the attached Appendix 1, 'Letter of Undertaking'.

6) Annual Leave

Upon confirmation, you will receive _____ days of vacation per year, pro-rated for the current year. Yearly incremental of one (1) day upon every 12 months of continuous service and up to a maximum of 18 days.

7) Probationary Period

The first three (03) months of your appointment to this position is the probationary period. We will review your progress in this position on a regular basis and provide you with regular feedback. You will be appraised at the end of this probationary period.