

22 February 2021

Mr Tan Leong Teik
Blk 138D Yuan Ching Road
#07-153
Singapore 614138

Private & Confidential

Dear Leong Teik,

Appointment as Assistant Head (Information Technology Shared Services (ITSS))

We are pleased to convey to you an offer of appointment as Assistant Head with the Information Technology Shared Services (ITSS) Division, A*STAR Research Entities ("ARES") on the terms of this letter and the attached Terms and Conditions together with all policies referred to therein (collectively referred to as "the Employment Contract"), all of which shall form a part of this Employment Contract.

You will be appointed on the Senior Officer ("SO") Scheme, G [REDACTED] with a corresponding salary range of [REDACTED] to [REDACTED]. You shall be paid a gross monthly salary of [REDACTED] in accordance with ARES's prevailing policies. This includes a Monthly Variable Component ("MVC") of 12% of your gross monthly salary. The MVC portion of salary, applicable to all staff, is subject to review and may be adjusted or reduced at ARES's discretion.

Your employment shall commence on your first day of work ("the Effective Date") and shall continue for a period of 2 years from the Effective Date, inclusive of a 6-month probationary period. Any extension of this Contract beyond the 2-year period shall be at ARES's discretion and on terms to be agreed.

If you accept the offer of employment, please complete and return the original attached Form of Acceptance, duly signed.

To facilitate our appointment and planning processes, we look forward to a written response from you to this offer of appointment by **8 March 2021**.

We sincerely hope that you will join our A*STAR family.

In the meantime, if you have any questions, please do not hesitate to contact Ms Kho Siying, Senior Officer (HR), at 98238492 or Kho_Siying@hq.a-star.edu.sg.

Yours sincerely

MS RAJASWARI
GROUP DIRECTOR
HUMAN RESOURCE

FORM OF ACCEPTANCE

MS RAJASWARI
GROUP DIRECTOR
HUMAN RESOURCE

I, _____, (NRIC/Passport No. _____) of
_____ [address] confirm that I

have received and have read ARES's offer of employment as set out in ARES's Employment
Contract.

I confirm that I agree to and accept ARES's offer of employment on the terms and conditions of the
Employment Contract.

The "Effective Date" of employment is on _____
(dd/mm/yyyy)

Signature

Date