

Date: 19th October 2020

Dear Chen Jiajie, Dominic

LETTER OF OFFER

We are pleased to offer you the position of Marketing Manager (Special Projects). You will commence work on 20th October 2020.

We look forward to a long and mutually beneficial relationship with you.

Yours faithfully,
Esco Micro Pte Ltd

Lim Lay Yew
Director



EMPLOYEE ACKNOWLEDGEMENT

I CHEN JIAJIE DOMINIC accept and agree to the above-stated terms and conditions.

I shall commence employment with effect from 20/10/2020.

Signature:  Date: 20/10/2020

NRIC/ Passport No : S90215133

POSB SAV

404-00229-5

TERMS AND CONDITIONS OF EMPLOYMENT

Name: Chen Jiajie, Dominic

1) DESIGNATION AND START DATE

Designation: **Marketing Manager (Special Projects)**

Start Date: **20 October 2020**

WP No. / NRIC No.: S9021513B

2) RENUMERATION

You will be paid a monthly salary of **\$3,400.00 (SGD)**. Your salary will be paid into a bank account nominated by you or by local cheque in your name on the last working day of the month. If the last day of the month falls on a weekend or holiday, the salary will be paid the working day before. Your pay slip will be emailed to your personal email address. AWS (Annual Wage Supplement) will be paid every end of the year.

3) WORKING HOURS

Monday to Friday : 08:30 hrs to 18:00 hrs. Lunch time : 12:30 hrs. to 13:30 hrs.

5 Days work per week. You will earn overtime pay if you work more than 8 hours a day, or 44 hours a week. Total overtime hours should not exceed 72 hours a month.

4) PROBATION / TERMINATION PERIOD

You will be on 3 months' probation during which 1 day notice is required for termination. However 1 month's notice will be required upon completion of your probation period.

5) PUBLIC HOLIDAYS

11 days or as gazetted.

6) LEAVE ENTITLEMENT (as per MOM Rule)

Year of Service	Day of Leave
1 st	7
2 nd	8
3 rd	9
4 th	10
5 th	11
6 th	12
7 th	13
8 th and thereafter	14

7) OTHER LEAVE ENTITLEMENT

Maternity leave	:	Eligible employees are entitled to 16/12 weeks* as per MOM rule
Sick leave	:	14 working days per annum period for eligible employees
Hospitalisation	:	60 calendar days (inclusive of 14 days of sick leave)
Compassionate	:	4 days (parent, spouse, child), 2 days (grandparent, sibling, parents-in law).
Marriage/Paternity	:	3 days for first official marriage/ 2 week for eligible employees
Child Care	:	6/2* days for eligible employees with children below 7 years old
Extended Child Care	:	2 days for eligible employees with children between 7 to 12 years old

8) MEDICAL TREATMENT

The company provides medical benefits for normal consultation and medication for employees who have been with the company for 3 months or more as per MOM policy. You may claim \$20 per visit or \$280 maximum total receipts per annum. Staff under probation period are not entitled to this benefit. Singaporean are encouraged to use their Medishield account whenever possible.

9) CENTRAL PROVIDENT FUND

Contribution in accordance to the requirements of the labour law.

10) LONG SERVICE AWARD

5 years service	-	S\$ 300
10 years service	-	S\$ 700
15 years service	-	S\$ 1000

11) USE OF COMPANY'S EQUIPMENT/SOFTWARE/EMAIL/SKYPE/INTERNET ACCESS

Strictly to be used for company's business only. No copying and use of illegal/personal software is allowed. Personal use is strictly prohibited.

12) TRANSFER

Staff are subject to re-deployment to any Department/Company within the Esco Group of Companies. Such re-deployment is to provide a broad base whereby staff are given the opportunities to grow with the Company.

13) GUARANTEES NOT TO HARM THE COMPANY

You fully understand the meaning of criminal breach of trust and guarantee that you will not do anything to harm the Company's interest. You will not accept bribes or transfer the company's business enquiries to a competitor for your personal gain or otherwise.

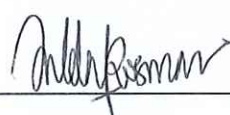
I, CHEN JIAJIE DOMINIC have read and agree to the above rules and regulation of the company.

Employee Name & Signature:


CHEN JIAJIE DOMINIC

Date: 20/10/2020

Witness Name & Signature:

 Hilda Rajendran

Date: 20/10/20

Singapore HR Recruitment Letters Terms and Conditions v1.1 23 January 2016

REPUBLIC OF SINGAPORE
IDENTITY CARD NO. S9021513B



Name

CHEN JIAJIE, DOMINIC

陈佳杰

Race

CHINESE

Date of birth

17-06-1990

Sex

M

S9021513B

Country/Place of birth

SINGAPORE



6445666



NRIC No. S9021513B



Date of issue

30-06-2020

Address

APT BLK 313B SUMANG LINK
#13-131
SINGAPORE 822313