



PRIVATE & CONFIDENTIAL

18 January 2021

Edmund Lee Chong Long
Blk 50 Strathmore Avenue
#24-205, Singapore 140050

Dear Mr Lee,

Offer of Employment – GCB Staff

We are pleased to confirm that, subject to satisfactory references and verification of your last pay slip, we would like to offer you the following employment at IFSC Pte Ltd, referred to as the "Company".

1. Position

You are offered employment as Business Development Senior Manager, E4 Band (Manager).

2. Commencement Date

The employment with the Company shall commence on ^{08 March}~~22 February~~ 2021.

3. Salary and Remuneration

Your detailed breakdown of monthly gross salary is set out as follows:

Monthly Base Salary:	SGD 5,000
Transport Allowance:	SGD 400
Mobile Phone Allowance:	SGD 100

You will also be entitled to commission for the sale of IFSC / Gaussian Robotics Products as detailed in Annex A. You are responsible for personal income tax based on your salary and all other incomes, allowances and applicable expenditure claims.

You are not allowed to discuss your salary with anyone any time before the commencement of your employment, during the term of employment or after termination of employment. A failure to do so shall constitute a breach of the employment contract, which may result in legal and/or disciplinary action taken against you.

4. Probation period

Your probation period shall be 3 months from the date of this letter. You are deemed to be confirmed upon successful completion of the probation period unless notified by HR in writing. Termination of contract during your probation period is 1 month notice.



5. Salary Payment / Date / Mode of Payment

5.1 Salary Payment and Date

Your salary is paid **monthly** on the last working day of the month.

5.2 Mode of Payment

Your salary payment will be made by **GIRO** arrangement via your:

Bank Name: UOB ; Branch Code: 050 ; Bank Account No: 3733081692

6. Notice Period

In the event that you or the Company wishes to terminate the employment, 2 month's notice from either party is required. The Company reserves the right to pay the salary in lieu of notices.

In the event of any willful or continued neglect of your duties or any serious misconduct on your part, the Company reserves the right to terminate your employment forthwith and without notice.

7. Working Hours

Your working days are 5 days per week.

You are required to work 44 hours per week, **excluding** 1 hour lunch break. The Company may vary your working shift and reserves the right to stagger hours during the week to meet business needs.

8. Public Holiday and Annual Leave

You are entitled to gazette public holidays. Your monthly gross salary already includes payment for the public holiday. If you are required to work on a public holiday and it is approved in writing by your line manager, you will be entitled to an extra day's off-in-lieu for the public holiday, except that if the public holiday falls on your rest day (e.g. Sunday), you will be entitled to 2 days' off-in-lieu for the public holiday.

In addition to the gazette public holidays, you will be entitled to 16 days of paid annual leave each year. Leaves should be taken in the year of entitlement at a time that is agreed by the Company. Leaves are to be earned and unconsumed leaves may be accumulated up to a maximum of 5 days' to be carried forward to the following calendar year. Unconsumed leaves of more than 5 days will be deemed forfeited and will not be en-cashed.

You will be entitled to pro-rated annual leaves calculated in proportion to the number of completed months of service in the year that you commence employment, or the year that the Company or you terminate the employment. In the event that you have consumed the annual leaves more than the leaves earned in the year where the Company or you terminate the employment, the extra days consumed will be deducted from your last pay accordingly.



9. Sick and Hospitalization Leave and Benefits

You will be entitled to 14 days of outpatient sick leaves per annum. All outpatient sick leaves must be issued by the Company's panel of doctors, a government clinic or a registered general practitioner.

The Company shall reimburse your medical cost in full. Reimbursement of medical expenses is subject to a yearly limit of SGD800.00 and will only be allowed if you consult a doctor at a government clinic or hospital, or our panel of doctors, or a registered general practitioner, unless otherwise approved by the management.

You are entitled to a maximum of 60 days' hospitalization leaves. The entitlement of hospitalization leave will include the outpatient sick leave in a calendar year upon production of medical certificate(s).

You need to inform the Company of your sick or hospitalization leave or absence from work within 48 hours, failing which the Company may deem your absence as absence without leave. Unused sick leave entitled for the year shall not to be carried forward to the next calendar year.

10. Central Provident Fund (Applicable to Singapore Citizens and Permanent Residents only)

The Company shall make monthly contributions to the employees' CPF accounts in accordance with the requirements under the CPF Act (Cap. 36).

11. Work Duties and Responsibilities

11.1 You shall devote your whole working time, attention, and skills to the duties of your work. You shall faithfully and diligently perform such duties and adhere to all instructions directed from your immediate supervisors and the Company.

11.2 You shall not, during working hours of the company, engage in any work and/or business other than the job scope set out within IFSC. You will not engage, either directly or indirectly, in any activity (a conflict of interest or illegal activities) which might adversely affect the Company or its affiliates.

11.3 Aside from the duties set out in Clause 11.2 above, you are required to carry out other duties that the Company may assign from time to time, and may be transferred to work in any section or job site of the Company.

12. Policies and Procedures

You shall adhere to all policies and procedures set out by the Company, and all rules and regulations under the Singapore Law. You are subject to the Company's general conditions of employment, rules and regulations governing the conduct of employees that may be issued from time to time.

Any breaches of the policies and procedures, or rules and regulations may result in disciplinary action and/or termination of your Employment Contract at the Company's discretion.



13. Code of Conduct

You agree to be bound by the terms of the Company's Code of Conduct, as may be amended from time to time, and any breach of such code of conduct may be considered as grounds for disciplinary action, which may include summary dismissal.

14. Loyalty to the Company

You shall devote your whole time, attention and ability solely and exclusively to the service of the Company during your hours of work for the Company and shall personally attend to all duties that may be required of you.

You shall not under any circumstances either directly or indirectly receive or accept for your own benefit any commission, discount, gratuity or profit from any person, company or firm having business transactions with the Company or any of its associates or affiliates at any time, without the prior written approval of the Company. A failure to do so may result in termination of your Employment Contract.

15. Confidentiality

Without prejudice to and in addition to your statutory duty of confidentiality, you shall not either during the continuance of the employment hereunder or thereafter except to the proper course of duty with the Company or with the express written consent of the Company divulge or make use of any secrets or of any correspondence, accounts, information, connections or dealings whatsoever of the Company or of any of the IFSC of companies or of any customers or correspondent of any of them or of any knowledge gained in relation thereto during the term of employment and shall not alter, obliterate, spoil, destroy, waste, embezzle, spend or without the express written consent of the Company, take away from the custody of the Company, any of the books, papers, writings, accounts, money or other property of the Company or of any of the IFSC Group of companies or of any customer or correspondent of any of them.

16. Anti Solicitation

You acknowledge that in the course of your employment with the Company, you may deal with customers and solicit customers, either directly or through intermediaries on behalf of the Company and acquire personal knowledge and influence over such customers, either directly or through intermediaries. You hereby agree that for a period of 12 months after the termination of your employment with the Company for any reason whatsoever you shall not either on your account or for the account of any other person canvas or solicit business from or deal with any of these customers.

17. Governing Law and Jurisdiction

This Employment Contract is governed by and shall be construed in accordance with Singapore law and both Parties agree to submit to the exclusive jurisdiction of the courts in Singapore and all proceedings being carried out as per Singapore law and in the English language.



18. Disclosure of Personal Data

In accepting employment with the Company, you are deemed to have given consent to the Company and/or any party directly or indirectly authorised by the Company, to obtain, administer, and store your personal data, for all reasonable and lawful purposes, in connection with your employment with the Company. In addition, for the purposes of managing or terminating the employment relationship and for industrial relations and employment related issues, you are deemed to consent to the Union obtaining your personal data and any relevant data relating to your employment from the Company as well as to consent to the Company disclosing such data to the Union.

19. General

- (a) In addition to the above terms and conditions, all other terms and conditions shall be in accordance with the Labour Relations Legislation as stated in the Employment Act of Singapore.
- (b) Apart from this content of service, your terms of employment will be governed and incorporated by circulars or instruction issued by the Company or the Group from time to time and may be subject to change.

Kindly confirm your agreement and acceptance of the employment with The Company and the conditions included herein in this letter by signing and returning the duplicate of this letter to us. (Please initial on every page).

We take pleasure in welcoming you and we look forward to having you as a member of our team.

Yours Sincerely,

Aloysius Chong
General Manager, IFSC

Acceptance to the Employment Contract

I hereby accept the Employment Contract and agree to the terms and conditions stated in the letter outlined above

Name of Employee: Edmund Lee Chong Long
I/C or Passport No: S7722428I

25th Jan 2021

Signature



Annex A

Commission Structure

(Realistic Full Year Sales Target) - Revenue \$600,000

	Revenue/Year	Total Commission
IOT sensors (4% comms)	\$100,000	\$4,000
SIMPPLE Software (5% comms)	\$500,000	\$25,000
Total Commission/Year		\$29,000
Monthly Salary		\$5,000
Total Salary + Comms (per month)		\$7,417

****IOT and SOFTWARE SALES INCLUDE SALES TO INTERNAL COMPANIES**