



SGLAB Pte. Ltd.
81 Ayer Rajah Crescent
#03-42, Singapore 139967
Phone: (+ 65) 6612 2155
Email: sales@sglab.sg
Web: www.sglab.sg

Employment Agreement

DATE: 13 Dec 2021

Ref: HR211201

Dear Ms Ho Xu Tian,

EMPLOYMENT AGREEMENT

We are pleased to offer you the position of Project Manager with SGLab Pte. Ltd. (the "Employer") on the following terms:

1. DATE OF COMMENCEMENT

1.1. You will commence work on 3 Jan 2022.

2. PROBATIONARY PERIOD

2.1. You are subject to a probationary period lasting THREE (3) months from the date of commencement of work which may be extended at the sole discretion of the Employer.

2.2. During first 3-months of the probationary period you shall not be entitled to any form of paid leave.

2.3. At the end of the probationary period, the Employer may confirm your employment, extend the probationary period, or terminate your employment.

3. JOB DESCRIPTION AND DUTIES

3.1. Your job title is Project Engineer.

3.2. Your duties include, but not limited to:

3.2.1. To participate in technical discussions and provide technical implementation whenever possible.

3.2.2. To assist and manage production, Installation, and maintenance of IoT Sensors along the drains and rivers island wide.

3.2.3. To assist and manage schedule, resource and cost within the project framework

3.2.4. To assist and coordinate among customer (stat boards), internal team, contractors, and suppliers.

3.2.5. Documentation, and compliance to meet customer requirement.

3.2.6. To assist in Customer management.

3.2.7. Supply Chain management.

3.3. In addition to the duties specified above, you are obliged to follow all reasonable instructions of the Employer, the management of the Employer, or the designated supervisor.

3.4. You are required to faithfully, diligently, and competently execute the tasks and duties assigned to you. You are also required to always comply with the Employer's code of conduct or policy and act in the best interests of the Employer.

3.5. You must not engage in any other business or employment outside your employment with the Employer without the prior approval of the Employer.

4. PLACE OF WORK

4.1. Your place of work shall be 81 Ayer Rajah Crescent #03-42 Singapore 139967 or that as directed by the Employer.

5. DAYS AND HOURS OF WORK

5.1. Your normal working days and hours are Monday to Friday and 8.30am to 6.00pm. You are entitled to one hour of lunch break every day.

5.2. The Employer reserves the right, at its sole discretion, to revise, amend or extend the working hours should the need arise.

5.3. You are obliged to commit beyond the normal working days and hours stipulated in clause 5.1 if the Employer so requires, and you will be entitled to off day in lieu in line with the company policy of the Employer or the requirements of law.

5.4. Whenever you are unable to attend work, you must telephone the Employer or your designated supervisor to communicate the reason for absence by 8.00am on the first day of your absence.

5.5. Where you are absent from work due to medical reasons you must notify the Employer and/or your immediate supervisor as soon as practicable. Such notice shall be given within two (2) days from the first day of your absence. You must also obtain a medical certificate issued by a qualified general practitioner (GP) or a government doctor proving such medical reasons and provide a copy to the Employer and/or your immediate supervisor as soon as practicable.

6. LEAVE

6.1. If you have served for at least three (3) months, you shall be entitled to SEVEN (7) days of annual paid leave for the first 12 months of continuous service. If you have served more than three (3) months of continuous service but have not completed a year of service, the leave entitlement will be pro-rated accordingly.

- 6.2. For every additional 12 months of continuous service, you will get one (1) more day of paid leave, up to a maximum of FOURTEEN (14) days.
- 6.3. Annual paid leave is to be taken at a time or times convenient to the business of the Employer and is further subject to approval from the Employer. If such annual paid leave is not taken within the year of service, the annual paid leave not taken may only be carried over to the following year only.
- 6.4. If you have served for at least three (3) months, you shall be entitled up to 14 days of out-patient non-hospitalisation sick leave during each 12 months of continuous service, and additional 60 days of paid hospitalization leave during each calendar year in the event that hospitalisation is required. The 60 days of hospitalisation leave includes the 14 days out-patient sick leave entitlement. During the first three (3) months of service any sick leave taken will be considered un-paid leave. Between three (3) to six (6) months of service the sick leave entitlement will be pro-rated in accordance to Ministry of Manpower (MOM) guidelines.
- 6.5. Unpaid leave may be granted to you at the sole and absolute discretion of the Employer. The Employer reserves the right to terminate your employment without notice if you are absent from work on unpaid leave without prior approval from the Employer.
- 6.6. All leave applications must be made in writing and 14 days in advance and shall be approved at the sole and absolute discretion of the Employer.

7. REMUNERATION

- 7.1. During the probationary period, you are paid a monthly basic salary of S\$3,300.00, subject to further reviews and adjustments by the Employer.
- 7.2. After the end of the probationary period where your employment is confirmed, you may be given a salary adjustment subject to review and adjustment by the Employer.
- 7.3. Your salary annual increment will be reviewed as part of the Employer's annual salary review process.
- 7.4. The Employer shall deduct from your remuneration all such sums it is authorised to deduct under the laws of Singapore, whether for your share of Central Provident Fund Contributions, withholding tax or otherwise.
- 7.5. Annual Wage Supplement and performance bonus may be paid to you at the end of each calendar year, subject to the sole and absolute discretion of the Employer.
- 7.6. Per diem will be paid for every 24 hours should you are required to travel overseas for work. Other expenses such as return air, land and sea travel tickets, land transportation and accommodation will be paid for by the company.

8. CONFIDENTIALITY

- 8.1. The content of this Employment Agreement is confidential and shall not be disclosed without the prior written consent of the Employer.
- 8.2. Without the prior written consent of the Employer, you must not at any time disclose any confidential information obtained in the course of your employment with the Employer.
- 8.3. Confidential information generally refers to information not available to the public, and includes:
- 8.3.1. Client lists and details;
 - 8.3.2. Trade secrets;
 - 8.3.3. Business plans;
 - 8.3.4. Financial information;
 - 8.3.5. Employee lists and details;
 - 8.3.6. Information known to the Employee to be confidential;
 - 8.3.7. Information which may affect the competitive position of the Employer; and
 - 8.3.8. Any information the Employer is obligated not to disclose.
- 8.4. You acknowledge and agree, having had the opportunity to take legal advice thereon, that this clause 8 is reasonable and necessary to protect the interests of the Employer.

9. INTELLECTUAL PROPERTY RIGHTS

- 9.1. All intellectual and industrial property rights arising out of or in connection with your employment with the Employer shall immediately be assigned to and vest in the Employer or any other persons or entity as appointed by the Employer.
- 9.2. All materials, tangible or intangible, produced by you arising out of or in connection with your employment with the Employer shall be the sole and exclusive property of the Employer or any other persons or entity as appointed by the Employer.
- 9.3. You are hereby obligated to execute all documents and do all such acts and such things as may be necessary or requested by the Employer in order to ensure that all property rights vest exclusively in the Employer or any other persons or entity as appointed by the Employer.

10. NO COMPETITION

- 10.1. Without the prior written consent of the Employer, you must not, during the course of your employment with the Employer, directly or indirectly engage in any other businesses which is the same as, similar to, or competes with the current or contemplated business of the Employer, in any capacity which includes positions such as an advisor, volunteer, employee, agent, partner, director, principal, shareholder, or contractor.
- 10.2. Without the prior written consent of the Employer, you must not, for a period of one (1) year from the last day of your employment with the Employer:
- 10.2.1. Entice, induce or encourage a client of the Employer to transfer or remove business from the Employer.
 - 10.2.2. Solicit or accept business from a client of the Employer for a business which is the same as, similar to, or competes with the current or contemplated business of the Employer.
 - 10.2.3. Entice, induce or encourage an employee of the Employer to terminate the employee's employment with the Employer; and
 - 10.2.4. Directly or indirectly interfere or seek to interfere with the continuance of goods or services supplied to the Employer.
- 10.3. You must not at any time use any name in such a way that causes confusion in the name or goodwill of the Employer, in relation to any trade, business, or corporation.
- 10.4. You acknowledge and agree, having had the opportunity to take legal advice thereon, that this clause 10 is reasonable and necessary to protect the interests of the Employer.

11. DUTIES WHEN SOLICITED

- 11.1. If at any time during the term of employment, you are directly or indirectly approached or solicited by a person, with a view to or with the intention of taking up employment or entering into some other business relationship, whether directly or indirectly, with any person who is involved in a business which is the same as, similar to, or competes with the current or contemplated business of the Employer, you are hereby obligated to disclose that fact and the names of the parties involved immediately to the Employer.
- 11.2. You are hereby obligated to disclose to the person who solicited you that you are currently under the employment of the Employer and are bound by the terms of your employment, and in particular, the restrictions within clause 8, 9, and 10 of this employment agreement.

12. TERMINATION

- 12.1. During the probationary period, either the Employer or you may terminate your employment by giving the other party written notice of one week or by paying salary in lieu of notice period.
- 12.2. After the end of the probationary period where your employment is confirmed, either the Employer or you may terminate your employment by giving the other party written notice of one (1) month or by paying salary in lieu of notice.
- 12.3. The Employer is not obliged to give any reasons for termination.
- 12.4. Your employment may be terminated by the Employer without notice or compensation, without prejudice to and in addition to any other remedy available to the Employer, if you are found to be:
- 12.4.1. Negligent or incompetent in his or her work;
 - 12.4.2. Guilty of insubordination;
 - 12.4.3. Incompliant with reasonable requests or instructions from the Employer, the management of the Employer, or the designated supervisor; or
 - 12.4.4. In breach of the terms of this offer of employment.

13. RETURN OF EMPLOYER MATERIALS AND HANDOVER

14. Upon termination of your employment, you are required to return to the Employer or its authorised representatives, all materials in your possession relating to the business of the Employer and/or belonging to the Employer or its clients. You are obligated not to retain any copies of the materials in any form. You are obliged to ensure a smooth transition of your duties and responsibilities.

15. ENTIRE AGREEMENT AND MODIFICATION OF AGREEMENT

- 15.1. This employment agreement constitutes all the terms of your employment with the Employer and supersedes all previous representations, statements, understandings and contracts between the Employer and you.
- 15.2. The Employer reserves the right to modify the terms of this offer of employment by giving written notice to you, but any modification will be subject to your giving consent.

16. GOVERNING LAW AND JURISDICTION

- 16.1. This offer of employment shall be governed by and construed in accordance with Singapore law.

16.2. In relation to any legal action or proceedings arising out of or in connection with this offer of employment, you hereby irrevocably submit to the non-exclusive jurisdiction of the courts of Singapore.

Please sign the duplicate of this offer of employment and return it to us for our record. We look forward to welcoming you to the firm.



Yours sincerely

Mr Lu Shanguo

Founder CEO

SGLab Pte. Ltd.

ACCEPTANCE OF OFFER

I (Name) Ho Xu Tian (NRIC) S9607790D (1) accept this offer of employment and its terms; and (2) declare that I am medically fit and not currently under any medical treatment of taking any medication.



(Signature of Employee)

14/12/21

(Date of Signing)

EMPLOYEE PERSONAL INFORMATION

Personal Particulars and Contact Information			
Name on NRIC/FIN Ho Xu Tian		NRIC/FIN No. S9607790D	Citizenship Singaporean
Address BLK 171 Batok West Avenue 8, #10-349 Singapore 650171			
Date of Birth 06 Mar 1996	Gender Female	Race Chinese	Religion -
Marital Status Single	Home No. NA	Mobile No. 9451 8866	Email hoxutian@gmail.com
Name of Bank and Branch POSB		Bank Account Name Ho Xu Tian	
		Bank Account Number 063-53931-7	