



The Curie @ 83 Science Park Drive, Science Park 1, #02-03/04
Singapore 118258 Tel: +65-6592 2415
Company & GST Registration Number: 201618609Z
Website: www.lumiere32.sg Email: sales@lumiere32.sg

Offer Letter of Employment with Lumiere32

Dear Mohamed Zaman,

Per our discussions, LUMIERE32 is pleased to offer you a **Delivery Driver**, Full-time position at LUMIERE32's Singapore office 67 Ayer Rajah Crescent JTC LaunchPad, #03-03 Singapore 139950

In this position, you will be responsible for loading and unloading of our products and make sure your vehicle is maintained in good working order. You might have to handle cheques and other paperwork related to the delivery. It is your duty to drive safely and follow traffic rules. You must possess a valid driving license & vehicle document, clean driving record as conducted by Lumiere32's guidelines, a positive and professional attitude.

Overall, your responsibilities for this position will include a range of activities:

- 1) Pick up goods from various Suppliers across region and bring it to consolidation site at 67 Ayer Rajah Crescent JTC LaunchPad, #03-03 Singapore 139950
- 2) Deliver small to medium size of packets/Cartons to different addresses and through different routes.
- 3) Follow route and time schedule, ensure that you have the correct names and addresses of customers, and stay in contact with office staff for additional pickups.
- 4) Maintain ongoing communication with supervisor.
- 5) Report mileage covered each day to reporting officer (Check-in & Checkout)
- 6) Collect Cheques or return items if any upon delivery.
- 7) Obtain signatures on receipts for proof of delivery and the condition of the items at the time of delivery.
- 8) To inform office staff/Supervisor upon failed delivery if any. Refrain from storing goods in vehicle overnight, especially temperature sensitive medical devices.
- 9) In addition to above primary responsibilities the incumbent may be assigned any other task from time to time by Lumiere32's management

Your annual compensation will be structured as follows:

Basic Salary: S\$1900.00 per month. (During first 3 months' probation)

After probation: S\$2000 per month

Cash card and Petrol allowance: Covered by company

Bonus: Capped at \$150 per month based on "On time delivery fulfilment KPI". Bonus will be disbursed quarterly (Every 3 months)

Season parking allowance: SGD 80.00 (In case driver wish to bring back van to multi storey car park at home address at check out each day)

Working hours: 8.30am to 6.30pm

Working Days: Monday to Friday

Contract Tenure: 1 year

Upon joining you'll be entitled to the following:

- You will be also entitled for 14 days of Paid leaves and 14 days for paid outpatient sick leave during 1st year of service upon **completion of probation period of 3 months**. Any leave taken before completion of one-year shall be calculated on pro-rata basis. For paid Leaves, please inform the management at least 2 weeks prior for approval of leaves.
- CPF as per the rules and regulations of the Government of Singapore (if applicable).

Other terms:

This contract is extendable to another 1-year with mutual agreement between both the parties.

The offer is contingent on the following:

- 1) The signing of Non-Disclosure Agreement (NDA) and Non-Compete Agreement (NCA) as is required of all LUMIERE32 employees. – See attachment for NDA and NCA.
- 2) A start date expected by 15th January 2022
- 3) Share IC copy and Driving license copy for our internal records

Either you or LUMIERE32 may end the contract at will at any time with or without cause but with advance notice of minimum 10 days prior to effective termination of contract. Upon early termination compensation will be calculated on prorated basis and will not be entitled for bonus as mentioned above in contract.

Our respective signatures below indicate that we have read and accepted all terms and conditions of this offer.

Breach and Enforcement. I acknowledge that any violation of this Agreement by me might cause irreparable injury to LUMIERE32, and LUMIERE32 might be entitled to extraordinary relief in court, including, but not limited to, equitable relief. If court proceedings are required to enforce any provision or to remedy any breach of this Agreement, the prevailing party shall be entitled to an award of reasonable and necessary expenses of litigation, including reasonable attorney fees. I agree that this Agreement shall be governed for all purposes by the laws of Singapore, and that venue of any action arising out of this Agreement shall be Singapore.

Cordially yours,

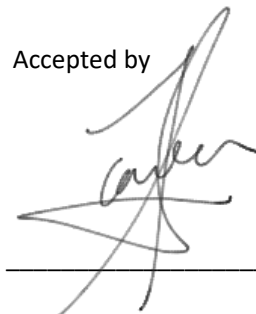


Ms. Richa Chauhan

Lumiere32 – HR & Legal Director

Dated: 28th December 2021

Accepted by



Mohamed Zaman