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Offer of Employment

Issued on: 11/05/2022 12:00

Dear Goh Chang Wei,

We are pleased to extend an offer of employment to you on the following terms and conditions set out in this letter. You will remain as an employee of BGC Group Pte. Ltd ("BGC") throughout the Term subject to the terms herein.

Section A | Details of Employment

Company Name	BGC Group Pte Ltd
Client Name	Agency For Science, Technology And Research
Job Title	Temporary Phone Surveyor
Main Duties and Responsibilities	To support the National Survey team by calling companies and checking for data accuracy. To follow up with companies who yet to submit the survey forms via phone calls In addition to the above stated duties, you shall undertake such other duties as the Client shall from time to time assign or vest in you.
Employee Name	Goh Chang Wei
Employment Type	Full-Time
Employee NRIC/FIN	T0005955I
Duration of Employment (the "Term")	23/05/2022 - 22/08/2022 The contract period may be extended subject to your performance and the Client's manpower needs at Client's and BGC's sole discretion.
Place of Work	1 Fusionopolis Way

BGC Group Pte. Ltd.

298 Tiong Bahru Road, #12-03, Central Plaza, Singapore 168730 **tel.** +65 6535 9696 **fax** +65 6671 4858

web www.bgc-group.com **Co. Reg. No.** 200503573Z **EA License No.** 05C3053

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	#20-10 138632 Connexis North Tower Singapore
Attire	Office Attire
Reporting Details (subject to changes - kindly refer to your email received 1 day before start work)	
Reporting Person Name	Kindly refer to email sent prior to start date
Reporting Person Phone	NA
Reporting Date & Time	23/05/2022 08:30
Reporting Location	Kindly refer to email sent prior to start date

Section B | Working Hours and Rest Days

Details of Working Hours	Monday - Thursday: 8.30am to 6.00pm Friday: 8.30am to 5.30pm
Number of Working Days Per Week	5 working days per week
Break Hour(s)	1 hour
Rest Day Per Week	Sunday

Section C | Salary

Salary and Overtime Payment Period	Seven (7) days after the last day of the month or the last day of Assignment (as the case may be)
Basic Salary	\$2,600.00 Per Month (Salary is confidential, you should not divulge or discuss with third party)
Overtime Payment Rule	If you are required to work beyond the normal working hours of 44 hours a week of a full-time employee, you will be entitled to be paid such

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	overtime payment at 1.5 times your hourly basic salary
Bonus	N.A.
Fixed Allowances per Salary Period	N.A.
Other Salary-Related Components	N.A.
BGC HR System ("We Care" portal)	Your "We Care" module is: Entirely Instructions can be found in the email. https://wecare.bgc-group.com

Section D | Leave and Medical Benefits

You are entitled to the following benefits after completion of 3 months from the Term unless stated:

Paid Annual Leave Per Year	14 days
Annual Leave Rule	Entitled after 3 months & prorated basis
Paid Outpatient Sick Leave Per Year	14 days
Paid Hospitalisation Leave Per Year (Note that paid hospitalisation per year is inclusive of paid outpatient leave. Leave entitlement for part-time employees may be pro-rated based on hours)	60 days
Other Types of Leave	You will be entitled to paid paternity/maternity leave, childcare leave, adoption leave and/or shared parental leave, if you so qualify in accordance with the provisions of Singapore law.
Medical Claim	Consultation from Public Healthcare Institution (As per MOM)
Other Benefits	N.A.

Section E | Others

Length of Probation	No Probation
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Probation Start Date	
Probation End Date	
Notice Period for Termination of Employment (initiated by either party whereby the length shall be the same)	1 month notice
Others	N.A.

** Please refer to www.mom.gov.sg for more details on employment laws, leave benefits.*

TERMS AND CONDITIONS**CPF, DEDUCTION FROM SALARY (EG. CPF, WITHHOLDING OBLIGATIONS)**

As your employer, BGC will make such CPF contributions and other mandatory statutory contributions in accordance with the prevailing Central Provident Fund Act and other application laws (e.g. Skills Development Levy Act, where applicable). We will deduct from your remuneration (including but not limited to salary, allowance, bonus and commission) all such sums which we are entitled, authorized and/or required under the laws of Singapore to deduct and/or withhold, whether for your share of Central Provident Fund contributions or other applicable mandatory statutory contributions.

TAX

All income tax liabilities and other charges incurred by you in respect of your salary (whether by way of salary, bonus payments, benefits or otherwise) shall be borne solely by you.

SALARY CREDITING

Your monthly salary (including any accrued payment for overtime) will be credited into your nominated bank account by us within **seven (7) days** after the last day of the month. Your monthly electronic pay-slip will be sent to you as proof of your salary and all applicable and mandatory statutory contributions made, one day before your salary crediting.

TIMESHEETS / EXPENSE CLAIMS / LEAVE FORMS (IF APPLICABLE)

You must submit your **Leave / Medical Certificate ("MC") / Expense Claims forms** and supporting documents **together with your *timesheet on the last day of the month or last day of the Assignment**. Leave / MC forms / Expense Claims forms and supporting documents that are not submitted together with the timesheet

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will be deemed as unpaid leave and your salary will, subject to applicable laws, be deducted accordingly.

All timesheets, Leave / MC forms / Expense Claims and supporting documents have to be duly endorsed by the Client.

You can submit all documents with your timesheet either via email or by fax to 6671 4858 and attention it to your consultant. Should you fail to submit your timesheet and all supporting documents (NRIC and Bank Details) on time or without the Client's endorsement on timesheet, salary crediting may be delayed. If you require special timesheet processing within 3 working days, you may submit the completed documents to BGC with an administrative charge of S\$100 that is subject to prevailing 7% GST to avoid delays.

*If you are using BGC designated Time Attendance System, you will need to ensure clock in and out via the system. You can submit your Leave / MC forms / Expense Claims and supporting documents every time you have taken your leave via the system.

TERMINATION

This Agreement may be terminated by either you or BGC giving to the other **notice period as stated** in writing or payment of an amount equivalent to the **notice period as stated** of your basic salary in lieu of such notice. If you do not serve the required notice of resignation, you are liable to compensate BGC salary in-lieu of notice for the notice period that you did not serve. The payment in lieu of notice could be deducted from your final salary payment.

This Agreement may be terminated at any time without notice with immediate effect and without any payment or compensation to be paid by BGC or the Client whatsoever in the event that the Client notifies us in writing that you have committed any misconduct including, but not limited to, the acts set out below (each a "**Misconduct**"):

- if you are guilty of or liable for any misconduct, negligence, crime or misdemeanor, or any breach or non-observance of any terms and conditions of this Agreement;
- if you fail, neglect or refuse to carry out the duties assigned to you;
- if you are continuously absent from work for more than two (2) working days without prior leave from the Client or BGC or without reasonable

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excuse, or without informing or attempting to inform the Client or BGC of the excuse for such absence;

- if you commit or engage in any serious misconduct, unreasonable absenteeism, willful disobedience of the Client's lawful orders, willful refusal to perform all or any of your duties, insubordination, breach of company secrecy, or violation of the laws and regulations of Singapore;
- if you cause damage to equipment or software intentionally or unintentionally;
- if you damage any property belonging to the Client, in which case BGC shall have the right to deduct from your salary the amounts required to replace or repair the damage, subject to all applicable laws;
- if you are convicted of any criminal offence other than an offence which in the reasonable opinion of BGC does not affect your position as an employee of BGC;
- if you become of unsound mind;
- if you make or have a bankruptcy application or petition served on you or make any arrangement or composition with your creditors generally;
- it becomes illegal for BGC to employ you in Singapore or for the Client to engage your services;
- if you made a false material declaration in your application and/or fail to clear security screenings required by the Client; and/or
- if you commit any act or engage in any conduct which would bring yourself, BGC or the Client into disrepute.

This Agreement shall also terminate with immediate effect upon the occurrence of any of the following events:

- (a) the mutual agreement of the Client and BGC in writing of such termination (in which event you will be notified as soon as practicable); or
- (b) the winding-up or cessation of business of the Client or BGC.

The termination of your employment or the Assignment howsoever arising shall not affect such of the terms hereof as are expressed to operate or have effect thereafter and shall be without prejudice to any right of action already accrued to BGC in respect of any breach or default by you.

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BGC shall apply for the cancellation of the work pass of the foreign employee if either party terminates this employment. If you hold an Employment Pass or S Pass, you hereby undersigned below agree to pay and bear the full cost of foreign repatriation at the end of your employment when the work pass expires or are cancelled or revoked.

You who holds an Employment Pass or S Pass shall bear the repatriation expenses under the following just, valid or authorized causes of termination of the contract: serious misconduct, willful disobedience of the employer's lawful orders, habitual neglect of duties, absenteeism, insubordination, revealing secrets of establishment, when employee violates customs, traditions and laws of Singapore and/or terms of this agreement.

CODE OF CONDUCT

During the Term, you shall observe and comply with all written and/or verbal instructions, requests and directions given to you by your supervisor or his/her assigned person(s).

INDEMNITY

You shall keep BGC fully and effectively indemnified against any and all losses, claims, damages, costs, charges, expenses, liabilities, demands, proceedings and actions which BGC may sustain or incur or which may be brought or established against it by the Client or any person arising out of, or in relation to, or by reason of your negligence, recklessness, willful misconduct, willful non-compliance of the Client's requirements and instructions, and/or by any unauthorized act or omission by you.

CONFIDENTIAL INFORMATION

You shall not, for the duration of this Agreement and following the termination of this Agreement, without the prior consent of BGC, disclose directly or indirectly cause to be disclosed to any other person, any information classified as confidential in this Agreement or any form of personal data that you have come into contact with or obtained as a result of the performance of your service with the Client or your employment by BGC.

Upon termination of your employment with BGC, all materials of the Client and/or BGC containing information classified as confidential and personal data in your possession shall be surrendered to BGC forthwith.

UNDERTAKINGS

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(This section will be applicable if you are assigned to work in a government department and/or government statutory board)

You shall undertake to safeguard official information which you will acquire during the period of contract service.

You will not divulge any confidential information during and after the period of contract service.

Your attention must be drawn to the **Official Secrets Act (Chapter 213, Revised Edition 2012)** and in particular to Section 5 which relates to the safeguarding of official information.

You understand and agree that all official information acquired by you during the course of service with any government department, statutory board or government-owned company is strictly confidential in nature, and is not to be published or communicated by you to any unauthorised person in any form at any time, without the official sanction of the relevant Permanent Secretary or the Chief Executive Officer of the statutory board or government-owned company.

You shall undertake to return any documents (including copies made) received/used in the course of service.

You further understand and agree that any breach or neglect of this undertaking may render you liable to prosecution under the Official Secrets Act.

DATA PROTECTION

You consent to BGC or any of its related corporations using, disclosing and/or processing personal data relating to you for legal, personnel, administrative and management purposes, including monitoring and recording any use that you make of BGC's electronic communications systems for the purpose of ensuring that BGC's policies are being complied with and for legitimate business purposes.

In connection with the consent provided herein, we may make available your personal data to any of its related corporations or the Client, those who provide products or services to us or any of its related corporations (such as advisers and payroll administrators), regulatory authorities, potential or future employers, governmental or quasi-governmental organisations and potential purchasers of BGC or the business in which you work.

You consent to the disclosure, processing and/or transfer of your personal data to any of our related corporations or any of our related corporations' business

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contacts outside Singapore or the Client in order to further its or their business interests in accordance with the Personal Data Protection Act 2012.

You shall comply with the Personal Data Protection Act 2012 when handling personal data in the course of your employment including personal data relating to any employee, customer, client, supplier or agent of BGC, any of its related corporations or the Client. You shall only collect, use, disclose and process personal data of individuals, in full compliance with the Personal Data Protection Act 2012 and with any policies, compliance manual(s), guidelines and/or checklists issued by us or the Client relating thereto. In this regard:

- (a) You acknowledge that Singapore has a personal data protection law, namely the Personal Data Protection Act 2012 and that BGC or the Client may, intends to or will be coming out with new policies, processes, documentation and requirements, arising from or related to the Personal Data Protection Act 2012, that all employees would need to comply with;
- (b) You agree to extend all assistance and cooperation to us and the Client that we or the Client may require in putting in place such new policies, processes, documentation and requirements; and
- (c) In your capacity as an employee of BGC, you shall only collect, use, disclose and process personal data of individuals, in full compliance with the Personal Data Protection Act 2012 and with any policies, compliance manual(s), guidelines and/or checklists issued by BGC relating thereto.

“Processing”, in relation to personal data, means the carrying out of any operation or set of operations in relation to the personal data, and includes any of the following: (i) recording; (ii) holding; (iii) organization, adaptation or alteration; (iv) retrieval; (v) combination; (vi) transmission; (vii) erasure or destruction.

Notwithstanding anything to the contrary, you undertake to indemnify and at all times hereafter to keep BGC and its related corporations (together with their respective officers, employees and agents) (each an “Injured Party”) indemnified against any and all losses, damages, actions, proceedings, costs, claims, demands, liabilities (including full legal costs on a solicitor and own client basis) which may



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be suffered or incurred by the Injured Party or asserted against the Injured Party by any person or entity (including you and your agents) whatsoever, in respect of any matter or event whatsoever arising out of, in the course of, by reason of or in respect of: (i) any breach of any of the provisions in this Clause; and/or (ii) any action or omission by you that causes BGC and/or any of its related corporations to be in breach of the Personal Data Protection Act 2012.

You authorise BGC or any of its related corporations to provide you marketing or promotional materials and/or documents that may include banking, investment, credit and/or financial products and/or services that exist now or are created in the future.

LIMITED LIABILITY OF THE CLIENT or BGC

Unless otherwise specifically provided herein, in the event that your employment with BGC or the Assignment with the Client is terminated during the Term; or the Client or BGC withdraw your Assignment before the commencement of your employment with Client or BGC, you shall have no claims for severance pay or other benefits or any losses, claims, damages, costs, charges, expenses, liabilities, demands against the Client and/or BGC arising directly or indirectly from the Assignment or your employment with BGC to the extent permitted by applicable law.

PROPERTY RIGHTS

All works completed by you during your term of service with the Client shall remain as the property of the Client.

You are responsible for proper care and protection of property belonging to the Client and/or BGC. You shall replace or pay the full monetary worth of any property not returned, lost or damaged due to negligence.

Upon completion or termination of this contract, you are required to return any property loaned or lent to you for the performance of your service to the Client ("**Property**") to your supervisor or to BGC within 3 working days. In the event that you do not return the Property, then all costs, losses, damages, charges, expenses, liabilities, demands with regards to the return or replacement of the Property shall be recoverable by BGC from you.

NOTICES

Any notice or other communication to be given or made under this Agreement shall be given or made in writing and shall be delivered personally or sent by email, prepaid post or facsimile transmission to the relevant Party at its address

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set out above or facsimile number set out below or at such other address or facsimile number as that Party may have notified to the other Party in accordance with this clause. Any such notice or other communication shall be deemed to be served, if delivered personally, upon delivery and if sent by post, forty-eight hours after the letter was put in the post and if sent by facsimile transmission, at the time of dispatch.

GENERAL

No failure on the part of any party to exercise and no delay on the part of any party in exercising any right hereunder will operate as a release or waiver thereof, nor will any single or partial exercise of any right under this letter preclude any other or further exercise of it.

This letter may be entered into in any number of counterparts, all of which taken together shall constitute one and the same instrument. Either party may enter into this letter by signing any such counterpart.

Unless otherwise expressly provided herein, a person who is not a party to this letter has no right under the Contracts (Rights of Third Parties) Act (Chapter 53B) of Singapore to enforce any term of this letter.

The various provisions in this letter are severable and if any provision or identifiable part is held or found to be invalid or otherwise unenforceable, it shall be deemed to be severed from the provision, but the remainder of the provision shall remain in full force and effect.

This letter constitutes the entire agreement between the parties with respect to the subject matter hereof and there are no representations, understandings or agreements relative hereto which are not fully expressed herein.

GOVERNING LAW AND JURISDICTION

This Agreement shall be governed by, and construed in accordance with, the laws of Singapore. The Parties irrevocably submit to the non-exclusive jurisdiction of the Singapore courts.

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DOCUMENT NAME: Offer of Employment with BGC Group Pte Ltd - Goh Chang Wei
DOC ID: 678efd44-3ffd-485a-b2cc-668d7282c941

ELECTRONICALLY SIGNED BY:

Name: Goh Chang Wei
Email: 1.gohchangwei@gmail.com
Date/Time: May 11, 2022 14:42:58
IP Address: 128.86.177.101



Name: Danny Siah
Title: Senior Division Manager
Company: BGC Group Pte Ltd
Date/Time: May 11, 2022 14:42:59
Email: danny.siah@bgc-group.com

