



1 June 2022

PRIVATE & CONFIDENTIAL

Liang Wen Yaw
345 Geylang Road
#05-05
Singapore 389366

Dear Wen Yaw

LETTER OF APPOINTMENT

We are pleased to confirm our offer of employment subject to the following terms and conditions:

1. POSITION AND COMMENCEMENT OF EMPLOYMENT

- 1.1 Your job title shall be **Finance Manager** (Job Grade: G8) with **BIGL ASIA PTE. LTD.** (the "**Company**") and you shall undertake such duties and exercise such authority as the Company shall from time to time assign to or vest in you. You shall be based in Singapore and report to the undersigned.
- 1.2 Your employment shall commence on **13 June 2022** or a date to be mutually agreed with the Company in writing.
- 1.3 This offer of employment is subject to:
 - (a) satisfactory verification of all information submitted by you to the Company;
 - (b) the receipt of satisfactory employment references by the Company (if required); and
 - (c) the execution by you of the attached confidentiality and non-compete agreement.
- 1.4 In the event that any of the conditions listed under Clause 1.3 is not fulfilled, the Company may rescind this offer of employment without any liability to you.
- 1.5 You warrant that by entering into this agreement with the Company, you will not be in breach of any prior agreement, contract or arrangement with any other person which prevents you from lawfully fulfilling your employment obligations to the Company, including but not limited to any restrictive covenant or confidentiality obligation arising out of employment with any former employer.

2. REMUNERATION

- 2.1 You shall receive a base salary in gross at **S\$7,500** per month. This amount shall be subjected to mandatory Central Provident Fund (CPF) contributions. Overtime is not payable by the Company to you for hours worked in excess of 44 hours per week.



- 2.2 You will be eligible for Annual Wage Supplement (AWS) if you remain in the Company's employment on 31 December of each year. The payment of AWS will be at the discretion of the Company. AWS (if any) shall be prorated for the first year of service with the Company.
- 2.3 You shall be eligible to participate in the variable bonus scheme payout of which will be determined based on the financial performance of the Company and your individual performance against the individual goals set and agreed for the financial year, and at the sole discretion of the Company. Payment of any bonus shall be conditional upon you remaining in service on the date when the Company pays bonuses to its employees and not having served notice of resignation or been served with notice of termination.
- 2.4 Performance and salary reviews usually take place annually in January or at any such common review date as determined by the Company. Salary review is based on job performance and other relevant factors.

3. BENEFITS PACKAGE

You shall be provided with employee benefits items pertaining to your employment, which is set out as follows:

- 3.1 You may be entitled to participate in the Company's hospitalisation and life insurance plans with the Company's insurance provider. Details of the extent of the coverage and the benefits are available from the Company. The Company reserves the right to withdraw the coverage and/or benefits available, and/or to modify such coverage and/or benefits at any time at its sole discretion.
- 3.2 Upon confirmation of your employment, you shall be eligible for the reimbursement of your outpatient medical and specialist consultation and treatment expenses, capped at **S\$1,000.00** per calendar year, upon receipts and other appropriate evidence in writing of such expenditure being provided to the Company.
- 3.3 Upon confirmation of your employment, you shall be eligible for the reimbursement of your dental expenses capped at **S\$300.00** per calendar year, upon receipts and other appropriate evidence in writing of such expenditure being provided to the Company.
- 3.4 You shall be eligible to incremental annual leave of **16 days** up to a maximum of **18 days** for each calendar year of service per prevailing policy of the Company, such leave accruing on a pro-rata basis throughout the year following the first month of service. You can bring forward a maximum of 50% of the earned annual leave to the following year. However, any unused annual leave (in excess of 50% of the earned annual leave) shall be forfeited.
- 3.5 You shall be entitled to other leave benefits (if applicable) such as Marriage Leave, Childcare Leave, Compassionate Leave and Maternity or Paternity Leave per prevailing policy.

Any benefits which you receive are provided by the Company on a discretionary non-contractual basis. The Company shall be entitled to amend or vary the terms on which these benefits are provided or to withdraw them.

4. ENGAGEMENT

- 4.1 You shall serve a probationary period of **six (6) months** from the date you commence work. Such period may be extended by the Company at its discretion.
- 4.2 A notice period of **one (1) month** is required by either party in writing for termination of your service during the probationary period.

5. TERMINATION OF EMPLOYMENT

- 5.1 Either party may terminate your employment at any time and without cause by giving **two (2) months'** notice in writing or **two (2) months'** salary in lieu thereof after confirmation of employment.
- 5.2 Your employment may be terminated forthwith by the Company without prior notice by written notice of termination and without any compensation whatsoever if:
- (i) you commit any serious or persistent breach of any of the terms of your employment, or any regulations or rules generally applying to the Company's employees as may be introduced by the Company from time to time;
 - (ii) you commit any act of dishonesty or fraud;
 - (iii) you commit any breach of any code of conduct, rules or regulations under applicable laws as set forth by all relevant regulatory agencies, exchanges and self-regulatory bodies relevant to you and/or the Company's business;
 - (iv) any information provided by you to the Company prior to the Company making you this offer in connection with your employment with the Company is found to be false, misleading or incorrect;
 - (v) you are found to have committed any grave misconduct or willful neglect in the discharge of your duties;
 - (vi) you become bankrupt or make any arrangement or composition with your creditors;
 - (vii) you are convicted of any criminal offense other than an offence which in the Company's opinion does not affect your position within the Company; or
 - (viii) become incapacitated due to injury, ill-health or other cause and incapable of performing your duties for three consecutive months in any period of 12 months. For the purpose of this sub-paragraph, a certificate from a registered medical practitioner stating that you shall be incapable of performing your duties for such period shall be deemed incapacity.

- 5.3 Upon the termination of your employment, you shall immediately return all property whatsoever belonging to or provided by the Company or any of its related, associated or affiliated corporations in your possession and/or control, including without limitation credit cards, security pass, laptops, records, files, data, documents and disks (and other means of storing or recording information) and you shall not retain or take any copies thereof without the prior written consent of the Company.

6. DUTIES

- 6.1 You will assume such position(s) and office(s) in the Company and/or its related corporations as the Company may request, and report to such person as the Company may inform you from time to time. During your employment with the Company, you may be assigned to such duties as the Company may from time to time consider appropriate.
- 6.2 During your employment with the Company, you must:
- (i) faithfully and diligently serve the Company and shall devote all your time and attention to the business of the Company and shall not directly or indirectly work for any person or persons, firm or company, or be engaged in any other business activities without written consent in advance from the Company;
 - (ii) comply with such policies and guidelines of the Company as established and amended from time to time to be observed by the Company's employees;
 - (iii) comply with all rules, regulations and guidelines laid down by any relevant regulatory body;
 - (iv) not accept from any person employed by the Company or having any business dealings with the Company any gift, monetary or otherwise, which may place you under any real or apparent obligation to such person;
 - (v) not at any time make improper use of information you have acquired by virtue of your position within the Company to gain any advantage for yourself or for any other person to the detriment of the Company, whether directly or indirectly; and
 - (vi) not at any time allow yourself to be placed in a position where your personal interests might conflict with your duties and obligations in this agreement, whether directly or indirectly.

7. PLACE OF WORK

- 7.1 You shall generally perform your duties at the Company's office in Singapore. You may, from time to time and in the performance of your duties, be required to travel to places whether in or outside Singapore by such means and on such occasions as the Company may from time to time require.



7.2 The Company may at any time, by giving you notice in writing require you to perform services for any of such company or business as the Company may assign you.

8. EXPENSES

The Company shall reimburse you for all expenses reasonably and properly incurred in the performance of your duties, in accordance with the prevailing policies of the Company at the relevant time, upon receipts and other appropriate evidence in writing of such expenditure being provided to the Company.

9. MODIFICATION/AMENDMENTS

Except for the rights to amend and modify this agreement specifically reserved by the Company in this agreement, no modification, amendment, or other changes shall be binding on the parties unless assented to in writing.

10. NOTICES

Any notice required to be served hereunder may be served by post to your address stated above or your last known place of abode and such notice shall be deemed to have been served at the time at which the letter would be delivered in the ordinary course of post.

11. GOVERNING LAW

This agreement and your employment by the Company shall be governed by the laws of Singapore, and you submit to the exclusive jurisdiction of the courts of Singapore in respect of all matters relating to this agreement and/or your employment.

I would like to congratulate and welcome you to the Company and I hope that our association shall be a mutually rewarding one.

Please indicate your acceptance of this offer by signing and returning the duplicate copy of this letter. This offer of employment will expire after seven (7) days should it not be accepted and duly returned.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Gehevieve Ho".

Gehevieve Ho
Corporate HR



ACKNOWLEDGEMENT

I, **Liang Wen Yaw (NRIC Number: S8481925E)** accept the Company's offer of employment and the terms and conditions contained in this letter as constituting my Contract of Service with the Company.

A handwritten signature in black ink, appearing to be "Liang Wen Yaw", written over a horizontal line.

Signature

1 June 2022

Date