

To: Tan Wei Lin

Dear Wei Lin,

We are pleased to offer you the position of **Finance Analyst** in "The Oddle Company Pte Ltd" (the "Company") upon the following terms and conditions.

1. Commencement Date of Employment and Probation

- 1.1. Your appointment shall be effective on **3 Sep 2018** and you are required to serve probation for a period of **3 months** from the date you assume work.

2. Responsibilities and Duties

You shall be responsible for:

- 2.1 Assist the Finance Manager with CAPEX & OPEX budgetary controls
- 2.2 Assist with annual and quarterly forecasting
- 2.3 Provide timely, relevant and accurate reporting & analysis of the results of the business unit's performance against historical, budgeted, forecasted and strategic planning results to facilitate decision-making toward the achievement of the budget and strategic plan
- 2.4 Improve financial status by analyzing results; monitoring variances; identifying trends; recommending actions to management
- 2.5 Increase productivity by developing automated reporting/forecasting tools
- 2.6 Assist the Finance and Business Managers in developing new business processes to streamline and improve workflow
- 2.7 Assist in developing systems for the measurement and reporting of key performance indices, metrics and benchmarks
- 2.8 Maintain and develop various financial models and standard templates distributed for use by all of Finance during the planning processes, ensuring quality, accuracy and focused analytic review
- 2.9 Any additional assignments as directed by the Company.

3. Remuneration

- 3.1. You shall be paid a gross basic salary of **SGD 4,000.00** (four thousand in Singapore Dollars) per month, subject to prevailing CPF rates. This is inclusive of the employee's contribution, but not inclusive of the employer's contribution.
- 3.2. Subject to your performance and successful confirmation of your employment, your gross basic salary will be adjusted to **SGD 4,500.00** (four thousand and five hundred in Singapore Dollars) per month, subject to prevailing CPF rates. This is inclusive of the employee's contribution, but not inclusive of the employer's contribution.
- 3.3. Your performance will be reviewed periodically and the Company shall make adjustments to your salary as it sees fit.

4. Personal Income Tax

- 4.1. The Company shall not be responsible for your personal income tax.

5. Work days and hours

- 5.1. Work days shall be from Monday to Friday and work hours shall be from local time (GMT+8) 10.00 a.m to 7.00 p.m. daily
- 5.2. Notwithstanding, additional hours might be required from time to time due to work or work related commitments

6. Annual leave

- 6.1. You shall be entitled to **eighteen (18)** days of paid annual leave after the completion of the first year of service. In the case of the first year of service being less than twelve (12) months, your entitlement shall be prorated. Annual leave shall be taken in accordance with the exigencies of the Company's business and may only be accumulated for **one (1) year** with the expressed approval of the management of the Company.
- 6.2. During the first **three (03)** months of service, you are not entitled to any leave.
- 6.3. Unpaid leave shall be granted at the sole discretion of the Company. The Company reserves the right to terminate your employment without notice if you are absent from work on unpaid leave without prior approval from the Company.
- 6.4. All leave applications must be made in writing and at least **seven (7) days** in advance and shall be approved at the absolute discretion of the Company.
- 6.5. All additional employment benefits entitled to you will be taken in reference with **prevailing and current Singapore Employment Act and other relevant employment laws.**

7. Medical benefits

- 7.1. You must notify the Company and/or your immediate supervisor as soon as practicable if you are unable to work for medical reasons. Such notice shall be given within the first **four (4) hours** of the working day.
- 7.2. You are required to produce, without demand, a medical certificate in all cases where you are absent from work for medical reasons.
- 7.3. You shall be eligible for up to **fourteen (14)** days of paid outpatient non-hospitalisation sick leave annually, and up to **sixty (60)** days hospitalisation leave. The hospitalisation leave includes the 14 days sick leave entitlement.

8. Termination And Notice

- 8.1. During the probationary period, either party may terminate the contract by giving **one (1) week's notice** or the equivalent of **one (1) week's salary** in lieu of notice.
- 8.2. Upon confirmation of your employment, either party may terminate the contract by giving **one (1) month's notice** or **one (1) month's salary** in lieu of notice.
- 8.3. The Company reserves the right not to give any reasons for termination.
- 8.4. The Company, however, has the right to give immediate notice before terminating your services if you are guilty of misdemeanour, misconduct, negligence or breach of any of the terms of this Letter of Appointment. This includes an immediate dismissal after appropriate formal warnings are given due to poor work performance.
- 8.5. Upon the termination of your employment you shall return to the Company all documents, records, items and materials in your possession or custody belonging to the Company or its clients and you shall not retain any copies (including electronic or soft copies) thereof.
- 8.6. During your notice period, you shall handover all documents and materials relating to your work and ensure a smooth transition of your duties and responsibilities. If you fail to complete the handover during the notice period, the Company shall be fully entitled to require and compel you to stay **two (2) more weeks** after the notice period has ended to complete the handover.

9. Non-compete

- 9.1. You shall not, at any time during your employment with the Company, either directly or indirectly, engage gainfully in any other work or business without the prior consent of the Company
- 9.2. You shall not disclose or divulge to any person whomsoever, at any time during your employment with the Company, or after termination of your employment, any information on the Company's processes, training, transactions or information in or relating to the Company's business which may come within your knowledge or possession in the course of your employment with the Company, save in the course of performance of your duties.

10. Other Matters

- 10.1. The employment rules and regulations of the Company as well as policies of the Company which may be announced from time to time, shall govern all matters not specifically covered by this letter.

Please confirm your acceptance of the above terms and conditions by signing and returning to us the duplicate copy of this Letter within **seven (7) days** from the date of this Letter.

Yours Faithfully,

For and on behalf of Oddle Company Pte Ltd



Registration Number
201304909H

Business Address
71 Ayer Rajah Crescent #01-25
Singapore 139951

Employee's Acknowledgement

I accept and agree to the above-stated terms and conditions.

Signature: 

Name: Tan Wei Lin

Birth Date: 6 Feb 1986

Date: 28 Aug 2018

Bank Account Type: POSB Savings

NRIC No: S8602532I

Bank Account Number: 149-22350-9