

CONFIDENTIAL

8th July 2021

Goh Xuan Yang

S9273190A

335 Kang Ching Road

#13-288

Singapore 610335

LETTER OF APPOINTMENT

We are pleased to offer you the position of **DevOps Engineer** with Wiz Holdings Pte. Ltd. effective from **12 July 2021** under the following terms and conditions:

1. SALARY

Your salary will commence at **S\$4,400/-** per month before deduction or set-off, such as CPF contribution. The CPF contribution payments from the Company and you will be made by both parties under the applicable laws.

Your salary will be paid to you once a month into your bank account on the 5th day of the next month.

13th Month: You will receive the 13th month's salary at the end of each year. If you have been working for less than 12 months in the company, the 13th month salary will be pro-rated. You are also only eligible for 13th month if you are employed through December of that year.

2. MEDICAL EXAMINATION & EMPLOYMENT VISA

This offer of employment is subject to satisfactory reference checks and medical review by the Company appointed medical practitioner, as well as a valid employment visa, if applicable.

3. PROBATION

3.1 Your appointment is subject to a probationary period of six (06) months from the date of your commencement with the Company. The Company reserves the right to extend your probationary period for a further period which deemed appropriate at the discretion of the Company.

3.2 Your performance shall be appraised by your Supervisor towards the end of your probationary period. You shall not be eligible for any paid leave entitlement while you are on probation.

Upon satisfactory completion of your probation or any extension thereof, the Company shall confirm your service in writing, and you shall be considered for confirmation in your appointment as a Confirmed Employee.

During the probation period, either party may terminate the contract with two **(2) weeks' notice**.

4. WORKING HOURS

- 4.1 Your working week and hours consists of 40 hours from Monday to Friday with one hour for lunch. Your working week and hours will be set out as follows:

Monday to Friday – 9.30 am to 6.30 pm.

- 4.2 You may be required for duty beyond your normal working hours to complete the duties and responsibilities given by your Supervisor and to meet the Company operating requirements or business needs.
- 4.3 Should you be assigned to work at Clients premises/office/site, perform duties at Customer Help Desk or perform Shift Work, the normal work hours will be scheduled by your Supervisor and you will be informed accordingly.

5. WORKING LOCATION

- 5.1 The Company office in Singapore is located at 71 Ayer Rajah Crescent #02-01, Singapore, 139951.
- 5.2 Your working location will be based in Singapore. However, you may be required to travel and work from the Company subsidiary office from time to time.

You will be notified by your Supervisor. Your travel and accommodation arrangement will be provided by the Company. You are responsible for your personal daily expenses.

6. SALARY INCREMENT & PERFORMANCE BONUS

- 6.1 Salaries shall be reviewed on an annual basis only for confirmed employee and in service for at least 6 months prior to the review period. Merit Increment are awarded based on the Company Financial Position, Economy Conditions and Employee Performance. The final decision shall be reviewed and approved at the discretion of the Company.
- 6.2 Performance Bonus shall be awarded based on Individual Performance and the Company performance within the Global, Regional and Local Business condition. You shall be entitled for the Performance Bonus whilst still in the Company's service on the date of Performance Bonus payout.

Employee shall not be entitled for Performance Bonus whilst on resignation notice period.

The Company reserves the right to amend or terminate any and/or all Bonus provision at its sole discretion of the Company at any time with or without notice or replacement.

7. LEAVE ENTITLEMENTS & BENEFITS

7.1 Annual Leave Entitlement

Your Annual Leave Entitlement is **14** days per calendar year, with one (01) day per year of service to a maximum of **21** days per calendar year.

Annual Leave in the first year shall be pro-rated from the date of joining and computed proportionately according to actual length of service.

Approval for Annual Leave application is at the company's discretion.

7.2 Forfeited of Annual Leave Entitlement

- a. Leave not taken by the end of any calendar year will be forfeited and not be carried forward to the next calendar year.
- b. Dismissed on the grounds of misconduct

7.3 Medical Leave

You shall be entitled for Medical Leave on full pay for up to a maximum of fourteen (14) days per calendar year, provided such leave is recommended by recognized medical authorities in Singapore.

Should you fail to notify within 48 hours or forward your medical certificate to your Supervisor, you will be deemed to be absent from duty without official leave. Medical Leave is allowed during probation, in service at least 3 months.

7.4 Hospitalization Leave

You will also be entitled to maximum 60 days per calendar year (inclusive 14 days of sick leave). Hospitalization is allowed during probation, provide in service at least 3 months

7.5 Compassionate Leave

Compassionate Leave with pay up to a maximum of one (01) day per calendar year may be granted by the Company.

Compassionate Leave is applicable on the critical illness of the demise of immediate family members – Spouse, Child, Parents, Parents-In-Law, Sibling Grandparents and Grandparents-In-Law

7.6 Mandatory Leave Entitlement (Employment Act, Singapore)

You shall be eligible for all for Mandatory Leave in accordance with the provisions of the Employment Act, Singapore, subjected to your eligibility and fulfill the criteria as stipulated in the Employment Act requirements.

Mandatory Leave – Maternity/Paternity Leave, Shared Parental Leave, Childcare Leave, Extended Childcare Leave, Unpaid Infant Care Leave, Adoption Leave

7.7 Public Holidays & Public Holidays Off-In-Lieu

You are entitled to 11 paid public holidays a year in accordance with the Employment Act.

Should you required to work on public holidays, you shall be compensated in terms of Off-In-Lieu.

Public Holiday Off-In-Lieu for must be taken within the period of two (02) months after the date of the public holiday. Unconsumed Public Holiday Off-In-Lieu will be forfeited.

8. MEDICAL REIMBURSEMENT

You are entitled to claim a maximum of **one hundred and fifty Singapore dollars (\$S\$150/-)** per calendar year if you have worked for at least 3 months with the Company.

Reimbursed is only applicable for Registered Medical Practitioner, Polyclinics and Government Hospitals outpatient treatments. Medical reimbursement shall be pro-rated for incomplete year of service.

The benefit does not cover any cost incurred for chronic illness requiring surgical or specialist attention, employee hospitalized treatment due to any illness or injuries and dental treatment.

Consultation at Traditional Chinese Medicine and medical condition arise from cosmetic procedures will not be reimbursed.

9. TRANSPORT ALLOWANCE

Transport Allowance is applicable to employees who need to travel frequently in the course of work for domestic business-related travel. Transport allowance will be credited in your bank account.

10. INDIVIDUAL INCOME TAX – IRAS SINGAPORE

You are responsible for your personal Income Tax Return, Claim Tax Deductions and Tax Payment arising from employment with the Company. The Company is entitled to retain any such sum from the employee's salary as withholding tax if circumstances warrant it.

The Company accepts no responsibility for your tax liabilities or any associated penalties or fines.

11. BREACH OF AGREEMENT – DISMISSAL

The Company shall take very serious disciplinary action for any act of misconduct, gross misconduct or negligence, or gross negligence, or any such act that is deemed damaging to the benefit of the Company.

The Company reserves the right to terminate your service based on this agreement with immediate effect.

The Employer's employment may be terminated without notice or payment in lieu of notice for the following reasons:

- a. Employee commits a material breach of the agreement;
- b. Employee is declared a bankrupt;
- c. Employee has been convicted in a criminal court of law;
- d. Employee fail to faithfully observe and committed a major act of misconduct contrary to all the rules, regulations, procedures, practices and arrangements of the Company for the time being of enforcement for the management of the company's properties, work and business;
- e. Employee failed to perform his/her duties by reason of injury or illness (physical or mental)

12. TERMINATION OF EMPLOYMENT

Either party shall be required to give the other party one (1) month's prior written notice or salary in lieu of notice to terminate this agreement, except termination under clause 12 of this agreement.

The employee agrees that the employer is entitled at its entire discretion to require the employee not to attend work and/or not to attend to all or any of his duties during any period of notice. However, during the notice period, the employee shall continue to be required to hold himself/herself available to assist with any matters relating to his/her work and will remain an employee of the company. The employee shall not accept or commence new employment while serving notice period.

The Company shall not accept resignation from employees under these conditions:

- a. Employee on Annual Leave or Sabbatical Leave;
- b. Female employee on Paid Maternity Leave

13. EXCLUSIVE SERVICE

You shall not, without the written permission of the company, be engaged in any outside business or be employed in any capacity for any period by any person, firm, company or organization other than the company.

You are to inform the Company should your family members are engaged in any business which has dealings with the Company or any of its subsidiaries that could

affect or putting you in a position of a conflict in the discharge of your duties towards the Company.

14. CONFIDENTIAL INFORMATION AGREEMENT

The nature of the Company's work requires information regarding the interests of the Company or its clients to be held in strict confidence.

You shall at no time (neither during employment nor after the cessation of employment with the company), directly or indirectly disclose, divulge, authorize or permit to disclosed to anyone not properly entitles thereto any trade secrets, know-how and any confidential and other matters relating to the company. Any breach of such confidentiality will render an employee liable to disciplinary or other appropriate action.

15. INTELLECTUAL PROPERTY RIGHTS

All patents, copyrights, masks work, and other intellectual property rights created directly or indirectly arising from this contract is hereby assigned to the Company by the employee. The employee will sigh any necessary documents and will otherwise assist the Company, at the Company's expenses, in protecting and registering the Company's intellectual property rights or otherwise in any country, whether during or after or after his employment.

You may not, without having obtained the prior written consent of the company, publish or cause to be published any article, book, photograph or letters, or give any interviews or broadcast or deliver any lecture or speech, on any matter which concerns your duties and responsibilities or the business of the company.

16. GRATIS

In your capacity representing Wiz Holdings Pte. Ltd. you will act in the best interest of the company. You are not to receive any favors, gratis, gifts, money or any form of inducement to influence your selection of goods and or services.

17. GOVERNING LAW AND JURISDICTION

This contract is governed by Singapore Law and the Singapore courts have exclusive jurisdiction over any claim or dispute arising thereof.

18. VALIDITY OF THE EMPLOYMENT OFFER

This offer will automatically lapse seven days from the date of this letter. On accepting our offer, the terms described in this letter will constitute the terms of your employment, and any additions or modifications of these terms must be in writing and signed by an authorized representative of the Company.

Any provision of this agreement, which is or becomes illegal, void or unenforceable will be ineffective to the extent only of such illegality, validness or unenforceable and will not invalidate the remaining provisions.

All the benefits, terms and conditions are subject to regular review, assessment and changes by the Company from time to time.

If the above terms and conditions are acceptable to you, please indicate your confirmation and acceptance by signing the Letter of Acceptance below.

We welcome you to Wiz Holdings Pte. Ltd. and wish you success in your new career with us.

Yours sincerely,

Zhang Chenchen
Chief Executive Officer
Wiz Holdings Pte. Ltd.

I, Name _____, NRIC No.: _____, hereby accept the offer and terms and conditions of employment with Wiz Holdings Pte. Ltd.

Signature

Date