

To: Erwin Chong

Dear Erwin,

We are pleased to offer you the position of **Performance Marketing Specialist** in "The Oddle Company Pte Ltd" (the "Company").

1. Commencement Date of Employment and Probation

15th November 2021

- 1.1. Your employment with the Company shall commence on ~~8th November 2021~~ or earlier as mutually agreed, and you shall report to the Chief Marketing Officer of the Company;
- 1.2. You shall be employed on a probationary basis until your employment is confirmed, in writing, by the Company.

2. Responsibilities and Duties

- 2.1 Work closely with Chief Marketing Officer and Marketing Manager(s) to formulate digital strategy and appropriate channels for Oddle B2B, Oddle Eats and restaurant partners;
- 2.2 Lead the planning, managing & execution of the performance of our digital channels;
- 2.3 Plan and review budgets for efficient ads spend across channels;
- 2.4 Analyse and evaluate campaigns performance, and identify areas of improvement. Experiment, test and validate new growth marketing tactics;
- 2.5 Work closely with the design team and content team to develop creatives that result in high-performing campaigns;
- 2.6 Strategise social media content for Oddle Eats, work closely with the team to develop and manage content calendar;
- 2.7 Propose ideas for Oddle B2B / Oddle Eats campaigns & initiatives, as well as for refining internal processes to build a scalable marketing team;
- 2.8 Stay abreast of emerging digital tools, platforms & trends to diversify and optimise channel mix / opportunities;
- 2.9 Any additional assignments as directed by the Company.

3. Remuneration

- 3.1. You shall be paid a gross basic salary of **SGD 4,800.00** (four thousand and eight 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.
- 3.2. Your performance will be reviewed periodically and the Company shall make adjustments to your remuneration as appropriate.
- 3.3. Any bonus or declarations of bonus, including both cash and stock options, shall be made at the sole and absolute discretion of the Company. In determining the amount of bonus, the Company shall consider your work performance, amongst other factors.

4. Personal Income Tax

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

5. Workdays and hours

- 5.1. Workdays 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 for the completion of twelve (12) calendar months of service. In the case of the period 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.
- 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 to the **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 misdemeanor, 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 hand over 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 the 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



Lim Ze Yan
Chief Executive Officer
5th October 2021

Employee's Acknowledgement

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



(Signature)

Name: Erwin Chong Xue Yoong

Date: 7th October 2021