



Strictly Private & Confidential

04 January 2023

Boon Siang See
32 Woodlands Crescent #10-06
Singapore 738087

Dear Boon Siang,

INTERNSHIP APPOINTMENT LETTER ("Letter")

We are pleased to offer you the position of an intern in Singapore Exchange Limited (referred to below as "**SGX**") upon the following terms and conditions.

1 DURATION OF INTERNSHIP

Your internship with SGX shall commence on 09 January 2023 and end on 30 June 2023 in the RegCo Unit.

2 COMPENSATION AND BENEFITS

2.1 Allowance

Your monthly allowance will be SGD \$1,300.00.

2.2 Benefits

You will be entitled to receive certain leave and allowance benefits. A summary of

these benefits is set out in Appendix I. These benefits may be amended from time to time as SGX may in its sole discretion deem fit.

2.3 Taxation

You will be responsible for payment of taxes or other charges arising from this Internship in accordance to IRAS guidelines. Your allowance may be withheld (where applicable) for the purpose of tax clearance.

3 WORKING HOURS

- 3.1 Your working hours are from 9.00am to 6.00pm, Monday to Friday. You are entitled to one hour of lunch break every day.
- 3.2 You may be required to work beyond the normal working hours to discharge your duties at the sole discretion of SGX.
- 3.3 SGX reserves the right, at its sole discretion, to revise, amend or extend the working hours should the need arise.

4 PERFORMANCE OF DUTIES

- 4.1 During your internship, you will serve SGX or any of its subsidiaries or associated companies.
- 4.2 You will be required to carry out such duties and responsibilities as requested by your Supervisor or Unit Head during the period of your internship. You shall at all times faithfully and diligently attend to these in compliance with SGX's policy, procedures and codes (which may be amended from time to time as SGX may in its discretion deem fit) and will endeavour to, at all times and to the best of your ability, protect the interests of SGX.

Other Employment

- 4.3 You will not, at any time during your internship with SGX, be appointed as an intern or be employed with any other organisation or be otherwise involved, directly or indirectly, in any related activity except with the written permission of SGX/HR.

5 CONFIDENTIALITY

- 5.1 You are to ensure that all official documents and information acquired by you in the course of your duties are treated as of a confidential nature and are not to be published, distributed or communicated by yourself directly or indirectly, either during or after your internship at SGX, to other person in any form whatsoever.
- 5.2 You are required to comply with the SGX Confidentiality Policy, a copy of which may be found on SGX's intranet platform/s. You should ensure that you access such policy regularly to keep up to date with any amendments made from time to time.

6 CONDUCT

- 6.1 During the term of internship, you are not allowed to accept any compensation or gratuity from any member of the SGX group of companies without the written approval of your Unit Head. A gratuity shall include a gift of any nature.
- 6.2 You are not allowed to hold directorships in any company listed on Singapore Exchange Securities Trading Ltd. For non-listed companies and private organisations, you are required to seek written approval from your Unit Head and HR.
- 6.3 SGX is a Self-Regulatory Organisation ("**SRO**"). The Regulatory Conflicts Handbook is a resource for you on Regulatory Conflicts issues.
- 6.4 Additionally, you are required to comply with the following non-exhaustive list of policies which relate to your conduct:
 - (i) SGX Conduct & Ethics Policy;
 - (ii) SGX Staff Dealing Policy;
 - (iii) SGX Group Personal Data Protection Policy; and
 - (iv) SGX IT Security Policy
- 6.5 Copies of the above-mentioned handbook and policies can be found on SGX's intranet platform/s. You should ensure that you access such handbook and policies regularly to keep up to date with any amendments made from time to time.

7 TERMINATION AND NOTICE

- 7.1 Either you or SGX may terminate your internship by giving two (2) weeks' written

notice or two (2) weeks' allowance in lieu of notice not served or given.

7.2 SGX reserves the right not to give any reasons for termination.

7.3 Your internship may be terminated by SGX at any time without the need for SGX to give notice and without payment of any liquidated or other damages or compensation if you shall:

(i) commit any serious or persistent breach of any of the terms of your internship appointment; or

(ii) become guilty of any grave misconduct or willful neglect in the discharge of your duties; or

(iii) be or become prohibited by law/regulatory bodies from being an intern of SGX.

7.4 During your notice period, you shall handover all documents and materials relating to your work (per Clause 8) and ensure a smooth transition of your duties and responsibilities. If you fail to complete the handover during the notice period, SGX shall be fully entitled to require and compel you to stay two (2) more days after the notice period has ended to complete the handover.

8 COMPANY PROPERTY

All notes, memoranda, records, correspondence, computer information, plans, drawings and other documents and all copies thereof made, compiled or acquired by you during your internship in relation to the business, finances or affairs of SGX, and all other property belonging to SGX, shall remain SGX's property and shall be returned by you to SGX immediately upon termination of your internship, or at any time upon demand by SGX.

9 DATA PROTECTION

9.1 You agree at all times during your employment to comply with all relevant prevailing data protection legislation and any related policies introduced by SGX in order to comply with the legislation, including the handling of personal data relating to any employee, supplier, client or agent of SGX and/or the transfer of personal data across jurisdictions.

9.2 SGX or any Group Company will lawfully process your personal data in accordance with, and to the extent permitted by, the relevant prevailing data protection legislation. The SGX Group Employee Data Privacy Notice sets out how SGX lawfully collects, processes, manages, retains, and stores your personal data. A copy of the SGX Group Employee Data Privacy Notice has been provided to you

for your review.

- 9.3 SGX reserves the right to modify the SGX Group Employee Data Privacy Notice (or introduce any related and/or successor privacy policy applicable to you from time to time) without prior notice to reflect technological advancements, legal and regulatory changes, and good business practice. All such modifications will be communicated to you as soon as practicable.
- 10 This offer is conditional upon.
- 10.1 The correctness of the information supplied to SGX in your application for internship.
- 10.2 Your successful application of the relevant work permit(s) or pass(es), issued by the relevant government authority in Singapore that allows you to take up this internship.
- 11 As an employee of SGX, you will be required to comply with certain policies and applicable laws. The contents of the SGX Regulatory Conflicts Handbook, prevailing policies, procedures and codes (and any amendments thereof from time to time) shall form an integral part of the terms and conditions of your employment and are hereby incorporated into this Letter by reference. Without prejudice to the foregoing, you are required to sign an "Undertaking to Comply with Policies and Applicable Laws" ("**Undertaking**") which will be provided to you. The SGX Regulatory Conflicts Handbook, prevailing policies, procedures and codes (including those referenced in the Undertaking) are available on SGX's intranet platform/s. You should therefore familiarize yourself with its contents, and comply with its instructions and guidelines. Additions and/or amendments to the above may be made from time to time and it will be your responsibility to keep yourself abreast of the additions and/or amendments. Each such addition and amendment will form an integral part of the terms and conditions of your employment from the date of their announcement or notification.
- 12 The terms and conditions contained herein are subject to review from time to time as SGX may in its sole discretion deem fit.
- 13 **GOVERNING LAW**
- This Letter shall be governed by and construed in accordance with the laws of Singapore. The parties hereby submit to the non-exclusive jurisdiction of the Singapore courts in respect of any dispute or matter arising in relation to this Letter.

Acceptance of Terms

If you wish to accept this offer, please confirm your acceptance of the above terms and conditions by signing and returning to us the duplicate copy of this Letter.

We look forward to you joining us as part of our internship programme.

Yours sincerely

Joan Yap
HR Business Partner
Human Resources

ACKNOWLEDGEMENT

I, Boon Siang See, hereby acknowledge and accept the offer contained herein and agree to the terms and conditions of this Letter.



Date Signed: 04-Jan-2023

Singapore Exchange Limited

Company Reg No 199904940D

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sgx.com