

PRIVATE & CONFIDENTIAL

8 August 2023

Sally Lee

OFFER OF EMPLOYMENT

Dear Sally,

On behalf of Rapsodo, I am pleased to provide you with the following Offer of Employment, in accordance with the terms and conditions set out in this letter and the Rapsodo Employee Handbook.

1. Position

You will be employed as an Office Administrator. In this position you undertake to faithfully and diligently perform and discharge such duties and exercise such powers in relation to your position and the businesses of the Company.

2. Supervisor

You will be reporting to the Finance Manager, Singapore Office.

3. Location

Your place of employment will be 20 Ayer Rajah Crescent, #08-05, Singapore 139964.

4. Date of Commencement

Your employment will commence on 21 August 2023, subject to Employment Pass approval or Letter of Consent, if applicable.

5. Working Hours and Working Days

The official working hours is from 9.00 am to 6.00 pm on Monday to Friday. Lunch break is 1 hour. You may be required to perform your duties beyond the normal working hours in accordance with the entrusted responsibilities of your position and you are not entitled to additional remuneration for work done beyond the normal working hours.

6. Remuneration

You will receive a total monthly remuneration of SGD ●●●●.00 (which includes Employee CPF contribution but excludes Employer CPF contribution, if applicable). All remuneration will be subjected to local statutory tax and deductions.

7. Probation and Performance Reviews

The first 3 months of the employment shall be a probation period. At the end of your probationary period, you will be confirmed as a full-time staff. Your base remuneration will be reviewed annually. Salary adjustment/increment is at the sole discretion of the Company based on the individual work performance and the Company performance. The company also offers a performance bonus plan based on your achievements, team work and company performance. The details of the performance bonus plan will be communicated to you at a later date.

8. Medical Insurance

You will be covered under our group medical and insurance plan. Details regarding plan coverage, benefits, annual premium subsidy and other costs will be outlined in the Employee Handbook.

9. Annual Leave

You will be entitled to 15 working days of annual leave in addition to statutory public holidays in your first 12 months of service, subject to approval by the Company. A maximum of 5 days of the previous year's annual leave entitlement may be brought forward to the current year. Any annual leave not utilized by 31 December in excess of the 5 days carry forward allowed would be forfeited. The number of annual leave days shall be apportioned on a pro-rated basis for any part of a whole year. The company reserves the right to change the annual vacation policy from time to time depending on resources and financial situation.

10. Sick Leave

You will be entitled to 14 days of paid sick leave after your probation period provided that medical certificates are provided by you, covering all days taken as sick leave. Such entitlement shall be apportioned on a pro-rated basis for any part of a whole year while you are employed.

You are required to notify your supervisor/ manager of any impending absences from work, and the likely duration of the absence. Wherever possible you should provide this information prior to taking sick leave. Where this is not possible, you should provide the information as soon as practicable on the day on which sick leave commences.

11. Extended Absence Due to Illness or Injury

In the event that you are out ill for an extended period of time, the Company will provide you with a maximum of 30 days of salary to cover your time out of the office. However, the company also reserves the right to terminate your employment by notice in writing should you be unable to attend work due to illness or injury for more than 30 consecutive days or for a total of more than 30 days in any twelve-month period.

12. Non-Solicitation of Employees

You hereby covenant and undertake that for a period of twelve (12) months after termination of your employment or consulting relationship with the Company for whatever reason, you will refrain on your own account or on the account of any other party from soliciting or enticing or endeavouring to solicit or entice away from the Company any employee or consultant (who has access to confidential information of the Company and whom the Company has not expressed that it does not wish to retain) to any business that directly competes with the business of the Company including, without limitation, (where that person is someone with whom you have had material dealings or contact during the 12 months immediately preceding the termination of your employment or consulting relationship with the Company. You agree that the restrictions contained in this Clause are fair, reasonable, separate and severable. If any restriction in this Clause is held to be invalid but could be made valid if certain wording was deleted, such wording will be deleted to the extent necessary to make the restriction valid.

13. Non-solicitation Of Customers

You hereby covenant and undertake that for a period of twelve (12) months after termination of your employment or consulting relationship with the Company for whatever reason you will refrain on your own account or on the account of any future employer, partner or associate from soliciting or otherwise approaching any party who is or has been during the preceding one (1) year from the date of termination of your employment by or consulting relationship with the Company a client or customer of the Company where that person is someone with whom you have had material dealings or contact during the 12 months immediately preceding the termination of your employment or consulting relationship with the Company. You agree that the restrictions contained in this Clause are fair, reasonable, separate and severable. If any restriction in this Clause is held to be invalid but could be made valid if certain wording was deleted, such wording will be deleted to the extent necessary to make the restriction valid.

14. Non-Competition

During the course of your employment, you must not be involved directly or indirectly with any Competitor or any person or entity which is in competition with the business of the Company or any related body corporate.

15. Duty of Fidelity and Good Faith

As a Rapsodo employee, you are required to serve its interests well, truly and faithfully. You must devote your full time and attention to furthering the interests of the Company and you should not put yourself in a position where your interests conflict with those of the Company. You must keep the Management promptly and fully informed of your affairs of the Company.

16. Policies and Procedures

You shall observe and comply with all rules, regulations, policies, practices, procedures and directions, either expressed or implied, including but not limited to the Rapsodo Employee Handbook, and that are in force from time to time. It is your responsibility to read and familiarise yourself with the Company policies and procedures, a copy of which will be provided to you either in soft or hard copy or upon your request.

17. Termination

- (a) During the probation period, either party may terminate this agreement without cause by giving one (1) week's written notice, or in lieu of notice, a sum equal to the salary for the notice period.
- (b) After probation period, either party may terminate this agreement without cause by giving two (2) month's written notice.
- (c) The Company reserves the right to terminate your employment summarily, and without prejudice to any other right or remedy, if the Company determines that you are involved in an act of misconduct or if you breach the terms and conditions of this letter.
- (d) If you fail to give the required notice, you hereby expressly authorise the Company to set off and/or withhold that amount equal to the balance of your salary for the notice period from any payment due to you
- (e) You may not set-off any accrued annual leave against the period of notice unless the Company consents.
- (f) The Company shall be entitled to terminate your employment at any time summarily, and without prejudice to any other right or remedy if you commit any act of gross default or misconduct in connection with the business of the Company, if you commit a serious or repeated breach or non-observance of any of the terms of this Agreement, if you have an interim receiving order made against you, or if you are convicted of any criminal offence.

18. Confidentiality and Intellectual Property

As part of your employment, you are required to read, sign and return with this letter, the attached Non-Disclosure Agreement form. Please also note that the terms and conditions contained in this letter are confidential and you should not disclose the same to any person or entity unless compelled by law or with our prior written approval.

19. No Inducement

You must not induce, procure or authorise any Person to do or procure to be done anything which if done by you would be a breach of any of the terms of this Agreement.

20. Notices

All notices, demands or other communications required or permitted to be given or made under this Agreement shall be in writing.

21. Disputes, Claims, Differences, Etc.

Any dispute, claim, difference or other questions which arise out of or in connection with this Agreement shall be settled:

- (a) By arbitration in Singapore in accordance with the Rules of the Singapore International Arbitration Centre (from time to time in force); or
- (b) At the choice and sole discretion of the Company, by court proceedings in Singapore.

In the case of arbitration, the tribunal shall consist of a sole arbitrator appointed by the Chairman of the Singapore International Arbitration Centre. The award of the tribunal shall be final and binding upon the parties.

22. General

The failure of the Company to enforce any provision of this Agreement at any time shall not operate as a waiver of that provision in respect of the particular act or omission or any other act or omission.

In the event that any provision of this Agreement is held to be unenforceable, then such unenforceability shall in no way affect the other terms and provisions of this Agreement which shall remain in full force and effect.

The Company shall have the right to alter and amend this Employment Agreement, and such alteration or amendment shall become fully effective and a binding term of the Employment upon your being notified.

23. Governing Law

This letter is governed by the laws of the Republic of Singapore. The parties submit to the jurisdiction of the courts of the Republic of Singapore.

24. Acceptance

If you agree to accept this offer and employment on the terms and conditions set out in this letter, please sign and date the end of this letter where indicated and return it to our office.

This offer will remain open until the close of business on 10 August 2023, upon which, if you fail to accept this offer and letter, this offer, and letter shall lapse automatically.

We hope that you accept this offer and look forward to a long and beneficial employment relationship.

Yours sincerely,

ChaitaliB

Chaitali Bhattacharjee | Regional HR Generalist
Rapsodo Pte. Ltd. 201026348Z

I accept this offer of employment with Rapsodo Pte. Ltd. and agree to the terms and conditions outlined in this letter.

SL

Signature

Name: Sally Lee

08 / 10 / 2023

Date

Title	Private & Confidential - Employment Contract - Rapsodo Pte....
File name	Rapsoso_Offer Let...tor_Sally Lee.pdf
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Status	● Signed

Document History



08 / 08 / 2023
08:45:22 UTC

Sent for signature to Sally Lee (sallylee1407@gmail.com)
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08 / 08 / 2023
09:21:28 UTC

Viewed by Sally Lee (sallylee1407@gmail.com)
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08 / 10 / 2023
08:45:17 UTC

Signed by Sally Lee (sallylee1407@gmail.com)
IP: 121.7.2.98



COMPLETED

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The document has been completed.