

REF NO: HR/2022/0901

DATE: 12th Sep 2022

Tay Jun Hurng, Ryan

Dear Mr Tay,

EMPLOYMENT AGREEMENT FOR THE POST OF Infocomm Sales and Marketing Specialist

On behalf of Nextan Pte Ltd, we are pleased to offer you the above-mentioned post for employment in Singapore.

We wish to make it explicitly clear that your acceptance of the appointment is subject to the following terms and conditions:

1. POSITION

Infocomm Sales and Marketing Specialist

2. DATE OF COMMENCEMENT

Date: 15th Sep 2022

3. WORKING HOURS

8.30 am to 6.00 pm, Mondays to Fridays. Inclusive one hour each day for lunch.

Staff will be expected to work the hours necessary to meet their responsibilities.

4. DUTIES AND RESPONSIBILITIES

Your work scope includes:

- a) Prospect new clients by networking, cold calling, advertising or other means of generating interest from potential clients.
- b) Build key customer relationships, identify business opportunities, negotiate and close business deals and maintain extensive knowledge of current market conditions.
- c) Manage the activities of other supporting business development.
- d) Work in a fast-paced dynamic environment, frequently travel to clients' premises, and attend networking events
- e) Be knowledgeable of the organisation's products and services, as well as trends, developments and challenges of the industry domain.

5. REMUNERATION

- (a) Basic Monthly Salary: S\$ 3,000.00
- (b) Performance Bonus

6. MEDICAL BENEFITS

a) Medical Claim

The maximum medical claim is S\$20.00 per visit, subject to a maximum medical claim of S\$400.00 per annum.

You are advised that no medical expenses will be borne by the company for any previous known illness or injuries prior to this employment contract.

b) Medical Leave

You shall be entitled to a maximum of 14 days of medical leave. Additional medical leave will be treated as unpaid leave.

c) Dental Care is not covered.

7. ANNUAL LEAVE

No Of Years of Services	Annual Leave per year
1-2	12 days
3-4	13 days
5-6	14 days
7 and above	15 days

You are entitled to Annual Leave only upon confirmation.

8. ACCOMMODATION/FOOD/TRANSPORT

- (a) Food and transport to and fro the place of work will not be borne by the employer.

9. PERIOD OF EMPLOYMENT

Full-Time Employment

10 BREACH OF CONTRACT

- (a) It shall be deemed a breach of employment, should the employee at any time from the date of this appointment:
- (i) Fail to faithfully and diligently perform duties and responsibilities assigned to by the company and at all times to endeavor to the utmost of the employee's ability to promote and protect the interest of the company.
 - (ii) Fail to observe company's rules, regulations and procedures or breach any terms herein contained in the employee's handbook.
 - (iii) Act contradictory against company's policies.
 - (iv) Be guilty of any grave misconduct or neglect in discharge of his duties.
 - (v) Commit any criminal offence and found guilty in court.
 - (vi) Engage in either within or after working hours in any other gainful employment or conduct any form of business activity either personal or through the agency of another.

The breach of any of the above shall render the employee liable to dismissal by the company without notice or salary in lieu of notice.

- (b) This employment provides that should you wish to terminate your employment, a written notice of thirty (30) days be given to the company. In addition, all the on-going projects under your attention or supervision should be handled over to the operations smoothly and honourably.
- (c) In the event whereby the contract is terminated for unsatisfactory performance accordance to the terms of employment, the company shall give a written notice to the employee in lieu thereof, no payment to the employee on unused leave.

11. PROBATIONARY PERIOD

Six(6) months. At the end of the six months' probationary period, if the company feels that there is a need to extend the probation, it will impose a further three (3) months' period maximum.

12 CONFIDENTIALITY OF INFORMATION

Any information made available to you in the course of your work with the company is given in the strictest confidence and deemed proprietary to the company and is not to be disclosed or divulged in any form to third parties during or even after your contract with the company. Your obligations on the disclosure and divulgence of information are subject to applicable internal and external statutory regulations.

Likewise, concepts, ideas, suggestions and other intellectual inputs received or contributed in the course of your employment with the company are proprietary to the company.

Should there be a breach of the above requirements, the company reserves the right to dismiss you and to take suitable legal action against you.

13 PERSONAL DOCUMENT

It is also understood that if you agree and accept our offer of employment, you are deemed to be free of any personal liabilities and criminal charges. The company reserves the right to terminate the employment, should the company receive information or report nullifying your declaration in the course of the employment.

14 EMPLOYMENT with CLIENT OR COMPETITORS

All employees shall not for a period of one year from his last day of employment accept employment in, or otherwise provide technical, commercial or professional advice to, any business in Guinea which is wholly or partly in competition with the business carried out by the Company unless mutually agreed to by both parties.

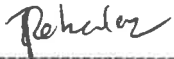
15. NON-SOLICITATION BY EX-EMPLOYEE

- (a) Staff who leave the Company, cannot for a period of one year, directly or indirectly solicit within Guinea any business which is in competition with the Company.
- (b) Staff who leave the Company, cannot for a period of one year, solicit to entice away any employee of the Company.

If you are agreeable to the above terms and conditions, kindly signify your acceptance by signing below and returning the duplicate copy of this letter to us.

We are delighted to welcome you to our company and trust your employment will be a long and happy one.

Yours sincerely,



Rebecca Lau
Biz Admin Manager

I, Mr Tay Jun Hurng, Ryan, NRIC S9311972Z, hereby agree and abide to the above stipulated terms and conditions.

Signature:



Date:

12 September 2022