

To: Alan Yi Kiat Goh

5th February 2024

Re: Schedule of Withheld Salary Payment

Dear Alan,

This letter is to update you on the repayment plan of the withheld salary initiative implemented in April 2023. The decision to withhold a portion of your salary was not one that we made lightly but it played a crucial role in keeping our team intact and providing the necessary runway for us to execute our path to profitability. As the financial status of the company has improved, the repayment of your withheld salary amount will be made according to the following timeline.

Here's the summary of the total salary withheld over the period of 3 months from April to June 2023:

Month	(A) Gross Salary	(B) Employee CPF	(C) = (A) - (B) Salary After CPF	Withheld Salary	Net Salary After Withheld
Apr 2023	\$12,000	\$1,200	\$10,800	\$5,400	\$5,400
May 2023	\$12,000	\$1,200	\$10,800	\$5,400	\$5,400
Jun 2023	\$12,000	\$1,200	\$10,800	\$5,400	\$5,400

Total Withheld Salary: \$16,200

The Company has planned out the repayment schedule of your Withheld Salary as below:

Payment Schedule	Amount	When
1st Payment	\$5,400	February payroll, paying out by 5 th March
2nd Payment	\$5,400	March payroll, paying out by 5 th April
3rd Payment	\$5,400	April payroll, paying out by 5 th May

Total Payment of Withheld Salary: \$16,200

We are grateful for not only your willingness to accept a temporary withholding of salaries but also the commitment and hard work in the past one year. We can be confident with every one's continued support, we will remain on the right track to continued success.

Yours sincerely,



Lim Ze Yan
CEO