

12 October 2022

VRcollab Pte. Ltd.

#01-16, 75 Ayer Rajah Crescent, Singapore 139953

Hazhim Basheer

OFFER OF EMPLOYMENT

1. We are pleased to offer you the following appointment with **VRCOLLAB PTE. LTD.** herein referred to as "The Company", based on the terms and conditions stated below.

2. Appointment

Designation: **Business Development Executive**

3. Salary, Compensation and Benefits

(a) Salary

Your basic salary shall be **S\$2950** per month, and an increment of **\$300** after probation. Your monthly salary is subject to yearly review and may change depending on your job performance as well as the prevailing economic climate in Singapore and company's performance. You will be given a monthly sales call allowance of **\$50**, this is not counted into your salary.

Your working hours will be from 9:30AM to 6:30PM, Monday to Friday.

Please maintain confidentiality on all compensation related matters at all times.

(b) CPF

CPF contributions for Singapore Citizens and Permanent Residents will be made by **VRCOLLAB PTE. LTD.** at the prevailing rates established by law. Your portion of the CPF contributions will be deducted from your monthly salary and credited directly to your CPF account.

(c) Vacation & Medical Leave

You will be entitled to 14 working days of paid annual leave per calendar year. Where applicable, annual leave will be prorated based on the period of service during the calendar year. You will be given up to 14 days of medical leave per calendar year. This includes medical and hospitalisation leave but the total number of medical leave is capped at 14 days.

(d) Benefits

You will be eligible for employee benefits in accordance with the Company's prevailing policies. The Company may from time to time vary the benefits by notice to you.

(e) Probation

You will be required to serve a **two (2) months** probation period after which **VRCOLLAB PTE. LTD.** may confirm your appointment as a permanent employee. However, **VRCOLLAB PTE. LTD.** may extend the probation period, if it is deemed necessary at **VRCOLLAB PTE. LTD.**'s sole and absolute discretion, for a further period not exceeding **three (3) months**. **VRCOLLAB PTE. LTD.** reserves the right to terminate your employment at any time by giving the other party written notice of the termination.

(f) Income Tax

Your salaries, allowances and benefits in kind are subject to Singapore taxation. You shall be personally responsible for the payment of income tax (if any) during your employment.

4. In addition to clause 3 above, the following terms and conditions shall apply:

Assignment of Duties

(a) You shall devote your time, knowledge, skill and attention to the performance of such duties within **VRCOLLAB PTE. LTD.** as may be assigned to you from time to time.

(b) Variation

VRCOLLAB PTE. LTD. has the right to vary the terms and conditions of your employment as may be necessary from time to time, provided that such variation shall be guided by Singapore law and fair employment practices. **VRCOLLAB PTE. LTD.** shall notify you of any such variation before the date on which it comes into effect.

(c) Intellectual Property

You hereby, to the fullest extent of your interest therein, assign to **VRCOLLAB PTE. LTD.** by way of present and future assignment all intellectual property rights which you may have or acquire in respect of works (including but not limited to hardware, software, inventions, source codes, systems, artworks and designs) created, developed or made by you, whether individually or jointly with other person(s), in the course of employment whether as part of your normal duties or as part of other duties specifically assigned to you by **VRCOLLAB PTE. LTD.** from time to time. When so requested, you shall do all things which may be required to effect the vesting, registration, enforcement and/or protection of the subject intellectual property rights by **VRCOLLAB PTE. LTD.** You are also obliged to keep information about such works confidential and shall not disclose the same to any person without **VRCOLLAB PTE. LTD.**'s prior written approval. For the avoidance of doubt, this clause does not affect your interest in intellectual property rights in other works which you may create, develop or make wholly outside the course of employment without using resources supplied by **VRCOLLAB PTE. LTD.** or time for which you were paid by **VRCOLLAB PTE. LTD.**

(d) Termination of Employment by Notice

Either party may at any time terminate your employment by giving the other party written notice of the termination or payment of salary in lieu of such notice. The notice period required for termination shall be **two (2) weeks** while you are on probation and **one (1) month** after you have been confirmed as a permanent employee of **VRCOLLAB PTE. LTD.**

For the avoidance of doubt, all employee benefits, bonuses, eligibility in any schemes, payout, allowances, reimbursements, insurance cover or any other employee entitlement, shall cease upon the termination of employment. All sums owed by you to **VRCOLLAB PTE. LTD.** must be fully paid before the last day of your employment. Without prejudice to **VRCOLLAB PTE. LTD.**'s other rights and remedies, **VRCOLLAB PTE. LTD.** may deduct, by way of salary deduction or otherwise, any sum owing by you to **VRCOLLAB PTE. LTD.**

(e) Commission Agreement

Refer to the **SALES COMMISSION AGREEMENT** and the terms and conditions stated therein.

5. Acceptance of Offer

This Contract is subject to the following conditions being met, failing which **VRCOLLAB PTE. LTD.** may, notwithstanding your acceptance of our Contract, terminate your employment forthwith whereupon neither party shall have any claim against the other save for any salary or other rights accrued up to the date of termination:

(a) A satisfactory medical report;

(b) A valid employment pass or work permit (if you are not a Singapore citizen or Singapore permanent resident); and

By your acceptance of this Contract, you hereby consent to **VRCOLLAB PTE. LTD.** using all personal data that you have provided, whether such personal data relates to you or to a third party, for the purposes of managing this employment relationship.

6. If the above terms and conditions are acceptable to you, please sign the duplicate of this letter and return it to us together with the documents listed in **Annex A** duly completed, within 7 days from the date thereof. Otherwise, this offer will automatically lapse. Should you, regrettably, be unable to accept our offer, please return this letter and all enclosures to us.

7. Please feel free to call us if you have any queries. We look forward to welcoming you onboard.

Yours sincerely,

Ryan Liew
Chief Executive Officer

ACCEPTANCE OF OFFER OF EMPLOYMENT

I, Muhammad Hazhim Bin Basheer (name of candidate), NRIC no. S8933179Z, have read and understood your offer of employment dated 18/10/2022 and the terms and conditions of my employment contract. I accept your offer of employment on the terms and conditions stated therein and shall commence work on: 07/11/2022 (Please indicate date – DD/MM/YYYY).

Signature: 

ANNEX A

SALES COMMISSION AGREEMENT

This sales commission agreement is entered into by and between **VRCOLLAB PTE. LTD.** "Employer", and, **Hazhim Basheer**"Representative". The purpose of this agreement is to document the sales commission structure which will govern compensation for goods or services sold by the Representative on behalf of the Employer.

Authorization

This sales commission agreement serves as authorization for the Representative to sell goods or services on behalf of the Employer. These rights are non-transferable and non-exclusive.

The Employer reserves the right to restrict the Representative's rights through various restrictions, including geographic restrictions.

The Representative agrees to sell goods and services under the Employer's brand. Goods or services may not be rebranded for any reason.

The Representative agrees to abide by the Employer's pricing policies. The Representative shall not offer discounts without the Employer's written approval.

Documentation and Tools

The Representative agrees to use company-provided and approved documentation and tools for recording, submitting, and tracking sales and opportunities. This includes the use of company order forms, CRM, mobile phone and other systems as necessary. Representatives are not to use such systems for matters that do not pertain to the carrying out of their responsibilities as identified in the offer of employment. All documentation and tools shall not be disposed of or misused and handed over in full to the Employer at the point of employment contract termination between the parties.

Non-Compete

The Representative shall not offer or represent brands which compete with the Employer while acting as a representative of the Employer, and for a period of two years thereafter.

Non-Disclosure

The Representative shall act in the best interests of the Employer in regards to confidential information and intellectual property at all times. This includes refraining from disclosing any information deemed proprietary, sensitive, or confidential to any third party.

Commission Structure

The Employer agrees to compensate the Representative for sales of the Employer's goods or services as follows:

Lead Generation Commission

Sale commission is paid to the Representative for every confirmed lead generated of **5%**. With good performance, lead generation roles will be promoted to the Account Executive role, under a different commission structure.

The management of **VRcollab Pte. Ltd.** reserves the right to change the commission rate.

Acceptance

By signing below, the Employer and Representative agree to enter into this sales commission agreement with one another, and agree to the terms described herein.

ACCEPTANCE OF SALES COMMISSION AGREEMENT

I, Muhammad Hazhim Bin Basheer (name of candidate), NRIC no. S8933179Z, have read and understood your sales commission agreement dated 18/10/2022 and its terms and conditions. I accept your sales commission agreement on the terms and conditions stated therein.

Signature: 