

PRIVATE & CONFIDENTIAL



6 February 2024

Ms How Siru

Dear Siru,

LETTER OF APPOINTMENT

We are pleased to offer you the appointment as **Assistant Manager, Finance & Operations** and your salary shall be **SGD5,400** per month.

Enclosed is the Contract of Employment which governs the terms and conditions of your employment in Viddsee. We will be happy to assist you with any query you may have regarding your appointment. If you accept this offer of appointment, please sign and return the following:

- Duplicate copy of this Letter of Appointment
- 1 copy of Employees' Declaration and Undertaking form
- 1 copy of Bank Details form
- Digital copy of your NRIC (front and back)

We look forward to welcoming you as part of the Viddsee team.

Yours Sincerely
Viddsee Pte. Ltd.



Ho Jia Jian
CEO

I, How Siru, NRIC/ Passport No: S9246751A, accept the stated terms and conditions of employment. I will commence my employment with effect from 13 March 2024.

How Siru Siru
Name & Signature

08/02/2024
Date

Attachment A: Employees' Declaration and Undertaking
Attachment B: Company Policies
Attachment C: Personal Information & Bank Details

TERMS AND CONDITIONS OF CONTRACT OF EMPLOYMENT

1. PROBATION PERIOD

There shall be a probation period starting from the date you commence employment. The duration of the probation shall be as set out in the Company policy, or such period as the Company may determine its absolute discretion ("Probation Period").

2. WORKING HOURS

Our normal working hours are Mondays to Fridays from 9.30am to 6.30pm. If and whenever may be necessary for the proper discharge of your duties, you shall be required to work beyond our normal working hours.

3. ANNUAL WAGE SUPPLEMENT

You may receive a 13th month Annual Wage Supplement ("AWS") which may be declared in the event the Company performs favourably. If you have not completed a full year of employment in the Company and the Company declares payment of AWS, your AWS shall be pro-rated from the date that you commenced employment. To be eligible for AWS, you need to be in the Company's employment before 1st December and remain in the Company's employment as at 31st December in the same calendar year.

4. ANNUAL LEAVE & MEDICAL LEAVE

You will be entitled to annual leave and medical leave in accordance with our company policies.

5. TERMINATION NOTICE

The termination of your employment ("Termination") shall be effected as follows:

5.1 During the Probation Period, by either party, without cause, giving to the other two (2) weeks' notice in writing or payment of two (2) weeks' salary in lieu of notice. After confirmation, by either party, without cause, giving to the other one (1) month notice in writing or payment of one (1) month's salary in lieu of notice.

5.2 Further, the Company reserves the right at any time during your employment to terminate your employment forthwith if you should be guilty of any misdemeanour, misconduct, negligence, neglect of duty or being absent without leave or in breach of any of the terms and conditions of this Contract or any other terms and conditions or rules and regulations laid down by the Company from time to time.

5.3 If your employment shall be terminated in accordance with paragraph 5.2 insert, you shall only be entitled to the payment of your proportionate amount of salary accrued due to you since the last preceding pay day up to the time of such Termination.

6. INCOME TAX

You are responsible for your personal income tax in respect of your salary (including tax on any allowance and benefits) paid and/or given to you by the Company.

7. CONFIDENTIALITY INFORMATION AND INVENTION ASSIGNMENT AGREEMENT

Like all company employees, you will be required, as a condition of your employment with the Company, to sign the Company's enclosed standard Employees' Declaration and Undertaking.

8. OUTSIDE ACTIVITIES

While you render services to the Company, you agree that you will not engage in any other employment consulting or other business activity without the written consent of the company. In addition, while you render services to the Company, you will not assist any person or entity in competing with the Company, in preparing to compete with the Company or hiring any employees or consultants of the Company.

9. OTHER TERMS AND CONDITIONS OF EMPLOYMENT

9.1 You shall comply with, and be subject to, all applicable guidelines, policies, procedures, regulations and rules as may be laid by the Company from time to time.

9.2 The Company reserves the right to amend the terms and conditions of this Contract and the guidelines, policies, regulations and rules of the Company mentioned in paragraph 9.1 above from time to time, such amendment being binding on you and the Company as from the date of such amendment.

9.3 No person who is not a party to this Contract shall have any right to enforce any provision of this Contract pursuant to the Contracts (Rights of Third Parties) Act 2001.

9.4 This contract shall be governed by, and construed in accordance with, the laws of Singapore. You shall submit to the exclusive jurisdiction of the Singapore courts.