

Recruit Express Pte Ltd

Banking & Finance Division
80 Raffles Place, UOB Plaza I, #56-02, Singapore 048624



Offer of Contract Employment - Page 1 of 7

Private & Confidential

3 April 2024

Nur Masyita Aisyah Binte Johari
S8835754Z
13 Bartley Road #01-21
Singapore 539789

Dear Masyita

On behalf of all at Recruit Express, I would like to extend a warm welcome to you to our firm.

We thank you for accepting the contract employment with our client. We are confident that this contract will be an enriching and rewarding experience for you. We also take care of your career progression upon the completion of this contract as we strive to offer our contract staffs exciting and challenging opportunities to grow professionally in their field of expertise!

We wish you a rewarding and enjoyable working experience with our Client.

Yours Sincerely,

Elaine Goh

Director

Banking & Finance, Central & Government Group

Offer of Contract Employment – Checklist

The following items will be presented and explained to you:

- ☐ **Employment Offer Letter**
- ☐ **Monthly Timesheets**
- ☐ **Leave and Expense Claims Form** (*If applicable*)

Please feel free to approach your Recruit Express Consultant (Tel: 6438 0998), or Recruit Express HR (Tel: 6732 6006), or email us at hr.spore@recruitexpress.com.sg on the following matters:

- Leave Balance Enquiry
- In-camp Training/Reservist/Deferment/NS Makeup Pay**
- Any other HR-related matters
- Any other feedback about your job or working conditions and working relationship with your supervisor and fellow colleagues. ***We are always there to listen and to serve!***

*Please email your Leave Application Form and for Medical Claims, please photocopy your medical certificate, medical receipts and any relevant receipts for reimbursements **by the cutoff date to your consultant** (refer to Employment Offer Letter for details on the cutoff date/time).

**For In-Camp Training/Reservist, kindly remember to email your In-Camp training letter 1 month before your reservist, together with the Leave Application Form by the cutoff date.

Recruit Express Pte Ltd

Banking & Finance Division
80 Raffles Place, UOB Plaza I, #56-02, Singapore 048624



Offer of Contract Employment - Page 2 of 7

Private & Confidential

Offer of Contract Employment

Dear Masyita

We are pleased to extend an offer to you on the following terms and conditions:

APPOINTMENT

- **Client** You will be contracted to work with our Client - **Roquette Asia Pacific Pte Ltd**
- **Designation** **General Services Assistant**

CONTRACT DURATION **3 April 2024 to 2 April 2025**
(First contract: 3 April 2023 to 2 April 2024)

Your contract may be extended subject to the Client's satisfaction of your performance and their manpower needs.

WORKING LOCATION The Metropolis Tower 1, 9 North Buona Vista Drive #11-04/05/06,
Singapore 138588

- WORKING HOURS** 9.00am to 6.00pm (Mon to Fri) with 1-hour lunch break
- *Our Client and Recruit Express reserves the right, at its sole discretion, to revise, amend or extend the working hours should the need arise.*
 - *You may be required to work beyond the normal working hours to discharge your duties at the sole discretion of our Client.*

JOBSCOPE

- Manage facilities and maintenance of Roquette Asia Pacific office, the R&D Labs (as needed) and other facilities
- Manage office vendors and suppliers for Roquette Asia Pacific office, R&D and other facilities
- Provide administrative support for GA LT
- Manage Events and small projects from a timeline, budget standpoint leading to the specific end goals like but not limited to:
- Manage various internal events/off-sites for the team
- Manage Reception and guests
- Optimization of the administrative processes like expense reports, travel, filing...
- Any other ad-hoc duties as assigned
- Coordination of: mailing, courier service, office supplies, stationeries;
- Travel management and Calendar management or MD as needed
- Any other ad hoc duties assigned by supervisors

TOTAL COMPENSATION

- **Monthly Remuneration** Your basic salary will be S\$ **12,500.50/ month** With Effect from **3 April 2024**
Please note that your salary is private & confidential.

Recruit Express Pte Ltd

Banking & Finance Division
80 Raffles Place, UOB Plaza I, #56-02, Singapore 048624



Offer of Contract Employment - Page 3 of 7

Private & Confidential

- **Overtime Payment** Overtime is not payable
- **Mobile Allowance** You are entitled to **\$60 Mobile allowance/ Month** which will be prorated to the number of working days/month.
- **Performance Bonus** You will be eligible to a Performance Bonus of 1 Month (\$3,415.50) **and** if you complete the contract in a satisfactory manner and upon the discretion of Management. In the event if you are converted to a permanent role, the performance bonus will be pro-rated.
- **Central Provident Fund** *(only for Singapore Citizens and Permanent Residents)*
As your Employer, Recruit Express Pte Ltd will
 - Make full Employer's CPF contributions according to the prevailing CPF Act and all other applicable and mandatory statutory contributions (e.g. SDF)
 - Deduct your gross monthly salary for full prevailing Employee's CPF contributions and all other applicable and mandatory statutory contributions (e.g. CDAC, MBF and/or SINDA)

For more information on CPF contributions, please go to <http://www.cpf.gov.sg>

SALARY CREDITING

Recruit Express processes payroll on the last day of every month (30/31st).

Kindly note that submission of timesheet at the end of every month is compulsory. Kindly email to kayslynlim@recruitexpress.com.sg

For **POSB/DBS** Account holders, salary will be credited into your account by **GIRO 5 working days later** (excluding Saturday, Sunday and Public Holiday) **after** the cutoff dates.

For **OCBC/UOB** Account holders, salary will be credited into your account **on the 7th working day** (excluding Saturday, Sunday and Public Holiday) **after** the cutoff dates.

For **other bank** account holders (other than those mentioned here), kindly collect your cheque from your respective consultants on the 7th working day after the cutoff dates.

Monthly pay-slip will be mail to you as proof of your wages and all applicable and mandatory statutory contributions made within 7 working days after your salary is credited.

You will be informed duly should there be any changes to the Timesheet submission date.

BENEFITS

You are eligible for the following benefits:

Annual Leave

You are entitled to **17 days of annual leave per annum** (For the period of **3 April 2024 to 2 April 2025**)

Recruit Express Pte Ltd

Banking & Finance Division
80 Raffles Place, UOB Plaza I, #56-02, Singapore 048624



Offer of Contract Employment - Page 4 of 7

Private & Confidential

- Employee will be able to carry a maximum of 7 days to the following calendar year.

Unused annual leave will be encashed only at the end of the last contract.

For annual leave application for longer periods (5 consecutive days or more), employees are asked to plan and apply for this leave well in advance to allow work to be arranged and allocated.

Approval of annual leave application(s) is at the discretion of the immediate supervisor/hiring manager and subject to the exigencies of service. Copies of approved leave form (including medical leave) must be submitted to Recruit Express on the last working day of every month together with Monthly Timesheet.

Medical Leave

- 14 days of medical leave per annum prorated according to the contractual period and 60 days of Hospitalization Leave (inclusive of 14 days medical leave).

Medical Reimbursements

- You are entitled to \$50 medical reimbursement per month (\$600 for the entire contract duration) for outpatient medical treatment (includes dental visits). This \$50 can be accumulated to subsequent months if not utilized.
- Medical reimbursement is extendable to immediate family members (Spouse and children).
- However, should the \$50 has been utilized for a family member within the month, the Contract staff is only allowed to claim medical consultation fee reimbursement if s/he needs to seek outpatient medical treatment in that same month.
- Should the annual entitlement of \$600 be utilized before the contract expires, only the Contract staff is only allowed to claim the medical consultation fee portion of his/her outpatient medical treatment.
- Any unutilized claim will not be allowed to encash.
- Medical reimbursement must be substantiated with valid receipts and accompanying medical certificate.

Any other mandatory Statutory Benefits as stated under MOM's Employment Act

Note:

- **The utilization of annual / medical leave is subjected to minimum of 90 days of continuous service with our client and you must fulfill qualifying conditions as stipulated in the Employment Act.**
- All benefits will be prorated accordingly to your period of service.
- Your application for leave must be approved by your immediate supervisor designated by our Client;
- Medical leave for 2 or more consecutive days must be supported with

Recruit Express Pte Ltd

Banking & Finance Division
80 Raffles Place, UOB Plaza I, #56-02, Singapore 048624



Offer of Contract Employment - Page 5 of 7

Private & Confidential

certificates issued by any medical practitioner **or any medical officer** as defined by the Employment Act (Cap. 91) (collectively, “an approved doctor”). – pls see attached documents for the listing

- Leave Forms and Medical Certificates must be submitted to Recruit Express as soon as they are endorsed by your immediate supervisor.
- You will be covered under the work injury compensation act and any mandatory statutory benefits under MOM’s Employment Act

Meal Allowance

Meal Allowance according to Roquette’s policy for completing of work after 1930hrs (Mon – Fri)

Transport Reimbursement

1-way taxi claim for completing work after 1930 hrs (Mon-Fri) - Reimbursed upon submission of original taxi receipts

TERMINATION

Termination for misconduct

We can terminate your employment if you are guilty of misconduct including but not limited to the following acts:-

- You disobeyed our Client’s instructions;
- You intentionally caused damage to our Client’s equipment or software, in which case, our Client reserves the right to seek compensation for damages caused by you;
- You provided false information or made misrepresentations in your job application; or
- You were absent from work for no legitimate reason.

Termination by notice

Either party may terminate this contract of employment by giving the other party **One (1) month** written notice or by paying a sum equivalent to **One (1) month** of your salary in lieu of notice.

The Client & Recruit Express reserve the right not to give any reasons for termination.

During your notice period, you shall handover all documents and materials relating to your work and ensure a smooth transition of your duties and responsibilities.

Note

- You shall return all property belonging to our Client (including, but not limited to, security passes, project materials and other documents) by the last day of your service with our Client.

INTERNAL TRANSFER

During the course of this contract or within six (06) months of the termination of this contract (by resignation, expiry or otherwise), you shall not, without the prior written approval of Recruit Express, solicit for or

Recruit Express Pte Ltd

Banking & Finance Division
80 Raffles Place, UOB Plaza I, #56-02, Singapore 048624



Offer of Contract Employment - Page 6 of 7

Private & Confidential

take up any form of employment, directly or indirectly, with the Client or its other business units/departments/associates/subsidiaries/clients or any other company to which our Client may outsource you in the course of this contract. Recruit Express shall pursue legal actions against you should there be a breach of this clause.

CODE OF CONDUCT

During your contract period, you shall observe and comply with all written and/or verbal instructions, requests and directions given to you by your supervisor or his/her assigned person(s).

INDEMNITY

You shall keep Recruit Express fully and effectively indemnified against any and all losses, claims, damages, costs, charges, expenses, liabilities, demands, proceedings and actions which Recruit Express may sustain or incur or which may be brought or established against it by the Client or any person and which in any case arise out of or in relation to or by reason of your negligence, recklessness, willful misconduct, willful non-compliance of the Client's requirements and instructions, and/or any unauthorized act or omission by you.

**NON-DISCLOSURE
& CONFIDENTIALITY**

You are not to disclose or divulge at any time during your service with our Client, or thereafter, any secrets, transactions or information in or relating to the business of our Client which may come to your knowledge in the course of your temporary/contract duties.

Should you breach the undertaking by disclosing or divulging any such secrets, concerns or transactions to any person in contravention of the **Secrecy Act**, you may be found guilty of an offence. All information and materials provided to you by Recruit Express (including your offered salary) are strictly private and confidential.

This Non-Disclosure Clause shall continue to apply during and after the period of contract service without limitation in point of time.

PROPERTY RIGHTS

All works completed by you remain as the properties of the Client.

OTHERS

- For any matters or enquiries regarding this contract during your service with our client, please do not hesitate to contact your consultant at 6438 0998 during office hours.

Recruit Express Pte Ltd

Banking & Finance Division
80 Raffles Place, UOB Plaza I, #56-02, Singapore 048624



Offer of Contract Employment - Page 7 of 7

Private & Confidential

Please sign this letter to indicate acceptance of this offer and its accompanying terms and conditions.

We wish you a rewarding and enjoyable working experience with our Client.

Yours sincerely

The information given by me in this contract is correct and true to my best knowledge and I accept the above terms & conditions of employment.

Jerlin Aw Bi Zhi R1218675
Principal Consultant

Full Name as in NRIC & Signature:

Nur Masyita Aisyah Binte Johari

Elaine Goh Yee Lian (R1103703)
Director
Banking and Finance, Central
and Government Group

NRIC/FIN/Passport Number:

S8835754Z

masyita@live.com.sg

Valid Email Address:
(to access your e-payslip)

RECRUIT EXPRESS PTE LTD
80 Raffles Place UOB Plaza 1
#56-02 Singapore 048624
RCB No. 199601303W
EA Licence No. 99C4599

DBS Savings Plus Account
066-00-35721

Company Stamp

POSB/DBS/OCBC/UOB
Account Number:

(Please delete accordingly)

April 3, 2024

Date

16 April 2024

Date