



25th October 2024

Toh Hong Boon
88 Corporation Road
#16-17
Singapore 649823

Dear Hong Boon,

Letter of Offer

We acknowledge that you have been enrolled as a trainee under the SGInnovate Helix immersion Traineeship Programme ("Helix").

In addition to the Letter of Offer executed with SGInnovate under the Helix program, we are pleased to appoint you as **AVP, Operations** for Auristone Pte Ltd ("Company") with effect from **1st November 2024**.

The following terms and conditions laid out by the Company may differ to that in the Helix programme.

1. Duties and Responsibilities

- 1.1. You shall report to the **General Manager**, or any officer nominated by the Company.
- 1.2. Your job duties include but are not limited to assisting the **General Manager** in managing the operations of the Company and its product offerings.
- 1.3. During the period of employment, the Company reserves the right to transfer you to any department or subsidiary company within Auristone Pte Ltd based on needs and exigencies of service.

2. Key Employment Terms

- 2.1. The key employment terms, which includes compensation and benefits, are set forth in Clause 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12, and are subject to annual review and adjustment by the Company.

3. Salary and Bonus

- 3.1. Your stipend under the Helix program shall be S\$[REDACTED] month.
- 3.2. In addition to your stipend of S\$8,500 and in recognition of your commitment and support towards Helix, the Company will top up an additional [REDACTED] per month.

AURISTONE PTE LTD

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Singapore 139952

Toh Hong Boon
AVP, Operations



- 3.3. You shall be eligible for the 13th month Annual Wage Supplement (AWS) at the end of the calendar year. For any term of service less than 12 months, the AWS shall be pro-rated. This shall be calculated on the base salary that you are drawing as at December 31st of the year. The decision to pay AWS is at the sole discretion of the Company.
- 3.4. You shall be eligible to participate in the Company's Performance Bonus Plan. Such variable bonus plan may from time to time be adjusted with a view to improve the alignment between individual targets and company profit and growth objectives.
- 3.5. Should you resign from service with the Company or if your employment with the Company is terminated for cause, you shall not be eligible for pay out of any discretionary bonuses (including AWS) even if you are on payroll at the point of the bonus pay out.
- 3.6. The annual salary review is normally made in December, unless otherwise decided by the Board of Directors, and salary adjustments are considered on the basis of your performance and that of the Department/the Company.
- 3.7. Please note that salary and bonus payments are made based on individual merits and therefore such matters should be kept strictly confidential.

4. Central Provident Fund

- 4.1. Under Helix, the provisions of the Central Provident Fund Act (Cap. 36) do not apply, and Central Provident Fund ("CPF") contributions are not payable by the Company during the Traineeship Period.
- 4.2. In recognition of the need to support Helix and your welfare, the Company will further top up and contribute up to **S\$1,156** which is employer CPF contribution (17% salary capped at S\$6,800). The rates of such contributions shall be subject to the changes made to the rates from time to time under the Act.
- 4.3. The Company encourage you to perform self-top-up for your contributions to the Central Provident Fund.

5. Working Hours

- 5.1. The official working hours are from 8.30 am – 6.00 pm Mondays to Fridays.

6. Probation

- 6.1. Your Appointment under Helix shall be subject to a probationary period of **12 months** ("Probationary Period"), which may be extended if the Company deems fit.
- 6.2. On the satisfactory completion of your probationary period, you may be offered a full-time employment with the company, and such offer will require you to enter into a new agreement with the company and to commit to serving for at least 1 year.

7. Clearance

Confirmation of your appointment may be subject to the following:



- 7.1. Being certified fit for employment through a medical examination. The company reserves the right to require a medical assessment to ensure your physical and mental fitness for the position;
- 7.2. Immigration clearance and/or a relevant work pass application approval (for non-Singaporeans); and
- 7.3. Satisfactory reference/background checks and salary verification with appropriate documentations.

8. Medical

- 8.1. You will be eligible for comprehensive medical private insurance coverage if you have worked for at least three (3) months in the company. This coverage includes outpatient and inpatient medical treatment, as well as prescribed medications, in accordance with the applicable policy limits and exclusions. The company reserves the right to modify the terms and conditions of the medical insurance policy at its discretion, and any such changes will be communicated to you in a timely manner. Participation in the medical insurance program is subject to your compliance with the eligibility criteria outlined in the policy documents. The details of the medical coverage, including any co-payment requirements or additional benefits, will be provided to you upon enrollment in the program.

9. Travelling

- 9.1. Travelling expenses incurred on company's business will be reimbursed.

10. Leave

- 10.1. Annual Leave: You will be entitled to eighteen (18) days of annual leave.
 - In cases where you are unable to utilize the entire annual leave entitlement within the current calendar year, you may request to carry forward a maximum of three (3) unused leave days to the following calendar year.
 - Accrued Leave: You are permitted to utilise only the accrued leave days in your leave balance. In cases where the requested leave exceeds the accrued leave balance, the employer reserves the right to deduct the additional leave days from your salary, calculated at the daily rate based on your regular working days upon termination of employment.
- 10.2. Marriage Leave: The Company shall grant marriage leave of three (3) consecutive working days on the occasion of your marriage. A request for such leave should be submitted at least two (2) weeks prior to the proposed period of absence and must be taken immediately before or after the date of marriage.



- 10.3. Compassionate Leave: You are entitled to compassionate leave of three (3) working days in the event of death of members of your immediate family (i.e. parents, spouse, children, parents-in-law, grandparents, brother, sister, brother-in-law and sister-in-law).
- 10.4. Paternity/Maternity leave: You are not entitled to paternity or maternity benefits under Helix.
- 10.5. Other Statutory Leave / Benefits: Statutory leave and benefits will be given to you in accordance with the Ministry of Manpower and the Singapore Employment Act requirements, where applicable.

11. Termination

- 11.1. During the probation, termination of service may be effected by either party, without giving any reason, by giving one (1) month notice in accordance to terms laid out in Helix.
- 11.2. Payment of salary in lieu of notice may only be effected by mutual agreement between both parties.
- 11.3. All staff benefits shall cease after the last day of service.
- 11.4. Except with the prior written consent of the Company, you shall not, until one (1) year after termination of employment, directly or indirectly own, manage, operate, control, be employed by or participate in the ownership, management, operation, or control of, or be connected in any manner with, any businesses of the type and character engaged in the field of epigenomics.
- 11.5. Notwithstanding the above conditions, the Company always reserves the right and without liability to terminate your services forthwith if you should be guilty of misdemeanour, misconduct, negligence or is in breach of any of the terms of this letter or any other terms and conditions of service, rules or regulations laid down by the Company or its management from time to time for all members of its staff.

12. Confidentiality

- 12.1. You shall keep secret and shall not at any time (whether during the appointment or after the termination of the appointment for whatever reason) use for his/her own or another's advantage, or reveal to any person, firm or company, any of the trade secrets, business methods or information which you knew or ought reasonably to have known to be confidential concerning the business or affairs of the Company so far as they shall have come to his/her knowledge during the Appointment. These restrictions shall not apply:
- to any disclosure or use authorised by the Directors or required by law or by the Appointment; or
 - to prevent you from using your own personal skill in any business in which he may be lawfully engaged after the Appointment has ended; or

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- to any trade secrets, business methods or information which may lawfully and without breach of the provision of this paragraph have come into the public domain; or
- any disclosure required by an order issued by a court of competent jurisdiction.

13. Inventions and Other Intellectual Property

- 13.1. You acknowledge that any invention, improvement, or design made or copyright work or trademark or trade name (together “Intellectual Property”) created by you during your employment (whether capable of registration or not) in conjunction with or in any way affecting or relating to the business of the Company shall forthwith be disclosed to the Company and shall belong to and be the absolute property of the Company.
- 13.2. You undertake to cooperate fully with the Company to apply or join the Company in applying for letters patent or other protection or registration in Singapore and in any part of the world for any such Intellectual Property and shall do all instruments and things necessary for vesting the same absolutely and as sole beneficial owner in the Company of such other person as the Company may specify.
- 13.3. You hereby irrevocably appoint any director, officer, or agent of the Company to be your attorney in name and on behalf to execute and do any such instrument or thing and generally to use your name for the purpose of giving to the Company the full benefit of this Clause.
- 13.4. You undertake to observe and comply with all relevant patent and copyright laws and regulations of Singapore of which the Company is bound. You understand that you are prohibited from using any unauthorised/unlicensed software in the Company. You undertake not to remove any software or storage media belonging to the Company or authorised/licensed to the Company for its use of the Company’s premises.

14. Duty of Care

- 14.1. You understand that the Company provides electronic messaging resources to assist in conducting company business. Hence, in the course of your employment with the Company, the Company will assign a unique e-mail address to you (“E-mail”). You undertake that you will use such e-mail address only for purposes required to perform your duties to the Company and shall not use it for and other purpose. You will observe the Company’s policies in using the E-mail, exercise utmost care and diligence in receiving and sending e-mails, and observe professionalism and courtesy in your correspondence using the E-mail.
- 14.2. You will not use the E-mail to:
- send any information that is illegal under applicable laws;



- send e-mails that may cause embarrassment, damage to reputation or other harm to the Company;
- disseminate defamatory, discriminatory, vilifying, sexist, racist, abusive, rude, harassing, annoying, insulting, threatening, obscene or otherwise inappropriate messages or media;
- misrepresent the Company's capabilities, business practices, representations, warranties, pricing or policies; and
- conduct non-company-related business.

15. General Terms and Conditions of Service

- 15.1. You shall not at any time during your service with the Company either directly or indirectly (without prior written consent from the Company) engage or interest yourself, whether for reward or gratuitously, in any work or business other than that relating to your duties in the Company.
- 15.2. You shall devote the whole of your time, knowledge, skills and attention in the performance of your duties in the Company and attend at the premises where you shall from time to time be posted by the Company on such days including, if the exigencies of work so require, Sundays and public holidays and at such hours as may be required.
- 15.3. The Company reserves its right to vary, from time to time, the terms and conditions of service based on needs.
- 15.4. You shall abide by all terms and conditions of service (including the terms and conditions of this letter), rules, regulations and procedures as may be laid down by the Company or its Management from time to time, and all applicable laws of the Republic of Singapore.



If you accept this offer of appointment, please sign and return to us a duplicate copy of this letter.

We welcome you in joining our company and hope that you will develop a successful career with us.

Yours sincerely
AURISTONE PTE LTD

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Chew Jing Ming
Chief Executive Officer

To: Auristone Pte Ltd

ACCEPTANCE OF OFFER

I, Toh Hong Boon, ID Card No., S8021099Z, have read and understood the above terms and conditions of service offered by the company. I hereby accept the Company's offer and agree to abide by the terms and conditions stated herein.

I will commence work on 01 November 2024.

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Signature

26 October 2024

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Date

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