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**SERVICES AGREEMENT**

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**BETWEEN**

**NATIONAL UNIVERSITY OF SINGAPORE**

**AND**

**VIBEFAM PTE. LTD.**

## SERVICES AGREEMENT

**THIS AGREEMENT** is made on the **7 June 2024**.

BETWEEN

**NATIONAL UNIVERSITY OF SINGAPORE**, a company limited by guarantee incorporated in Singapore under the Companies Act (Cap. 50) and having its registered office at 21 Lower Kent Ridge Road, Singapore 119077, acting through its division, NUS Enterprise ("**NUS**"),

AND

(1) **VIBEFAM PTE. LTD.**, company registration no. 202312309M, a company incorporated in **Singapore** with its registered office at 60 Paya Lebar Road, #07-54 Paya Lebar Square, Singapore 409051 ("**Company**").

(NUS and the Company are hereinafter individually referred to as "**Party**" and collectively as "**Parties**")

### RECITALS

WHEREAS,

- I. NUS specializes in the promotion of entrepreneurial activities through the provision of incubation services to companies;
- II. NUS has certain resources, know-how, and experience which enable it to provide benefit to the Company in its business activities;
- III. The Company wish to set up a business of DEVELOPMENT OF SOFTWARE AND APPLICATIONS (EXCEPT GAMES AND CYBERSECURITY), and are desirous of obtaining the Services of NUS;
- IV. The Parties desire to enter into this Agreement on the terms set forth herein,

NOW, THEREFORE, in consideration of the mutual promises contained herein, and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged.

**THE PARTIES AGREE** as follows:

**Clause 1 Definitions**

1.1 In this Agreement (including, for the avoidance of doubt, the Recitals and the Schedules), except to the extent that the context otherwise requires, the following terms shall have the meanings set forth below:-

**“Allocated Service Area”** means the area or space or Seat(s) as specified in Schedule 1 where the Services are to be provided by NUS to the Company pursuant to this Agreement;

**“Business Day”** means a day (other than a Saturday, a Sunday or a gazetted public holiday in Singapore) on which commercial banks are generally open for business in Singapore;

**“Commencement Date”** means 1 July 2024;

**“End Date”** means 31 December 2024 or such other date mutually agreed by the Parties in writing;

**“Extended Service Period”** means the extended service period commencing from the expiry of the Initial Service Period for such further period as mutually agreed amongst the Parties in writing pursuant to Clause 3.1;

**“Events of Default”** means:-

- (a) the Service Fee or any part thereof shall at any time be unpaid by the Company to NUS for fourteen (14) days after the same shall have become due (whether formally demanded or not) and continues to be unpaid after a further fourteen (14) days' written notice is given to the Company to pay the same; or
- (b) the Company neglect or fail to observe and perform any of the terms or conditions contained in this Agreement, or in the NUS Policies as prescribed by NUS for the Allocated Service Area and the Service Area, and which may be amended by NUS from time to time, and continues not to observe or perform the same after fourteen (14) Business Days' notice in writing is given to remedy such breach; or
- (c) any of the Company enter in bankruptcy whether voluntarily or compulsorily; or

and each shall be referred to as an **“Event of Default”**;

**“Force Majeure Event”** means an event arising from or attributable to acts, events, omissions or accidents which are beyond the reasonable control of a Party including, without limitation, due to acts of God, exchange controls, wars, hostilities, blockades, civil disturbances, revolutions, strikes, terrorist attacks, or lockouts, transportation interruption or delays, military operations, riot, crowd disorder, strike, lock-outs or other industrial action, terrorist action, civil commotion, any abnormally inclement weather, flood, lightning, storm, fire, explosion, earthquake, subsidence, structural damage, epidemic or other natural physical disaster, failure or shortage of power supplies, and any legislation, regulation, quarantine orders, ruling or omissions (including failure to grant any necessary permissions for reason outside the control of either party) of any relevant government, court or any competent national or international authority;

**“GST”** means Goods and Services Tax;

**“Initial Service Period”** means the period commencing from the Commencement Date and expiring on the End Date;

**“Late Payment Interest”** means interest on such overdue Service Fee at the rate of one

percent (1%) per annum above the prevailing prime lending rate charged by the Development Bank of Singapore from the due date to the date of payment (both inclusive);

**“NUS Policies”** means all the code of conduct, policies, rules and regulations as prescribed by NUS from time to time. A copy of the NUS Policies as at the date of this Agreement is annexed to this Agreement as Schedule 2;

**“Seat(s)”** means the seat(s) allocated by NUS to the Company in the Allocated Service Area and as set out in Schedule 1 (or as amended from time to time by mutual written agreement of the Parties) pursuant to the terms and conditions of this Agreement

**“Security Deposit”** means the security deposit amounting to the sum of Singapore Dollar One Thousand only (SGD 1000) as referred to in Clause 5.1;

**“Service Area”** means the area which is operated by NUS and which includes the Allocated Service Area, the common areas and facilities as operated by NUS to support the Service Area as NUS may from time to time allow; and such access ways which are necessary for obtaining access to and egress from the Service Area;

**“Service Fee”** means the monthly service fee in the sum of Singapore Dollar Five Hundred only (SGD 500) (exclusive of applicable GST) ;

**“Services”** means the following services:

- (a) Organize networking sessions;
- (b) Organize capability development workshops, seminars and business clinics;
- (c) Provide overseas connections through the NUS’s networks where applicable;
- (d) General facilities management services; and
- (e) General internet connectivity.

**“Service Period”** means the Initial Service Period and the Extended Service Period (if any);

**“Services Provider”** means an entity providing the Services which may include NUS or any of its affiliates, professional advisors or other representatives or nominees;

**“SIAC”** means the Singapore International Arbitration Centre;

**“S\$” or “Singapore Dollars”** means the lawful currency of the Republic of Singapore;

1.2 In this Agreement, unless the context otherwise requires:-

- (a) references to Recitals and Schedules are to be construed as references to the recitals and schedules to this Agreement and references to this Agreement include its Schedules. In the event of any inconsistency between the terms and conditions contained in the body of this Agreement and those in the schedules and, the terms and conditions contained in the body of this Agreement shall prevail;
- (b) words importing the singular include the plural and vice versa, words importing a gender include every gender;
- (c) references to a person shall be construed as including references to an individual, firm, company, corporation, unincorporated body of persons or any State or any agency thereof;
- (d) any reference to a statutory provision shall include such provision and any regulations made in pursuance thereof as from time to time modified or re-enacted;

- (e) headings are for convenience of reference only and shall not affect the interpretation of this Agreement; and

**Clause 1A NUS Policies**

- 1A.1 The Company hereby agrees to and shall adhere to, abide by and comply with all the NUS Policies, currently in force and which may be amended by NUS from time to time without notice at the sole and absolute discretion of NUS. The provisions of the NUS Policies shall be deemed to be incorporated into and form an integral part of this Agreement. In the event of any conflict or inconsistency between the NUS Policies and the provisions in this Agreement, the provisions of this Agreement shall to the extent of such conflict or inconsistency, prevail and such NUS Policies shall be deemed to be amended accordingly.

**Clause 1B Representations and warranties**

- 1B.1 Each Party hereby represents and warrants to and undertakes with the other Parties as follows:-
- (a) If it is a corporation, it is duly organized and validly existing under the laws of its place of incorporation, and has full power and authority to execute and deliver and perform all of its obligations under this Agreement and any other agreements to be executed by it hereunder;
  - (b) All actions, conditions and things required to be taken, fulfilled and done (including the obtaining of any necessary consents) in order (i) to enable such Party lawfully to enter into, exercise its rights and perform or comply with its obligations under, this Agreement and (ii) to ensure that those obligations are legally binding and enforceable have been taken, fulfilled and done;
  - (c) This Agreement is, and all other agreements and instruments of such Party contemplated hereby shall be, the legal, valid and binding agreement of such Party, enforceable against such Party in accordance with their terms; and
  - (d) The execution, delivery and performance of this Agreement by it will not conflict with any law, order, judgment, decree, rule or regulation of any court, arbitral, tribunal or government agency, or any agreement, instrument or indenture to which such Party or any of its related corporations is a party or by which such Party is bound.

**Clause 2 Services to be provided**

- 2.1 Subject to the terms and conditions of this Agreement, NUS, directly or indirectly as provided in Clause 2.3, agrees to provide to the Company from time to time, the Services as reasonably required and requested by the Company, and subject to the availability of resources.
- 2.2 The Services to be provided by NUS to the Company shall be provided at the Allocated Service Area, which shall form part of the Service Area which is operated by NUS.
- 2.3 It is understood and agreed by the Company that NUS may provide any of the Services directly or indirectly through a Services Provider which may include NUS or any of its affiliates, professional advisors or other representatives or nominees. The Company further agree that they shall bear all application and filing fees, late fees, penalties and fines, and any applicable taxes in relation to any application or filing or otherwise arising, which are imposed upon the Company by the relevant authorities, as may be invoiced by Services Provider directly to the Company.
- 2.4 The Services Provider shall, in its provision of Services hereunder, utilise a standard of duty and care equal to that of a reasonable and prudent person acting on its own behalf in similar circumstances.

- 2.5 The Company acknowledge and declare that no promise, representation, warranty (whether implied or express) or undertaking has been given by or on behalf of NUS in respect of the suitability of the Services, the Allocated Service Area or the Service Area for any business to be carried on therein, or the fittings, finishes, facilities and amenities of the Allocated Service Area and/or Service Area, including but not limited to common areas and facilities and access ways, or the other businesses to be carried on in the Service Area otherwise than in this Agreement contained.
- 2.6 The Company agree and acknowledge that this Agreement is not intended to confer exclusive possession upon them or to create the legal relationship of landlord and tenant or licensee and licensor between the Parties and this Agreement shall not be construed as a demise or to confer a tenancy, license or any other interest in the Service Area upon Company, possession thereof being at all times retained by NUS, subject however to the rights created by this Agreement. NUS acknowledges and the Company agree that the Company are merely lawful visitors on the Service Area.
- 2.7 This Agreement shall commence from the Commencement Date and shall remain valid and in force for the duration of the Initial Service Period.

### **Clause 3 Duration of agreement and expiry**

- 3.1 The Initial Service Period may be extended by an Extended Service Period by written agreement between the Parties, which agreement shall be entered into between the Parties no later than three (3) months prior to the expiry of the Initial Service Period.

### **Clause 4 Service Fee**

- 4.1 The Service Fee together with applicable GST shall be payable in full upon the execution of this Agreement, and in any event before the Commencement Date.
- 4.2 The Company agree that the Service Fee shall not be refundable under any circumstance.

### **Clause 5 Security Deposit**

- 5.1 The Company shall pay on or before the signing of this Agreement the Security Deposit as deposit to be held by NUS during the continuance of this Agreement and as security for the due performance by the Company of the terms and conditions of this Agreement. The Security Deposit shall be refunded (free of interest) to the Company upon the expiration or earlier termination of this Agreement within thirty (30) days of the date of expiration or termination of this Agreement, subject to all claims and deductions by NUS for any sums whatsoever payable by NUS and/or the Company arising from the Company's default or failure to perform and observe the terms and conditions of this Agreement, including, without limitation, the NUS Policies applicable to the Allocated Service Area and the Service Area, or from any breach thereof.

### **Clause 6 No alteration or renovation to Service Area**

- 6.1 Save as provided in the NUS Policies, the Company shall under no circumstances carry out any alteration, development or renovation works to the Service Area at any time during the Initial Service Period or Extended Service Period without the prior written consent of NUS and if such consent is given, without obtaining all relevant governmental approvals. Any such alteration or addition as permitted in writing by NUS shall be undertaken at the Company's own costs and expenses.

**Clause 7 Termination**

- 7.1 Either Party may terminate this Agreement at any time by giving to the other Party thirty (30) days' notice in writing. Any rights or obligations under this Agreement which shall have arisen or accrued prior to such termination or expiration of this Agreement or which are intended to benefit the other Party even after termination or expiration of this Agreement shall survive the termination or expiration of this Agreement.
- 7.2 Upon the occurrence of any Event of Default, NUS may, without prejudice to any other rights and remedies otherwise available to NUS under this Agreement, refuse permission for the Company, to enter the Service Area or if any Founder has entered the same, to require such Founder to immediately leave such Service Area, or by notice in writing terminate the Agreement and thereupon this Agreement shall immediately determine but without releasing the Company from liability in respect of any antecedent breach for non-performance of any term condition or other stipulation herein expressed or implied and NUS may exercise in relation to the Service Area all the rights and remedies available to it pursuant to this Agreement AND any loss damage or expense suffered by NUS in consequence of the Company's default under this Agreement shall be paid by the Company to NUS forthwith upon demand.

**Clause 8 No liability for loss damage or injury**

- 8.1 NUS shall not be liable to the Company, their authorised persons or visitors or their property in respect of any:
- 8.1.1 interruption in the Services provided by NUS to the Service Area or at any other venue designated by NUS at its sole and absolute discretion or the building housing the Service Area by reason of any:
- (a) repair, maintenance, damage or refurbishment works of the Service Area or the building housing the Service Area; or
  - (b) mechanical or other defect or breakdown including but not limited to breakdown in electricity, gas and water supply, pumps and lifts;
- 8.1.2 act, omission, default, misconduct or negligence of NUS, its employees, agents and all persons authorised by it or them in connection with:
- (a) the performance or purported performance of any service which NUS provides in respect of the Service Area or the building housing the Service Area.
- 8.1.3 loss, damage, injury, liability, claim, penalty, proceedings, cost, expense, or inconvenience that may be suffered by the Company, their authorised persons or visitors or their property resulting from or in connection with:
- (a) any breakage of or defect in any pipes, wires or other apparatus of NUS used in or about the Service Area or the building housing the Service Area; or
  - (b) any defect, inherent or otherwise in the Service Area or the building housing the Service Area.
- 8.2 The Company shall not hold NUS or its officers, employees, agents under any liability whatsoever to the Company, agents, contractors, or visitors in respect of any accident or injury, or any loss of or damage to any property, sustained by the Company or their agents contractors or visitors who may happen to be in or about the Service Area from any cause whatsoever (including that resulting, both directly and/or indirectly, from NUS's exercise of its rights under Clause 8.4, short circuit of electrical wiring, non-functioning of the air-

conditioning (if applicable), fire, explosion, falling plaster, steam, gas, electricity, water sprinkler, rain plumbing or other pipe and sewerage system, overflow of water or leaks from any part of the Service Area, the roof, street, subsurface or any other places, dampness, or any appurtenances being out of repair) unless caused by the wilful default or gross negligence of NUS.

- 8.3 The Company shall hold NUS harmless from, indemnify and keep NUS indemnified against all actions, suits, claims, demands, damages, costs and expenses in respect of any loss, damage or injury, whether to property or persons or otherwise, which may be brought, made or awarded against NUS in consequence of any Services provided under this Agreement, NUS's exercise of its rights under Clause 8.4, or anything done or omitted to be done by the Company or any of their agents contractors or visitors or by any other person in or about the Service Area or otherwise apart from any loss damage or injury suffered as a result of any wilful default or gross negligence of NUS or its officers employees or agents.
- 8.4 The Company agree and grant NUS the right and NUS reserves the right to remove, dispose and/or destroy any property (including, without limitation, equipment, assets, consumables, stationery, and other materials) of the Company which have been left or placed by the Company in any Service Area:
- (a) during the Initial Service Period or any Extended Service Period, as the case may be, after NUS has given one (1) month notice in writing to Company to remove such property; or
  - (b) after the end of the Initial Service Period or any Extended Service Period, as the case may be, after one (1) month from the end of such Initial Service Period or any Extended Service Period, as the case may be.
- 8.5 NUS and its officers, employees and agents shall not be liable for any loss, claim, demand, action, proceeding, damages, cost or expense or other liability incurred or suffered by the Company whether direct or indirect, consequential, incidental or special (whether arising out of contract or tort otherwise) including, without limitation, loss of profit, contracts, business, revenues or savings arising directly or indirectly from any delay, interruption or failure in the installations and equipment in, or provisions of Services to the Company or to the Service Area for any reason, including, but not limited to, any delay, interruption or failure by reason of any repair or maintenance (or want thereof); any damage or destruction by a Force Majeure Event or other cause beyond NUS' control; any mechanical or other defect or breakdown, any shortage of manpower, fuel, materials, electricity or water; or any labour disputes. Notwithstanding anything to the contrary in this Agreement, NUS liability to the Company shall be limited to the aggregate amount of the Service Fee received by NUS from the Company under this Agreement.
- 8.6 The Parties hereto agree that they have equal bargaining power and that the provisions of this Clause 8 have been negotiated and agreed to by the Parties after full consideration by the Parties of the likely extent of any loss and damage and the Parties' levels and types of insurance cover and that the limits or disclaimer of liability set out herein are reasonable in the circumstances.

## **Clause 9 General**

### **9.1 No assignment**

The benefit of the Services to be provided by NUS to the Company under this Agreement is personal to the Company and the rights granted in Clause 2 of this Agreement may be exercised only by the Company. The Company may not assign, transfer or license any of its rights or obligations or any part of thereof under the Agreement to a third party.

## 9.2 Waiver

Any delay or failure by NUS to insist upon the performance of any one or more of the terms of this Agreement shall not be deemed to be a waiver of any right and remedy that NUS may have and shall not be deemed the waiver of any subsequent breach or default. No provision of this Agreement shall be deemed to be waived by NUS unless such waiver is given in writing.

## 9.3 Amendment

This Agreement may be amended or modified in whole or in part at any time by an agreement in writing executed by an authorized officer or representative of each of the Parties.

## 9.4 Severance

If any provision of this Agreement is declared by any judicial or other competent authority to be void voidable illegal or otherwise unenforceable, the Parties shall amend that provision in such reasonable manner as achieves the intention of the Parties without illegality or, at the discretion of NUS, it may be severed from this Agreement and the remaining provisions of this Agreement shall remain in full force and effect unless NUS, in NUS's discretion, decides that the effect of such declaration is to defeat the original intention of the Parties, in which event, NUS shall be entitled to terminate this Agreement by one (1) calendar month's notice to the Company and the provision of the termination clause shall apply accordingly.

## 9.5 Whole Agreement

Both NUS and the Company acknowledge that this Agreement and the conditions contain herein together with the schedules attached hereto together with the NUS Policies contain the whole Agreement between the Parties and the Company acknowledge that they have not relied upon any oral or written representation made to it by NUS or NUS's employees or agents, and that the Company have made their own independent assessments into all matters relevant to it.

## 9.6 Contracts (Rights of Third Parties) act (Cap. 53B)

A person who is not a party to this Agreement shall have no right under the Contracts (Right of Third Parties) Act (Cap. 53B) to enforce any of its terms.

## 9.7 Notices

### 9.7.1 Any notice to be given under this Agreement shall be in writing and may be given to the relevant Party at its address or facsimile number or email address set out hereinbelow (or to such other address or facsimile number or email address as such Party have notified to the other Parties in accordance with the notice provisions hereof for the purposes of this Agreement, provided that such change shall only be effective on the date specified in such notice or five (5) Business Days after the notice is given, whichever is later):-

### **NUS**

Address : NUS Enterprise,  
21 Heng Mui Keng Terrace Level 5 Singapore 119613

Tel : 6516 7175  
 Email : enterprise@nus.edu.sg  
 Attention : Director, NUS Enterprise

### **Company**

Address : 60 Paya Lebar Road, #07-54 Paya Lebar Square, Singapore 409051  
 Tel No : 9711 4739  
 Email : serene@vibefam.com  
 Attention : Serene Lim

9.8.2 Any such notice or communication shall be deemed to have been served:-

- (a) if delivered by hand, at the time of delivery; or
- (b) if posted by prepaid registered mail, at the expiration of three (3) Business Days after the envelope containing the same shall have been put into the post; or
- (c) if sent by facsimile, upon the receipt by the sender of the confirmation note indicating that the notice or communication has been sent in full to the recipient's facsimile machine, or such other similar medium of receipt; or
- (d) if sent by courier by hand, at the time of delivery; or
- (e) if sent by email, at the time of the sending of the email PROVIDED THAT the email was properly and correctly addressed to the recipient's email address notified by the recipient under this Agreement.

In proving such service, it shall be sufficient to prove that delivery by hand was made or that the envelope containing such notice or document was properly addressed and posted as a prepaid registered mail letter or that the facsimile confirmation note indicates the transmission was successful, or the courier company has provided written evidence of delivery. If a notice would otherwise be deemed to be received after 5pm on a Business Day or on a day other than on a Business Day, the notice will be deemed to be received at 9am on the next Business Day.

9.8.3 Counterparts

This Agreement may be signed in any number of counterparts, all of which taken together and when delivered to the Parties by facsimile or by electronic mail in "portable document format" (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, or by a combination of such means, shall constitute one and the same instrument. Any Party may enter into this Agreement by manually signing any such counterpart transmitted electronically or by facsimile or other electronic signature (such as Adobe Sign or other similar electronic signature systems) by any of the Parties to any other Party and the receiving Party may rely on the receipt of such document so executed and delivered by facsimile or other electronic means as if the original had been received. Such signatures executed by way of facsimile or other electronic means (such as Adobe Sign or other similar electronic signature systems) shall be recognised and construed as secure electronic signatures pursuant to the Electronic Transactions Act (Chapter 88) and that the Parties accordingly shall deem such signatures to be original signatures for all purposes.

## **Clause 10 Governing law and jurisdiction**

- 10.1 This Agreement shall be governed by and construed in accordance with the laws of the Republic of Singapore.
- 10.2 Any dispute arising out of or in connection with this Agreement shall first be submitted to the Singapore Mediation Centre for resolution by mediation in accordance with the mediation procedure for the time being in force. NUS and the Company agree to participate in the mediation in good faith and undertake to abide by the terms of any settlement reached.
- 10.3 In the event that the dispute is not resolved pursuant to mediation under Clause 10.2, such dispute shall be finally resolved by arbitration in Singapore in the English language in accordance with the Arbitration Rules of the SIAC for the time being in force, which rules are deemed to be incorporated by reference to this Clause. The arbitration tribunal shall consist of one (1) arbitrator to be appointed by the Chairman of the SIAC and the official language of the arbitration shall be English.
- 10.4 Notwithstanding the foregoing, any Party may bring an action for interim injunctive or other similar interim mandatory or prohibitory relief in any court of competent jurisdiction, including any proceedings for the detention, custody or preservation of any property, pending the results of the arbitration, and may also seek injunctive reliefs in any court of competent jurisdiction for any breach or threatened breach by any other Party.

The Parties have executed this Agreement on the day and year first above written

Signed by  
Brian Koh  
Director, NUS Enterprise

For and on behalf of  
**NATIONAL UNIVERSITY OF SINGAPORE**

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Signature

Signed by  
Lim Shu Ying Serene  
Co-founder, CEO

For and on behalf of  
**VIBEFAM PTE. LTD.**

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Signature

**SCHEDULE 1**

**ALLOCATED SERVICE AREA:**

BLOCK71 SINGAPORE

71 Ayer Rajah Crescent, #02-01, Singapore 139951

The Allocated Service Area is located at the Seats no. H50 and H51 or such other seats assigned by NUS to the Company from time to time at NUS's sole and absolute discretion.

## **SCHEDULE 2 NUS POLICIES**

### **PART 1: Policy on the general space usage and administration**

#### **1. Payment of Service Fee**

Company agrees to pay:

- (a) to NUS the Service Consideration in accordance with Clause 4 of the Agreement;
- (b) all goods and services tax chargeable under the Goods and Services Tax Act (Cap. 117A) at the prevailing rate of Nine Percent (9%) or at such rates as may be applicable from time to time on the said Service Fee and any other costs attributable to the provision of Services in connection with the terms, covenants and stipulations or enforcement of the terms, covenants and stipulations of the Agreement;
- (c) the Security Deposit to NUS in accordance with Clause 5 of the Agreement.

#### **2. Payment of administrative charges**

Company agrees to:

- (a) pay NUS for any cost incurred by Company for administrative services rendered, including, but not limited to, costs for photocopying, facsimile, printing and binding of documents, on a quarterly basis, where such have been agreed between Company and NUS;
- (b) apply directly to a telephone service provider for the installation of any telephone and/or fax connection(s) and to pay all charges (including taxes) and fees directly to the appointed telephone service provider.

#### **3. Use of NUS's name**

Company agrees not to :-

- (a) use NUS's name, whether in full or in part, in any of its advertising promotional, marketing or publicity materials or make references, statements, or announcements concerning the NUS ;
- (b) publish any news releases, publicity or, including without limitation, the existence of the Contract; or
- (c) make use of NUS' trademarks or logos, trade names and/or service marks

without the prior written consent of NUS.

#### **4. Assignment**

Company agrees not to license, assign, let, sublet, or otherwise part with or share the actual or legal possession or the use of the Allocated Service Area or Service Area or any part thereof.

#### **5. Erection of signages**

Company agrees not, without the prior consent in writing of NUS, to affix or exhibit or erect or paint or permit anywhere in the Allocated Service Area, or the Service Area, any nameplate, signboard, placard, poster, advertisement, hoarding or other thing whatsoever.

**6. Fixtures and fittings**

Company agrees:

- (a) to maintain the fixtures and fittings within the Allocated Service Area in good working condition. Any defect damage or destruction to the fixtures and fittings shall be reported to NUS.
- (b) not to make any alterations or remove any fixtures and fittings from the Allocated Service Area. Company agrees to indemnify NUS for the cost of repair or replacement of fixtures and fittings damaged or destroyed by the act default or negligence of Company.

**7. Equipment**

- (a) Company agrees not to install or use machines or any other apparatus that would cause heavy power surge, high frequency voltage, current or airborne noise vibration or any electrical or mechanical interference or disturbance whatsoever which may prevent the use of any communication system or which may affect the operation of equipment, installations, machinery, apparatus or plants of other companies, visitors, licensees, tenants, or lessees of NUS or other occupants of the premises in the Service Area or inhabitants of the neighbourhood.
- (b) If NUS has any cause to believe that any of Company's installations, machines or apparatus is causing or contributing to any interference or disturbance, Company agrees to allow NUS or any person authorised by it at reasonable times to inspect the installations, machines or apparatus in the Allocated Service Area to determine the source of the interference or disturbance.
- (c) Thereupon if it is found that Company's installation, machine or apparatus is causing or contributing to the said interference or disturbance, Company shall take suitable measures, at Company's own cost and expense, to eliminate or reduce the interference or disturbance to NUS's satisfaction, and Company shall indemnify and keep indemnified NUS against any claim, proceedings, action, losses, penalties, damages, expenses, costs, demands which may arise from Company's use of any installation machine or apparatus which causes interference or disturbance as aforesaid.
- (c) Company agrees to be responsible for obtaining its own additional internet access and for the charges incurred for such internet access. Company agrees to be responsible for the cost of installation, maintenance and repair of additional telephone jacks, cables and such other items to enable internet access.
- (d) Company shall not put on any of the floors in the Allocated Service Area or the Service Area any machinery or load in excess of NUS-approved permitted load per square metre.

**8. Air conditioning**

- (a) Company agrees not to install air conditioning, mechanical ventilation, or any machinery, apparatus, fixtures or fittings or extend, supplement, replace or modify the same or any existing machinery, apparatus, fixtures or fittings in or about the Allocated Service Area without the written consent of NUS and, if necessary, the relevant government and statutory authorities must first be obtained.

- (b) When seeking the approval of NUS and government and statutory authorities Company agrees to submit appropriate layout and detailed plans, design calculations, if any, and if so required, separate detailed building envelope plans and calculations on Overall Thermal Transfer Value (OTTV) of the Allocated Service Area; and
- (c) Company agrees that all necessary plans and calculations shall be prepared, and all such works as shall be permitted shall be carried out by professional or competent persons as approved by NUS and all costs and expenses of employing the aforesaid persons and carrying out the works shall be borne by Company.

#### **9. Low temperature air conditioning**

Where applicable, Company agrees to, at its own cost and expense, if with NUS's prior written approval, it is using the whole of the Allocated Service Area or any part thereof as a laboratory, computer/control room, temperature/humidity control rooms or for purposes requiring low temperature air conditioning with resulting moisture condensation on the external walls, ceiling or floor, within or outside the Allocated Service Area, install adequate thermal insulations to the external walls, floors and ceilings provided that prior to such installation, Company shall obtain Company's approval in writing for the proposed thermal insulation method.

#### **10. Air conditioning system maintenance**

Where applicable, Company agrees to operate maintain and keep in good working order the air-conditioning system within the Allocated Service Area throughout the said term.

#### **11. Air pollution**

Where applicable, Company agrees to take adequate measures to prevent air pollution and to implement at Company's own cost and expense measures for minimising air or other forms of pollution when requested by NUS or any relevant Government or statutory authorities.

#### **12. Electrical wiring, equipment and plumbing**

Company agrees:

- (a) not to install any electrical switchboard wirings or equipment, including but not limited to overcurrent protective devices in NUS's switch room and overcurrent and earth-leakage protective devices in the Allocated Service Area without first obtaining NUS's approval in writing, providing three (3) sets of "electrical single-line diagram" of the wiring of the Allocated Service Area.
- (b) to keep all switchboard wiring, equipment and devices installed with NUS's approval in good condition at all times.
- (c) not to carry out any plumbing or sanitary works without obtaining NUS's prior approval in writing.
- (d) that all works as aforesaid that shall be permitted by NUS shall be carried out by Company at Company's own cost and expense.

**13. Alteration and additions works**

Company agrees:

- (a)
  - i. not to make or cause to be made any alteration in or addition to (structural or otherwise) the internal construction or arrangement of the Allocated Service Area or the Service Area, without first obtaining the prior written consent of NUS and, if such consent is given by NUS, not without obtaining all relevant governmental approvals. Any such alteration or addition as permitted in writing by NUS shall be undertaken at Company's own cost and expense;
  - ii. to submit all details on the proposed use of the Allocated Service Area and proposed plans for any such alteration in or addition as may be approved by NUS to the relevant Government or statutory authorities for approval before undertaking such alteration and addition;
- (b)
  - i. that if the alteration and additions work plans submitted by Company to NUS do not conform with NUS's criteria, NUS may require Company to cause the said work plans to be brought into conformity with NUS's criteria and Company shall forthwith at its own cost, make the necessary amendments giving effect to the same;
  - ii. if Company wishes to make any deviation or alteration in the said work plans after approval has been granted by NUS and the relevant authorities, Company shall submit the proposed amendments to NUS and the relevant authorities for their approval and shall pay such charges as may be imposed by NUS or the relevant authorities;
  - iii. NUS reserves the right to determine whether or not full and complete work plans in accordance with this clause have been duly submitted to NUS (and/or the relevant authorities) and Company shall at its own cost, submit such further and additional plans, elevations or specifications as may be required by NUS; and
  - iv. that Company shall upon completion of the development works including any fitting-in works, submit to NUS a copy of the relevant drawing or plans including the "as-built" drawing as evidential record of the development work done to the Allocated Service Area.

**14. Reinstatement and restoration**

Company agrees at the expiration or sooner determination of this Agreement, to vacate the Allocated Service Area and surrender all NUS's fixtures, fittings, fastenings, locks and complete set of keys and other things belonging or appertaining thereto in good and substantial repair, fair wear and tear excepted, to remove Company's fixtures, fittings and equipment or other property of Company from the Allocated Service Area, to make good at the expense of Company any damage or defect caused by such removal and to return, re-instate and restore the Allocated Service Area in good order and condition and in the manner it was first handed over, fair wear and tear excepted. If Company shall fail to observe or perform this requirement NUS may execute or cause to be executed any or all necessary works and recover the costs and expenses thereof from Company together with all Service Fee and other amounts which NUS would have been entitled to receive from Company had the period within which such works are effected by NUS been added to the said Service Period.

**15. Sale by auction**

Company agrees not to effect any sale (by auction or otherwise) to be held in the Allocated Service Area or the Service Area.

**16. Physical space access & security**

- (a) Company agrees not to make copies of any of the keys to or in respect of the Allocated Service Area or any part thereof without the prior written consent of NUS.
- (b) Company agrees to do its part to protect and keep safe the Service Area and any property contained therein by minimising opportunities of theft or robbery. In this context, Company agrees not to permit the keys or access to the Service Area to come into the possession or control of any person other than its officers, employees or agents. Company agrees to keep all doors and windows and other access points closed and securely fastened and/or locked when not in use. NUS shall be entitled by its employees, agents and workmen to enter and fasten the same if left unsecured.

**17. Safety**

Company agrees:

- (a) not to use, load, unload, keep or suffer or permit to be used, loaded, unloaded or stored in the Allocated Service Area or the Service Area, any liquid, goods, material or thing of an offensive or explosive or dangerous, corrosive, toxic or combustible nature without the prior written consent of NUS. PROVIDED that Company shall on demand provide to NUS a list of all such liquid, goods, material or things as aforementioned which Company wishes to store in the Allocated Service Area and/or the Service Area and that the granting of NUS's consent may be subject to such covenants and stipulations as NUS may deem necessary;
- (b) to adopt and implement all precautions and comply with all requirements of the relevant authorities and all recommendations and instructions of NUS as to fire, electrical and mechanical installations, chemicals and waste and to observe such rules and regulations as NUS may make as may be amended from time to time governing Company's use of the Allocated Service Area and/or the Service Area;
- (c) to compartmentalise and separate use of the Allocated Service Areas into office use laboratory use and production use, if applicable, and to comply with all fire regulations.

**18. Storage of flammable liquids & hazardous matter**

Company agrees not use or store upon the Allocated Service Area or upon the common property any flammable chemical, liquid, gas or other flammable and/or hazardous matter.

**19. Cleanliness and maintenance works**

Company agrees to:

- (a)
  - i. to keep the Allocated Service Area and Service Area clean, tidy and in good repair and condition and to leave the same in a clean and tidy condition and free of Company's fittings, furniture, equipment, goods and chattels upon the expiry or earlier termination of this Agreement, unless otherwise required by NUS;
  - ii. to repair, maintain and keep the interior of the Allocated Service Area, drains, pipes, windows, doors, partitions, floors, locks, fastenings and all other parts of the interior of the Allocated Service Area in good repair and in good working order throughout the Service Period;

- iii. not to permit or suffer any lavatories to be used in an improper way or whereby the soil or waste pipes may become impeded or blocked; and
  - iv. to remove and dispose of, at Company's own cost and expenses, all refuse or rubbish whatsoever in the proper receptacles;
- (b) not to prevent NUS, its agents, servants or contractors with or without workmen or others with all necessary appliances and tools to enter upon the Allocated Service Area at all reasonable times to view the Allocated Service Area, its condition, or state of repair, and to carry out any repairs, alterations, maintenance or works deemed necessary by NUS for the Allocated Service Area;
- (c) that where NUS serves upon Company notice in writing specifying anything, work or repairs necessary to be done which are the responsibility of Company under or by virtue of any of the terms of the Agreement or under these Rules and Regulations and requires Company forthwith to execute the same, Company shall pay NUS's reasonable costs and expenses of survey and attending the preparation of the notice and, if Company shall not within fourteen (14) days after the service of such notice or such other time as may be stipulated in the notice proceed diligently and in workmanlike manner with the execution of the same then NUS shall have the right to enter upon the Allocated Service Area and execute the same;
- (d) without prejudice to the generality of the foregoing provision, in cases of emergencies NUS, its agents, servants and contractors, with or without workmen or others with all necessary appliances or tools, may enter the Allocated Service Area without requiring any prior notice to, or consent from Company whenever it appears necessary in order to prevent or to restrict loss of or damage to the Allocated Service Area, property therein or parts of, and property in, the areas adjacent to the Allocated Service Area and/or the loss of the life or lives of, or injury to, persons by fire, flooding or any cause whatsoever, and for this purpose to do all things necessary including the breaking of doors, windows and means of access or exit to prevent or restrict such loss or damage, and NUS, its agents or servants shall not be liable to Company for any loss or damage resulting from the aforesaid actions. Nothing herein in these sub-paragraphs 19 (a), (b), (c) and (d) shall in themselves oblige NUS to do any act or carry out any repairs. In complying with this sub-paragraph 19 hereof and if so required by NUS, Company shall remove at its own cost and expense such installation, machinery or any article so as to facilitate or permit NUS to execute or cause to be executed the said things, repairs and works.

## **20. Refuse and waste disposal**

Company agrees not to discharge, dump or leave any waste including but not limited to pollutants into surface or other drains or any watercourse or burn any waste in or upon any part of the Allocated Service Area or the Service Area or property belonging to NUS but shall at Company's own cost and expense to make good and sufficient provision for the safe and efficient disposal of all waste to the requirements and satisfaction of NUS and all relevant Government and statutory authorities and if Company shall fail to observe this regulation NUS may carry out such remedial measures as it thinks necessary.

## **21. Common property**

- (a) Company agrees not to obstruct, cause or permit any form of obstruction whatsoever, whether by way of depositing or leaving any article item or thing of whatsoever nature moveable or otherwise within the Allocated Service Area, or the Service Area and in particular, where applicable:
- i. in or on the approaches, private roads or passageways or other accesses adjacent to or leading to the Allocated Service Area or other buildings in the Service Area and in particular not to leave or park or permit to be left or parked any motor vehicle or

- other carriages belonging to or used by Company or servants save as is left or parked in accordance with the regulations specified by car park operator.
- ii. in or on the common stairways, corridors and passageways in the Allocated Service Area or other buildings in the Service Area;
  - iii. in any access to any fire-fighting installations and equipment in the Allocated Service Area, the Block or other buildings in the Service Area.
  - iv. or by way of the lawful use of the common property by any person, and if Company shall fail to observe this regulation NUS shall have the right after giving Company] reasonable notice to do so, to remove or clear any such obstruction.
- (b) Company agrees not to mark, paint, drive nails or screws or the like into, or otherwise damage or deface, any structure that forms part of the common property without the approval in writing of NUS, but this rule shall not prevent Company, at its own cost and expense, from installing:
- i. any locking or other safety device for the protection of the Allocated Service Area against intruders; or
  - ii. any screen or other device to prevent entry of animals or insects upon the Allocated Service Area.
- (c) Company agrees not to damage any lawn, garden, trees, shrub, plant or flower being part of, or situated upon, the common property; or use for its own purposes as a garden any portion of the common property.
- (d) Company agrees at all times to maintain the passage-ways fronting or surrounding the Allocated Service Area in good order and condition and to the satisfaction of NUS and not to alter the layout thereof without the prior written consent of NUS.

## **22. Illegal and unapproved use of space**

Company agrees not to:

- (a) use the Allocated Service Area and/or the Service Area for any unlawful or immoral purposes or in way that would cause any nuisance damage disturbance annoyance or interference to any other visitors, users, or occupiers of the Service Area or of the neighbouring buildings;
- (b) impede in any way NUS or its officers, servants, or agents in the exercise of NUS's rights of possession and control of the Allocated Service Area and every part of the Service Area;
- (c) keep or allow to be kept livestock or other animals within the Allocated Service Area, including such small livestock or animals as are required for experimental or research purposes, in the Allocated Service Area without the prior written approval of NUS;
- (d) use the Allocated Service Area for any other purpose besides that which has been approved by NUS and upon which Services are provided by NUS under this Agreement and for no other purpose, and not to commence usage of the Allocated Service Area for the stated purpose until and unless all licenses or approvals as may be required and necessary for such use are obtained from the relevant competent authorities at Company's sole cost provided that Company shall continue to pay the Service Consideration and other charges due and payable pending such license or approval being granted but shall not be entitled to refund or revocation of any part of such Service Consideration if such license or approval is not granted;

- (e) not to permit or suffer any person or persons to reside and/or sleep in the Allocated Service Area or any part of Service Area thereof whether temporarily or otherwise.

### **23. Conduct at Service Area**

- (a) Company and his agents agree to conduct themselves in a proper and orderly manner while at the Allocated Service Area and/or Service Area. They shall not engage in illegal or immoral activities at the Service Area including but not limited to:
  - i. breaking and entering another Company's Allocated Service Area or NUS's offices;
  - ii. smoking, fighting, gambling or using illicit drugs;
  - iii. tampering and/or dismantling fire fighting equipment;
  - iv. possession or display of objectionable materials;
  - v. keeping, receiving or distributing pornographic materials.
- (b) Company agrees not to create any noise that would interfere with the peaceful enjoyment of the other visitors or occupant of the Service Area or of any person lawfully using the Service Area.
- (c) Company agrees to take all reasonable steps to ensure that its employees and guests do not behave in a manner likely to interfere with the peaceful enjoyment of the other visitors or users, or occupants of the Service Area or of any person lawfully using the Service Area.

### **24. Insurance and indemnity**

Company agrees:

- (a) not to render any insurance on or in respect of the Allocated Service Area and/or the Service Area or any part thereof void or voidable or the premium payable under any such insurance to be or likely to be increased and to indemnify the NUS for all sums paid by way of increased premium occasioned by any breach of any of the provisions of this subparagraph 24(a).
- (b) to be wholly liable and responsible for any loss or damage and to bear the full cost and expense of repairs and reinstatement of any damaged area, building, structure, equipment, fixture, fitting, drain, wiring or piping in the Allocated Service Area, the Service Area or any adjoining or neighbouring premises of NUS, if the loss or damage is caused directly or indirectly by any act or default of Company, its agents, servants, or workmen or of persons authorised by Company to be in the Allocated Service Area;
- (c) to indemnify and keep NUS indemnified against all liability in respect of any injury or damage caused to any person or property, including any property of NUS by explosion or fire, whether arising by accident in the course of work undertaken by Company or by reason of any negligence or other acts of Company or any person for whom Company has control over, whether actual or imputed.

### **25. Permission to enter and view**

Company agrees at all times during the notification period immediately preceding the determination or expiry of the Service Period described in Clause 3 of the Agreement to permit persons with written authority from NUS at reasonable times of the day to view the Allocated Service Area.

**26. Compliance with the rules and regulations**

Company agrees:

- (a) to comply, and ensure that all its employees, servants, agents, representatives, contractors and visitors shall comply with all governing policies, laws, statutes, rules and regulations of NUS (irrespective of whether the same is attached as a schedule to the Agreement or not), all of which Company is deemed incorporated to have notice of and agree to, and all statutes, bye-laws, requirements, regulations and directives issued by any governmental or other competent authority in relation to the Allocated Service Area and the Service Area and/or the use thereof;
- (b) to give NUS immediate notice in writing of any notice served on Company by any government or statutory company in respect of the Allocated Service Area where such notice concerns NUS.

## **PART 2:**

### **Policy on the use of Information Technology resources (“IT resources”)**

#### **A. General Prohibition**

##### **1. Uses in violation of law**

All users of NUS IT resources (“Users”) shall not engage in any activities relating to the use of the IT Resources that will be in violation of the laws of Singapore, in particular (but not limited to), the Computer Misuse and Cybersecurity Act (Cap 50A), Copyright Act (Cap 63), Spam Control Act (Cap 311A) and Undesirable Publications Act (Cap 338) as may be amended from time to time. By way of illustration only, some examples of such illegal uses are:

- (a) Downloading, distribution, sharing or storing of (a) seditious or other materials that is likely to cause feelings of enmity, hatred, ill-will or hostility between different racial or religious groups; or (b) obscene or pornographic materials or other materials depicting sex, horror, crime, cruelty, violence or the consumption of drugs or other intoxicating substances that is likely to be injurious to the public good.
- (b) Downloading, making copies, distribution or sharing of any copyrighted materials or copyright infringing materials without prior permission from the copyright owner and using or making use of the IT Resources to engage in activities which generally infringe copyright and intellectual property rights.

##### **2. Setting up of unauthorised servers or routers**

Users shall not use the IT Resources for running commercial applications through setting up of servers or alternative networks through routers or switches.

##### **3. Undermining system or network integrity**

Users must not undermine or attempt to undermine the security of the IT Resources, for example, by ‘cracking’ passwords or modify or attempt to modify the files of other Users or software components of the IT Resources in an unauthorised manner.

##### **4. Unauthorised access or use**

Users shall not access or attempt to access IT Resources to which they have not been given access or permit others to do so. Users shall not intercept or attempt to intercept or access data or communications not intended for them.

##### **5. Tampering of IT resources**

Users shall not tamper or in any manner modify the IT Resources that may potentially cause performance degradation, service instability, or compromise operation efficiency, security and fair use of resources.

## **6. Massive search instructions and data download**

Users shall not indiscriminately issue search instructions and download data manually or via automated intelligent agents that may potentially consume large amount of network/Internet bandwidth and IT Resources, or which may degrade the network, system and/or database performance.

## **B. Specific uses of IT resources**

### **1. Personal responsibility**

- (a) Users shall not reveal their login information to anyone.
- (b) Users shall be responsible for maintaining the security of their passwords assigned to them.

### **2. Network connection policy**

- (a) Every network connection point shall be connected to one computer only. Users shall not tamper with network points in any way, such as extending the cable to relocate the point to another room or open area temporarily or permanently, thereby blocking it from access by other Users.
- (b) Users shall not share any network addresses assigned.

## **C. Access**

### **1. Conditions of access**

NUS respects privacy and recognises its critical importance in an incubation environment. As such, NUS does not, in general, intend nor wish to access Users' data except in the following limited circumstances:

- (a) For identification or diagnosis of systems or security vulnerability and problems in order to preserve the integrity of the IT Resources;
- (b) Where there are reasonable grounds to believe that a violation of law or a breach of NUS's policies may have taken place, and such access, inspection or monitoring may produce evidence of such violation or breach; or
- (c) Where specifically allowed or required under the laws of Singapore.

In the above situations, NUS or its representatives may access all aspects of the IT Resources (excluding Users' owned computers), without User consent.

Consistent with privacy interests of the Users, NUS access without the consent of the User will occur only with the approval of President, Provost, or Deputy President or their authorised delegates.

**2. User's assistance**

Where required, Users agree to provide all necessary assistance to NUS or its representatives in relation to the activities stated in Section C paragraph 1.

**3. Use of security scanning systems**

Notwithstanding Section C paragraph 6, Users consent to NUS' use of scanning programs for security purposes at system and network level for computers and systems that are connected to NUS's network. This is to ensure that any computers or systems attached to the network will not become a vector for security attacks and jeopardize IT Resources. System level scanning includes scanning for security vulnerabilities and virus detection on email attachments. Users' stored files and data are excluded from the scanning.

**4. Network connection and computer account**

In the event that the situation poses an immediate security threat to the IT Resources or other external systems and jeopardizes the reputation, properties or other interests of NUS, NUS may disconnect the User's computer or any IT equipment from NUS' network or disable his/her computer account for further pending actions and notify the User accordingly.

**5. Legal liability for unlawful use**

Users may be subject to criminal prosecution, civil liability or both for unlawful use of any of the IT Resources. Users are reminded that unauthorised access to, modification or interception of computer programmes or data can amount to serious criminal offences under the Computer Misuse and Cybersecurity Act (Cap 50A) and general law.

**6. Free of liability**

NUS will not be responsible of any of the user's system if their systems are compromised through cyber-attacks or hacking.

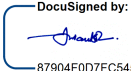
Certificate Of Completion

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| Document Pages: 26                                                                  | Signatures: 2               |
| Certificate Pages: 5                                                                | Initials: 0                 |
| AutoNav: Enabled                                                                    | Envelope Originator:        |
| Envelope Stamping: Enabled                                                          | Sherlyn Lim                 |
| Time Zone: (UTC+08:00) Kuala Lumpur, Singapore                                      | s.lsq@nus.edu.sg            |
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| Brian Koh<br>briankoh@nus.edu.sg<br>Director<br>National University of Singapore (Main)<br>Security Level: Email, Account Authentication (None) | <div>DocuSigned by:<br/><br/>87904F0D7FC545A...</div> <div>Signature Adoption: Uploaded Signature Image<br/>Using IP Address: 113.161.38.174</div> | Sent: 11-Jun-2024   17:30<br>Viewed: 13-Jun-2024   11:30<br>Signed: 13-Jun-2024   11:30 |
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ID: 94dc0ca5-b71a-4126-bedb-524be0cf911c

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Electronic Record and Signature Disclosure:  
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ID: 635ca6a2-09ff-4b59-8fe0-7a4fb677cb92

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| Editor Delivery Events | Status | Timestamp |
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| Witness Events | Signature | Timestamp |
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| Notary Events | Signature | Timestamp |
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| Envelope Summary Events | Status | Timestamps |
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| Certified Delivered | Security Checked | 14-Jun-2024   16:13 |
| Signing Complete    | Security Checked | 14-Jun-2024   16:14 |

| Envelope Summary Events                    | Status           | Timestamps          |
|--------------------------------------------|------------------|---------------------|
| Completed                                  | Security Checked | 14-Jun-2024   16:14 |
| Payment Events                             | Status           | Timestamps          |
| Electronic Record and Signature Disclosure |                  |                     |

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, NUS Enterprise (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact NUS Enterprise:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [rachel.a@nus.edu.sg](mailto:rachel.a@nus.edu.sg)

### **To advise NUS Enterprise of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [rachel.a@nus.edu.sg](mailto:rachel.a@nus.edu.sg) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from NUS Enterprise**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [rachel.a@nus.edu.sg](mailto:rachel.a@nus.edu.sg) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with NUS Enterprise**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [rachel.a@nus.edu.sg](mailto:rachel.a@nus.edu.sg) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify NUS Enterprise as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by NUS Enterprise during the course of your relationship with NUS Enterprise.