
PRIVATE & CONFIDENTIAL

23 August 2024

Mr Darren Chow De Jian
NUS Enterprise

Dear Darren

We are pleased to convey to you an offer of appointment with the National University of Singapore ("NUS"), on the following terms and conditions: -

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| 1. Appointment and Department | 1.1 | Temporary Administrative Assistant |
| | 1.2 | NUS Enterprise |
| | 1.3 | You shall perform such duties as may from time to time be assigned to you in your job and shall comply with all reasonable directions made by NUS. |
| 2. Contract Period | 2.1 | 9 September 2024 to 8 March 2025 |
| 3. Contractual hours of work | 3.1 | 40 hours per week |
| 4. Salary | 4.1 | \$12 per hour |
| | 4.2 | You will be paid an all-inclusive salary calculated at the above rate. |
| 5. Staff Benefits | | Upon completing 3 months of service, you will be eligible for the benefits as stated in the attached Annex. |
| 6. Central Provident Fund (CPF) | | CPF contributions will be made by NUS in accordance with the Central Provident Fund Act (Cap. 36) if you are a Singapore Citizen or Singapore Permanent Resident. |
| 7. Confidentiality | 7.1 | "Confidential Information" means all information (whether recorded or not and in whatever form or media) relating to all or any part of the business, property, assets, technology, activities, services, financial affairs, management and administration of the NUS, including information relating to NUS' staff, students, donors, alumni, business or academic partners, clients, suppliers and any third party dealing with NUS. It shall not include information or material which (i) is now or becomes generally available to the public other than through a breach of your confidentiality obligations, (ii) was made known to you by a third party on a non-confidential basis prior to disclosure or availability to you pursuant to your employment with NUS, or (iii) you are required to disclose pursuant to any judicial order or law. |

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- 7.2 You shall not, except during and for purpose of the performance of your duties,
- (a) directly or indirectly make use of, disclose, communicate or permit the disclosure or communication to any person of any Confidential Information; or
 - (b) copy or reproduce, or permit others to copy or reproduce, in any form, media or device, any documents, data or other material containing or referring to Confidential Information.
- 7.3 You shall inform NUS immediately if you are required to disclose any Confidential Information to a third party pursuant to any judicial order or law and allow NUS to verify the same prior to your disclosure.
- 7.4 You shall return immediately to NUS upon its request all documents, data and other material (in whatever form or medium) held by you containing or referring to Confidential Information.
- 7.5 You shall indemnify and keep indemnified and hold harmless NUS against all losses, damages, costs or expenses which NUS may incur as a result of any unauthorized disclosure or use of the Confidential Information.
- 7.6 Your obligations under this clause shall apply during and after your employment with NUS.

8. Termination of Employment

- 8.1 Notice Period: **2 weeks**
- 8.2 Your employment may be terminated by either party giving the other not less than the above notice in writing or by paying in lieu of notice an amount equivalent to the salary paid to you for the above notice periods' work, based on an average of the number of hours you worked in the month prior to termination.
- 8.3 NUS may terminate your employment, without prior notice and without payment of any compensation should you –
- (a) be charged with or convicted by a court of law of any crime which, in the opinion of NUS, is likely to bring NUS into disrepute or to render you unfit or incompetent to perform your duties; or
 - (b) be, in the opinion of NUS, guilty of insobriety, misconduct or gross impropriety; or
 - (c) fail to perform the duties and obligations or observe any of the terms and conditions of your employment; or
 - (d) if you are a foreigner, have your Employment Pass or other applicable work pass, whether issued on a temporary basis or otherwise, withdrawn or expire, or if your application for the renewal or extension of the said pass is refused by the relevant authority, whether final or subject to appeal; or
 - (e) have your Security Officer Licence rejected, withdrawn or revoked, or if your application for the renewal of the said licence is rejected by the relevant authority, whether final or subject to appeal; or

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- (f) have your Enrolled/Registered Nursing and practising certificates rejected, withdrawn or revoked, or if your application for the renewal of the said certificate is refused, rejected, by the relevant authority, whether final or subject to appeal; or
- (g) be certified to be unfit to continue in your employment by a medical board appointed by NUS.
- 8.4 If you are a foreigner, you shall be responsible for any repatriation and other costs associated with your departure from Singapore upon termination of your appointment unless otherwise provided.
- 9. Other Terms & Conditions**
- 9.1 You shall be bound by and conform with all policies, rules and regulations affecting NUS staff as may be in force, including:
- (a) policies, rules and regulations contained in the Staff Handbook, which is on NUS' website at <https://staffportal.nus.edu.sg/staffportal/portal/hr-and-benefits.html> and accessible from the Commencement Date;
- (b) NUS' rules on intellectual property, as set out in the Policies Relating to University Intellectual Property (NUS IP Policy 010109 v110309); and
- (c) the NUS Personal Data Notice for Staff.
- NUS may alter, amend or add to such policies, rules and regulations from time to time and such alteration, amendment or addition shall form part of the terms of your employment.
- 9.2 The terms of your employment shall be subject to the governance and constitutional documents of NUS and the provisions of all statutes, regulations, policies, procedures, rules and applicable legislation as may be in force from time to time.
- 9.3 If you are a foreigner or a Singapore Permanent Resident, the terms of your employment may be reviewed and revised if you acquire Singapore permanent residence or Singapore citizenship, as applicable. You must notify NUS immediately on acquiring such status.
- 10. Governing Law and Dispute Resolution**
- 10.1 This employment contract shall be governed by and construed in accordance with the laws of Singapore and each party agrees to submit to the non-exclusive jurisdiction of the Singapore courts.
- 10.2 Any dispute or claim arising out of your employment or its terms shall be referred to and finally settled by arbitration in the English language in Singapore pursuant to the Rules of the Singapore International Arbitration Centre by which both parties agree to be bound

This offer is conditional upon and subject to the following:

- (i) Satisfactory completion of all pre-employment formalities and the clearance of any checks and referrals deemed necessary by NUS to conduct (notwithstanding that you may have commenced your appointment).

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- (ii) If you are a foreigner, the Ministry of Manpower ("MOM") granting you an Employment Pass or other applicable work pass.

Foreigners who have obtained in-principle approval of their employment or other applicable work pass applications for stays of 6 months or more may be required to undergo a medical examination. MOM will notify you on whether a medical examination is necessary when they grant you in-principle approval for an Employment Pass or other applicable work pass. The cost of medical examinations incurred by your dependants (if any) will have to be borne by you.

At MOM's request, NUS may provide any information it has pertaining to you that the Government of Singapore may require for purposes of assessing your application for an Employment Pass or other applicable work pass.

- (iii) You possessing or obtaining the necessary regulatory licenses, registrations or certificates for employment that are required for you to perform your role at the University.

If you accept this offer, please sign and date the Acceptance section below to signify your acceptance of our terms, not later than **28 August 2024**.

If you require clarification on the above, please contact your HR Partner:

Ms Analyn Tan
66015928

Yours sincerely

Chung May Shan

Chung May Shan
Associate Director, Human Resources

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Acceptance

I acknowledge and accept NUS' offer of employment on the terms and conditions as stated in the above-written letter dated 23 August 2024.

Signature	:	<u>Darren Chow De Jian</u>
Full Name	:	<u>Darren Chow De Jian</u>
Identification No. (NRIC/FIN/Passport)	:	<u>s9909350a</u>
Date	:	<u>27 August 2024 12:31 AM SGT</u>

BENEFITS SCHEDULE

Benefits Type	Pro-rated Entitlement (Days / Hours*)
Vacation Leave	28 hours
Outpatient Leave	14 days
Inpatient Leave	60 days (Inclusive of 14 days Outpatient Leave)
Childcare Leave	A staff is entitled to childcare leave benefits if: a) The child is below 7 years old; b) The child is a Singapore Citizen; c) Parent must have served his/her employer for a continuous duration of at least 3 calendar months. Application Procedure: Please email to ohrsharedservices@nus.edu.sg with the necessary supporting documents such as marriage and child birth certificate.
Extended Childcare Leave	A staff is entitled to childcare leave benefits if: a) The youngest child is aged 7-12 years old (inclusive); b) The child is a Singapore Citizen; c) Parent must have served his/her employer for a continuous duration of at least 3 calendar months. Application Procedure: Please email to ohrsharedservices@nus.edu.sg with the necessary supporting documents such as marriage and child birth certificate.
Paternity Leave	A staff is entitled to paternity leave benefits if: a) The child is a Singapore Citizen born on or after 1 May 2013; b) The child's parents are lawfully married; and c) Father must have served his employer for a continuous duration of at least 3 months immediately preceding the birth of the child. Application Procedure: Please email to ohrsharedservices@nus.edu.sg with the necessary supporting documents such as marriage and child birth certificate.
Maternity Leave	A staff is entitled to maternity leave benefits if: a) The child is a Singapore Citizen; b) The child's parents are lawfully married; and c) The employee has served her employer for a continuous duration of at least 3 months before the child's birth. Application Procedure: Please email to ohrsharedservices@nus.edu.sg with the necessary supporting documents such as marriage and child birth certificate.
Medical and Dental Claim	Only expenses incurred for consultation* with doctors https://prs.moh.gov.sg/prs/internet/profSearch/main.action?hpe=SMC registered under the Medical Registration Act and dentists https://prs.moh.gov.sg/prs/internet/profSearch/main.action?hpe=SDC registered under the Dental Registration Act will be claimable. <i>*Medication, tests, procedures, room and board etc are not claimable.</i> Claim Procedure: Please complete the RFP form and send to your department verifier for review and authorized approval.

EMERGENCY CONTACT

Staff Name: Darren Chow De Jian

In case of emergency, my next-of-kin to be contacted are, in order of priority:

First - Name: Chng Siew Lian
 Address: 760 Bedok Reservoir Road, #12-01,
 Singapore 479245

 Telephone No: 93445697
 Email Address: chnosl@live.com
 Relationship: mother

Second - Name:
 Address:

 Telephone No:
 Email Address:
 Relationship:

NUS Personal Data Notice For Staff

In connection with Personal Data Protection:

1. I agree to my personal data (that is in the possession of NUS and that I may provide NUS in the future) being collected, used and disclosed by NUS for the purposes of:
 - (i) processing, administering, managing and/or terminating my employment relationship with NUS including for recruitment, training, employment benefits, payroll administration, performance appraisal (including general monitoring of performance for all staff, and in respect of Academic Staff for evaluation for reappointment, tenure and/or promotion), administering and dealing with disciplinary proceedings in relation to any misconduct or unlawful conduct within NUS, dealing with conflict of interests, personal and career development, and such ancillary matters relating to my health, general well-being and welfare as staff of NUS;
 - (ii) facilitating communication with me or my nominated contacts in an emergency;
 - (iii) managing NUS' infrastructure and operations, including disclosure and processing necessary for NUS to conduct its activities, including but not limited to responding to third party requests pursuant to contractual requirement and engaging of outsourcing companies;
 - (iv) maintaining campus safety and security of persons and property (including the use of CCTVs), as well as investigating any alleged or actual fraud, misconduct or unlawful conduct within NUS;
 - (v) carrying out due diligence or other monitoring or screening activities (including background checks) in accordance with legal or regulatory obligations or risk management procedures that may be required by law or that may have been put in place by NUS;
 - (vi) complying with legal or regulatory obligations or NUS' internal policies and procedures (including regulatory reporting in accordance with statutory obligations that may be required by law), as well as responding to requests for information from Ministries, public agencies, statutory boards or other similar authorities from time to time;
 - (vii) responding to legal process, pursuing legal rights and remedies, defending litigation and managing complaints or claims;
 - (viii) storage, hosting, back-up and disaster recovery;
 - (ix) carrying out and performing NUS' obligations in its contracts with current / potential partners and/or other third parties, which may require exchange of personal information of staff with such counter-parties;
 - (x) administrative purposes including, without limitation, processing, facilitating and making arrangements for business travels, or processing payment to ex-staff, and managing and administering the security control and access rights to NUS' premises;
 - (xi) processing and/or administering internal secondments / transfers of staff between affiliates;

- (xii) managing, facilitating and administering activities that are conducted or offered by NUS and/or external entities which may include the disclosure of my information to NUS' Development Office, other NUS units and/or such external entities for the participation in social and welfare programmes, donation and/or other charity activities;
 - (xiii) taking of photographs and/or videos (whether by NUS staff or third party photographers and/or videographers) during events or seminars organised by NUS or its affiliates for publicity purposes (including in NUS' publicity and communications materials); and
 - (xiv) disclosing and transferring data to any third party service providers, agencies (which may be sited out of Singapore) that provides administrative, data processing, computer or other services to NUS.
2. I understand and acknowledge that my personal data will/may be disclosed by NUS to third party service providers or agents (whether in Singapore or elsewhere in the world where such service providers are sited) for one or more of the abovementioned purposes, as such third party service providers or agents, if engaged by NUS, would be processing my personal data for NUS, for one or more of the abovementioned purposes.
3. I further understand and acknowledge that NUS may retain my personal data upon termination of my employment relationship for any residual employment-related activities (for e.g., the provision of references, processing of applications for re-employment, record keeping purposes, matters relating to retirement benefits and allowing NUS to fulfil any of its contractual or statutory obligations).
4. I consent to the collection, use and disclosure of my personal data for the above purposes and I will ensure that my personal data is correct and true by keeping my personal information as declared by me to NUS up to date at all times.
5. I further declare and warrant the following:
- (i) that for any personal data of any other individuals disclosed by me in connection with processing, administering, managing and/or terminating my employment and ancillary matters relating to my general well-being and welfare, prior to disclosing such individuals' personal data to NUS, I have obtained the appropriate consent from the individuals whose personal data are being disclosed, to permit NUS to collect, use and disclose such personal data for the purposes related thereto; and
 - (ii) That for any data that I collect or have access to in the course of my work, I would use and disclose the information in compliance with the obligations under the Personal Data Protection Act and other confidentiality requirements imposed on me.
6. NUS' University Health Centre ("UHC") uses GPConnect, a clinic management system and an electronic medical records solution to manage its patients' medical records. GPConnect, owned by Integrated Health Information Systems Pte Ltd ("IHIS"), will be linked to the National Electronic Health Records System ("NEHR") which facilitates the processing and sharing of patient data with healthcare providers in Singapore. NUS' use of GPConnect will entail the sharing of patient data to the NEHR.
- (i) If I choose to seek the services of UHC, I acknowledge and consent to:

- (a) Allow NUS to collect, disclose, process and transfer my personal data including all of my patient data obtained during my visits to UHC to GPConnect for the purpose of managing my medical records;
 - (b) Allow IHiS, through GPConnect, to disclose, process, transfer and share my personal and patient data to NEHR;
 - (c) Where such of my personal and medical data is disclosed, processed and/or transferred by IHiS to NEHR,
 - a. to allow all institutions accessing the NEHR (including Ministry of Health ("MOH"), MOH Holdings Pte Ltd ("MOHH") and MOHH's affiliates) to access, use, disclose and share my said personal and patient data for the purposes of providing me with healthcare services (including making medical referral and facilitating diagnosis); and
 - b. where MOH has given consent to such institutions mentioned at 6(i)(a), to allow my personal and patient data to be used for approved research or such other approved purposes;
 - (d) Disclose and/or share my personal and patient data with institutions connected to NEHR with other institutions.
- (ii) Where my Spouse and Dependants visit UHC for their medical and healthcare needs, I presents, warrant and undertake to NUS that I have obtained their consents for the abovementioned points 6 (i) (a) to (d).
7. I understand and acknowledge that the terms set out in this statement shall be incorporated by reference to and form part of my employment agreement with NUS.

END

Certificate Of Completion

Envelope Id: B54E7557AFFD45EC946F9FAC3709B2BD		Status: Completed
Subject: Contingent Temp Offer Letter - Darren Chow De Jian		
Hyperlink Staff Portal:		
Hyperlink PDPA:		
Source Envelope:		
Document Pages: 10	Signatures: 2	Envelope Originator:
Certificate Pages: 5	Initials: 0	Peggy Ang
AutoNav: Enabled		National University of Singapore
Envelopeld Stamping: Disabled		Singapore, Singapore 119077
Time Zone: (UTC+08:00) Kuala Lumpur, Singapore		ohrangam@nus.edu.sg
		IP Address: 137.132.211.219

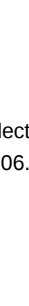
Record Tracking

Status: Original	Holder: Peggy Ang	Location: DocuSign
23-Aug-2024 17:10	ohrangam@nus.edu.sg	

Signer Events	Signature	Timestamp
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Chung May Shan		Sent: 23-Aug-2024 17:10
mayshan@nus.edu.sg		Viewed: 25-Aug-2024 23:51
Associate Director		Signed: 25-Aug-2024 23:51
NUS		
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
	Using IP Address: 116.88.206.9	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Darren Chow De Jian		Sent: 25-Aug-2024 23:51
darrenchow@live.com		Viewed: 26-Aug-2024 04:42
Security Level: Email, Account Authentication (None), Access Code		Signed: 27-Aug-2024 00:31
	Signature Adoption: Pre-selected Style	
	Using IP Address: 202.166.132.3	

Electronic Record and Signature Disclosure:
Accepted: 26-Aug-2024 | 04:42
ID: a653cf11-f57b-48ab-9c32-6d540270bafd

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Analyn Tan	COPIED	Sent: 25-Aug-2024 23:51
analyn_tan@nus.edu.sg		
Security Level: Email, Account Authentication (None)		
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Carbon Copy Events	Status	Timestamp
Joycie Zhang joycie.zhang@nus.edu.sg Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 25-Aug-2024 23:51
Peggy ohrangam@nus.edu.sg Management Assistant Officer NUS Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 25-Aug-2024 23:51 Resent: 27-Aug-2024 00:31
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	23-Aug-2024 17:10
Certified Delivered	Security Checked	26-Aug-2024 04:42
Signing Complete	Security Checked	27-Aug-2024 00:31
Completed	Security Checked	27-Aug-2024 00:31
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, National University of Singapore - Office of Human Resources (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 National University of Singapore - Office of Human Resources:

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: gerald.lim@nus.edu.sg

To advise National University of Singapore - Office of Human Resources 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 gerald.lim@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 National University of Singapore - Office of Human Resources

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 gerald.lim@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 National University of Singapore - Office of Human Resources

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 jerald.lim@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 National University of Singapore - Office of Human Resources 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 National University of Singapore - Office of Human Resources during the course of your relationship with National University of Singapore - Office of Human Resources.