

13 December 2024

Private & Confidential

Norkhaizadindrawati Nengayu Binte Zulkifli
817A Keat Hong Link
#02-77 S681817

Dear Ayun,

RE: LETTER OF OFFER (CLINIC ASSISTANT) AT THE CLINIC @ FUSIONOPOLIS

EBH Capital Pte Ltd (The Company) is pleased to offer you the above position for The Clinic Group (The Company) subject to the terms and conditions set out below.

1. APPOINTMENT

You shall be employed in the above captioned position of Clinic Assistant on 6th January 2025 or any other day mutually agreed to by both parties ("Commencement Date").

2. DUTIES

You shall be responsible but not limited to swabbing duties, coordinating some clinics operation, assisting the doctors in their duties, registering patients, dispensing medication, help promote and explain holistic services to patients such as Health screenings, supplements and vaccination campaigns for groups and individuals, ensure proper financial closing and other administrative tasks required by management. You will also be required to do and make sure insurance claims are done through insurance portals. Those claims shall be genuine and always be done strictly according to insurances policies and guidelines.

3. PROBATION

You will be required to serve a probation period of 3 months.

4. BASIC SALARY

4.1. Your monthly basic salary shall be S\$2,100.00 ("Salary") subject to such statutory deductions and/or CPF contributions as may be required in accordance with applicable legislation in force from time to time. In the event that commencement date does not fall on the first working day of the month, your salary for the first month of employment shall be pro-rated. Salary shall be paid latest by 7 days after end of the month.

5. ADDITIONAL RENUMERATION

In addition to the aforementioned Basic Salary, you shall also be entitled to the following:

- 5.1. Up to two Month bonus provided the company is profitable and you have a continuous period of employment in the company during the full calendar year and shall be paid to you in December. The Bonus will be calculated based on your individual performance and performance of the clinic and will be at the sole discretion of the management.

6. WORKING HOURS

- 6.1. Your contract is 44 hours per week and you are expected to work on a 42 hours per week basis (Monday to Friday 8.30am to 5.30pm with one hour lunch, alternate Saturday morning 8.30am to 12.30pm.) The working hours can vary and subject to clients or patients requests/needs. The Company reserves the right to revise your daily work hours and expects flexibility on your part due to the exigencies of work and demands of clients and the business of the Company. The Company reserves the right to ask you to perform your duties at such other location in Singapore as the Company may require.
- 6.2. As of current, your alternate Saturday shall not be required however company reserves the right to re-activate your alternate Saturday if needed and meanwhile your monthly basic shall be pro-rated accordingly to \$2000.

7. TERMINATION

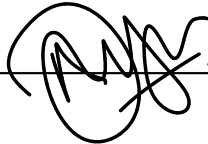
- 7.1. Either party may terminate this employment contract by:
- 7.1.1. Giving 2 months' notice in writing to other party or payment in lieu. The company accepts emails and registered mail. No backdated resignation can be accepted. For the benefit of doubt, if termination arises before the starting date of the contract, a compensation equal to two months of salary will still be due to the other party. During the notice period, leaves and unpaid leaves are not allowed and will be considered as not fulfilling the notice period. You shall be therefore required to compensate the company by a payment in lieu of your day of work.
- 7.1.2. If you are absent from work for more than two (2) days without prior leave or notice or without reasonable excuse and/or fail to keep the Managing Director of the Company informed of the same in a timely manner the reasons for such absence, it shall be deemed to be in breach of the terms of this employment contract and the Company shall be entitled to terminate the employment with immediate effect without any prior or further notice. Any such termination will be without prejudice to the Company's other legal rights, including the full payment of the notice period in lieu.
- 7.1.3. Last drawn salary shall be paid within the last day of the month to 7 days of the following month.
- 7.2. In the event of your resignation or termination from the Company's employment which does not arise out of any act of misconduct or default on your part, you shall be entitled to your accrued annual leave entitlement. However, you shall not be entitled to offset such annual leave entitlement days or any part thereof against the period of notice to be served unless agreed in writing from the management.
- 7.3. In the event of misconduct or breach of any express or implied conditions of service which in the opinion of the Company includes but is not limited to, incompetent performance,

conviction by a court of law (otherwise than for minor traffic and departmental violations), behavior inconsistent with our professional guidelines including without limitation conducting other business in conflict of interest with that of the Company, your appointment may be terminated forthwith without any prior notice or compensation. Any such termination will be without prejudice to the Company's other legal rights as set out herein or under the general law.

- 7.4. In view of the efforts and costs the company will deploy to train and coach you while not being fully operational, the company will implement a moral obligatory service (MOS) of 1 year and shall reclaim the cost of this period of training if you would leave the company within a year after joining. The cost to pay is \$1500 and will be prorated proportionately to the remaining time due.

I, NORKHAIZADINDRAWATI NENGAYU BINTE ZULKIFLI (NRIC: S8517852J), have read and fully understand the company shall reclaim \$1500 from me if I leave the company within a year after joining, prorated proportionately to the remaining time due.

Signed and Accepted By: _____



8. ANNUAL LEAVE/HOLIDAYS

- 8.1. After successful completion of your probation period, you will be entitled to ten (10) days paid annual leave for the year you joined and for the following year onwards fourteen (14) days for each calendar year of service. The annual leave shall be consumed upon approval from the internal leave system to ensure continuous service within the clinics, generally one month prior to the leave in order for the company to fill up your position in your absence. A pro-rated formula will be used to calculate Annual Leave entitlement for employees with less than one year's services.
- 8.2. Annual Leave must be consumed within the calendar year failing which all such unconsumed annual leave shall be forfeited without any compensation. Carrying forward of any unutilized annual leave may only be taken with the approval from the management of the Company.
- 8.3. The Company observes all statutory holidays gazetted in Singapore.

9. MEDICAL BENEFITS/GROUP INSURANCE

- 9.1. After successful completion of your probation period, you are entitled to medical benefits with the exclusion of pre-existing condition for up to \$1000 per year provided you utilize the facilities of the Company and in such case, you will not have to bear any cost of consultation and medication. You must always seek our clinics doctors for any outpatient medical consultation and/or treatment unless our clinics are closed. Please ensure you read and sign the Employee Outpatient Medical Benefits and provide your Immediate Family Particulars (if any).



9.2. You are entitled to medical leave of fourteen (14) days per calendar year on full pay, subject to documentary evidence of a Medical Certificate from ant licensed medical clinics, dental clinics or government institutions (polyclinics and Government hospitals) only.

9.3. You are also entitled to 60 days hospitalization leave and all medical leaves are capped to 60 days per year.

10. COMPASSIONATE LEAVE

10.1. After successful completion of your probation period, you shall be entitled to the following compassionate leave:

Death of an immediate family – spouse, child or parent – three 3 working days.

11. OUT OF POCKET EXPENSES

11.1. The Company will reimburse all reasonable out-of-pocket expense wholly, necessarily and properly incurred by you in the performance of your duties, provided that all such expense claims are supported by documentary evidence of expenditure in accordance with our current policies and provided such expenses are approved by the management of the company before they are incurred.

12. TRANSFER/REASSIGNMENT/SECONDMENT

12.1. The Company reserves the right to transfer, second, reassign or re-deploy you to other affiliated companies, as and when deem necessary. Such a move if taken would not result in any loss of seniority or to your overall remuneration.

13. DOMICILE

13.1 For the purpose of this Contract, your country of domicile is Singapore.

14. CONFIDENTIAL INFORMATION

14.1. It is a condition of your employment that you do not use divulge or disclose, except by the direction or with the express written approval of the Company, to any persons, firm or organisation, either directly or indirectly, any confidential commercial, technical or medical information relating to the business, finances or affairs of the Company or its associate or subsidiary companies or any business or property or transactions or policies in which any of the associate or subsidiary companies of the Company may be or may have been concerned or interested including patient and customer details.

14.2. This restriction extends after the termination of your employment for any reason without time limit but does not apply to information which is or comes into the public domain otherwise than through your unauthorised disclosure.

- 14.3. You shall not remove any document, diskette or any other information by whatever means (including electronically) from the clinic at all times. All databases and clients' information shall stay at the clinic.

15. INVENTION/INTELLECTUAL PROPERTY

- 15.1. Any invention, discovery, secret process, copyrights, designs, software, computer code, improvements in procedure or other intellectual property rights made or discovered by you during the term of your appointment arising in connection with or in any way relating to the activities of the Company or capable of being used or adopted for use by the Company shall belong to and be the absolute property of the Company.
- 15.2. Any such discovery, invention, process, copyrights, designs, software, computer code, improvements or other intellectual property rights as aforesaid, shall be disclosed forthwith in writing to the Company and available for safe keeping at a location stipulated by the Company.
- 15.3. You shall, if and when required so to do (whether during or after the termination of your appointment) at the Company's expense apply or join in applying for patents, copyrights, trademarks, registered designs or other similar protection in Singapore or in any other part of the world in respect of any such discovery, invention, process or improvements as aforesaid and shall execute all instruments (including assignments on such terms as may be determined by the Company) and do all things necessary to vest the said patents, copyrights, trademarks, registered designs or other similar protection when obtained and all right and title to an interest in the same in the Company or its nominee absolutely and as the sole and beneficial owner or in such person as the Company may require.

16. NON-SOLICITATION

- 16.1. Upon termination of employment, you shall not communicate your particulars, address and information to clients or patients of the Company. Further, you will not solicit or entice clients or patients of the Company and nor should you solicit, procure, encourage, abet or hire any employees of the Company or anyone from the group of clinics operated by EBH Capital Pte Ltd, or any future clinic or clinics belonging wholly or partly by the Company or EBH Capital Pte Ltd including clinics which they may own with other third parties.

17. PATIENT CARE FIRST

- 17.1. It is the aim of the company to put patients care first. You shall help the management to keep up this spirit by being proactive, caring, greet patients and present a positive attitude. You shall not at any time commit any act or participate any misconduct that may cause or likely to cause damage to the Company, its property, reputation or general interests. You shall in all respects and at all times conduct yourself with propriety and decorum.

18. FULL TIME EXCLUSIVE EMPLOYMENT

18.1. You shall while being employed by the Company (including any notice period) not, without the prior written consent of the Company, be engaged in or be interested in, either directly or indirectly, in any capacity, in any trade, business or occupation whatsoever, other than the business of the Company. For the avoidance of doubt, no employment or self-employment shall be permitted which, in the opinion of the Company is deemed to conflict with the commercial, trading or financial interests of the Company whether during or outside your hours of work for the Company. Any fees or remuneration you receive from any third party in respect of work undertaken in pursuance of your duties shall, unless otherwise agreed in writing with the Company, be for the benefit of and be paid over to the Company.

19. DISPUTE RESOLUTION

19.1. In the event of any disputes arising out of or in connection with this agreement, the parties shall refer to dispute for determination by way of Arbitration under the Singapore Arbitration Act (chapter 10). The Singapore Arbitration Centre shall be the forum for such arbitration to be conducted by a single arbitrator in the English language and to be held in Singapore.

20. PROPER LAW

20.1. This agreement shall be governed and construed in accordance with the laws of Singapore.

21. PDPA (PERSONAL DATA PROTECTION ACT)

21.1. You shall never check personal datas of any patient for any other purpose. Failing to do that will be considered as a professional misconduct. Company will have a seriously view on those who breach this rule including but not limited to immediate termination and report to police and relevant governing bodies.

22. ILLEGALITY

22.1. If at any time, any provision of this Agreement is or becomes illegal, invalid or unenforceable under Singapore Law, the legality, validity or enforceability of the remaining provisions shall not in any way be affected or impaired.

Yours sincerely,



Sharon Tan
Human Resource Executive

ACCEPTANCE OF OFFER

I, NORKHAIZADINDRAWATI NENGAYU BINTE ZULKIFLI (NRIC: S8517852J), have read and fully understand the above terms of employment and agree to be employed on such terms.

Signed and Accepted By:  _____

Name: NORKHAIZADINDRAWATI NENGAYU BINTE ZULKIFLI

Date: 19/12/2024