

18 June 2025

Heng Ching Whye (Winston)
350A Canberra Road #14-331
Singapore 751350

Appointment as Account Manager (Level: Regular)

Dear Winston,

On behalf of AvePoint Singapore Pte. Ltd. (the "Company"), we are pleased to extend this letter which highlights the terms and conditions of the above appointment.

TERMS OF EMPLOYMENT

1 Date of Commencement

- 1.1 Your official employment start date will be on 1 July 2025.
- 1.2 Your Probation Period will be three (3) months from the date of commencement. The Company may extend the probation period at its sole discretion.
- 1.3 During your employment term, you will report to EPG Sales Lead.

2 Salary

- 2.2 Your performance will be reviewed periodically, and the Company shall adjust your salary as it sees fit.
The Company shall deduct from your salary and bonus all such sums it is authorised to deduct under the laws and statutory requirements in Singapore, whether for your share of Central Provident Fund Contributions, withholding tax or otherwise. Any additional deductions not mandated by law will be made only with your explicit consent and in accordance with relevant legislation.
- 2.3 You will be eligible to receive an annual discretionary bonus, which may be based on individual and Company's performance. The Company reserves the right to amend, suspend, or terminate the bonus program at any time with prior notice.
- 2.4

3 Working Hours

- 3.1 Your regular working hours will be eight (8) hours per day from Monday to Friday (5 days per week), from 9:00am to 6:00pm, with an hour break in between.

3.2 Your regular rest days per week, which shall be outside scope of the abovementioned working hours, will be Saturdays, Sundays and Singapore public holidays to be determined by official gazette in Singapore (the “Public Holidays”).

3.3 The Company reserves the right, at its sole discretion and always subject to the labour laws and regulations in Singapore, to revise, amend or extend the regular working hours should the need arise. Therefore, you may be required to work beyond the regular working hours to discharge your duties at the sole discretion of the Company.

4 Duties

4.1 Your duties and responsibilities are listed in the attached document.

4.2 You will be required to perform duties and job functions assigned to you by the Company or its authorised officers from time to time.

5 Annual Leave

5.1 You are entitled to paid annual leave, on an accrued basis based on their employment status (Regular, Manager, Director and above) and length of service in each calendar year. Accrued basis means the employee earns the leave entitlement as you work. Your first-year annual leave entitlement will be pro-rated after 3 months of service.

Years of Service	Total Paid Annual Leave Granted (in days) & Accrual Rates (in months)					
	Regular Level		Manager Level		Director + Level	
0-1	14	1.17	15	1.25	16	1.34
2	15	1.25	16	1.34	17	1.42
3	16	1.34	17	1.42	18	1.5
4	17	1.42	18	1.5	19	1.59
5 and above	18	1.5	19	1.59	20	1.67

5.2 During the probation period, you are not entitled to any paid leave.

Any utilisation of unpaid leave will lead to an extension of the probationary period and subsequent review.

5.3 You are allowed to carry over up to 10 days of unutilised annual leave to the next year. Any leave balance at the end of the calendar year exceeding the 10 days shall be forfeited.

5.4 You are entitled to paid sick leave once you have worked for at least three months. Sick leave must be certified by a doctor or medical practitioner. You should make requests for sick leave to your supervisors at least 48 hours in advance of foreseeable events and as soon as practicable for unforeseeable events.

The number of days of sick leave you are entitled to depends on your service period:

Months of Service	Paid Outpatient Non-Hospitalisation (days)	Paid Hospitalisation (days)
3	5	15
4	8	30
5	11	45
6 and above	14	60

For example, if you have already taken 14 days of outpatient sick leave in a year, the number of days of hospitalisation sick leave that you can take is 46 days.

Likewise, your 3rd, 4th and 5th month of service, the total number of days of sick leave is also capped at the respective hospitalisation leave entitlements.

- 5.5 All time off, Annual, Sick Leave and other Leaves, must be submitted as a request by the employee in the AvePoint HR Information System, recorded as such and subjected to Manager's approval.

6 Employee Benefits

- 6.1 The Company shall provide the employee, the employee benefits in line with its current policies and programs and is subjected to change, modification, or termination at the Company's sole discretion.

Upon completion of your Probation Period, you will be entitled to medical coverage by the Company at its discretion.

- 6.2 Should you desire additional coverage beyond provided, you are responsible to cover the difference or additional premiums at your own expense.

- 6.3 All employee benefits shall cease upon your termination of employment with the Company.

7 Expenses

- 7.1 The Company shall reimburse for all reasonable and properly incurred expenses related to the performance of your duties, provided that you adhere to Company policies and submit receipts as evidence of such expenses and is subjected to Manager's pre-approval.

8 Work Pass

- 8.1 The employee acknowledges where applicable, their employment is contingent upon obtaining and maintaining a valid work pass or visa, as required by the local authorities.

- 8.2 You shall be solely responsible for ensuring compliance with all immigration laws and regulations governing your employment status.

- 8.3 The Company reserves the right to terminate the employment contract if the Employee fails to obtain or maintain the required work pass or if the Employee's work pass is revoked, without any liability to the Company.

9 Termination and Notice

- 9.1 During the probationary period, either party may terminate the contract by giving one (1) week's notice or the equivalent of one (1) week's salary in lieu of notice.
- 9.2 Upon confirmation of employment beyond the probation period, either party may terminate the contract by giving one (1) months' notice or one (1) month's salary in lieu of notice.
- 9.3 The Company reserves the right not to give any reasons for termination.
- 9.4 The Company, however, has the right to give immediate notice before terminating your services if you are guilty of misconduct, negligence or breach of any of the terms of this Terms of Employment.

10 Confidentiality

- 10.1 You will be required to sign confidentiality, non-competition, non-solicitation, and non-hiring agreements regarding the trade secrets, customers, and employees of AvePoint.
- 10.2 **You understand and agree that your obligation not to misuse or disclose your salary and compensation information to others, both during your employment and after such employment has ended.**

11 Governing Law

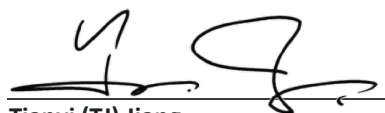
- 11.1 This Letter of Appointment shall be governed by and construed in accordance with the laws of Singapore.

Please confirm your acceptance of the above terms and conditions by signing and returning to us the duplicate copy of this letter.

Should you have any questions, please do not hesitate to contact the People Team at SGHR@avepoint.com.

We are excited about your decision to join AvePoint and anticipate a great deal of continued growth and success with you!

Best Regards,



Tianyi (TJ) Jiang
Chief Executive Officer

Accepted By:



Heng Ching Whye (Winston)

19-Jun-2025

Date

19/06/2025

Date

Job Responsibilities as **Account Manager**:

- Researching and understanding the competition and opportunities in the market.
- Preparing an overall enterprise sales plan for the assigned territory, including targeted activities.
- Developing and executing joint partner business plans to meet and exceed the company's growth and margin targets.
- Identifying business use cases and presenting solutions to develop enterprise opportunities.
- Negotiating and closing enterprise agreements with clients and establishing long-term, high-value relationships.
- Driving the managed pilot process with the technical lead and presenting results to clients.
- Working with dedicated pre-sales engineers and other cross-functional team members to close business opportunities.
- Collaborating with teams in different territories and offices.