
Re: Welcome on board to IME (A*STAR) - David Chong - 30 June 2025

From David Chong Min Sung <davidchong@u.nus.edu>

Date Thu 26/6/2025 1:34 PM

To Jolene Cheng <Jolene_Cheng@hq.a-star.edu.sg>

Cc Hayden Ong <Hayden_Ong@hq.a-star.edu.sg>; Nurul Adilah <Nurul_Adilah@hq.a-star.edu.sg>; Tiffany Tan <Tiffany_Tan@hq.a-star.edu.sg>; Lakshmi Kanta Bera <Lakshmi_Kanta_Bera@ime.a-star.edu.sg>; Ong Wee Leng <Ong_Wee_Leng@ime.a-star.edu.sg>

Hi Jolene,

Acknowledged.

Thanks.

From: Jolene Cheng <Jolene_Cheng@hq.a-star.edu.sg>

Sent: Thursday, 26 June 2025 9:31 am

To: David Chong Min Sung <davidchong@u.nus.edu>

Cc: Hayden Ong <Hayden_Ong@hq.a-star.edu.sg>; Nurul Adilah <Nurul_Adilah@hq.a-star.edu.sg>; Tiffany Tan <Tiffany_Tan@hq.a-star.edu.sg>; Lakshmi Kanta Bera <Lakshmi_Kanta_Bera@ime.a-star.edu.sg>; Ong Wee Leng <Ong_Wee_Leng@ime.a-star.edu.sg>

Subject: Welcome on board to IME (A*STAR) - David Chong - 30 June 2025

- External Email -

ARES PRIVATE

Dear David,

On behalf of A*STAR, we welcome you on board on 30 June 2025. Please refer to your onboarding details in the table below.

Kindly acknowledge the receipt of this email.

<i>Prior to First Day of Work</i>	
<i>Items</i>	<i>Remarks</i>
New Staff's guide to ASTAR	Attached is the new hire's guide for your information. There are some items that you would need to complete or take note as a new hire. Feel free to reach out to us if you require any clarifications.
<i>First Day of Work</i>	
Reporting Time and Venue	Please report to Kinesis Level 6 at 9.00am, Seminar Room 2 . Do let Hayden (96215602) know upon arrival at Kinesis Level 6. Address: 4 Fusionopolis Way, #06-11 Kinesis, Singapore 138635 (You will need to scan your NRIC/Passport to get a QR code entrance scan at the level 1 lobby)
New Hire 1st day Orientation Briefing, Staff Pass Issuance and Collection of Laptop	First day orientation briefing will start at 9.15am till 11.30am . The briefing will consist of: 1. New Hire Briefing conducted by HR 2. Staff Pass issuance by Space, Infrastructure & Administration (SpIA) 3. Laptop deployment by ITSS Please proceed to your work location and reach out to your buddy after you've collected laptop/staff pass. Work location: FP2-Kinesis Contacts: HR Partner: Tiffany Tan, tiffany_tan@hq.a-star.edu.sg Buddy: Ong Wee Leng, ong_wee_leng@ime.a-star.edu.sg Reporting Officer: Lakshmi Kanta Bera, lakshmi_kanta_bera@ime.a-star.edu.sg

Thank you!

Best regards

Jolene Cheng

Associate, Recruitment

Human Resource Division

Agency for Science, Technology and Research

4 Fusionopolis Way, #04-11 Kinesis Tower, Singapore 138635