

1st Aug. 2025

Confidential

LETTER OF APPOINTMENT

Dear Mr. Mohamed Shazada

We are pleased to offer you a fixed-term position in **ED** with effect from **13 August 2025** with the following terms and conditions: -

Leave a Nest Singapore Pte. Ltd.

71 Ayer Rajah Crescent, #06-11/12

Singapore 139951

TEL : +65 8338 7685

Duties

As a member in ED Development Division, you are required to perform the following duties and undertake the following responsibilities in a professional manner. From time to time you will be required to go on business trips to the country specified by the company.

You shall report to your immediate supervisor or any person nominated by the Company from time to time and in the manner required by the Company.

Working Hours

- Leave a Nest is a company that sets things in motion. Therefore, please turn your questions into passions, create projects, recruit others, and launch them into the world.
- **Work hours per week are estimated to be 40 hours. Monday through Friday will be the basic working days.** Sundays should be determined according to your work schedule. It is also possible to use Sunday as a leave of absence. However, as a whole Leave a Nest group, it is a work day and there may be a possibility of having meetings scheduled on Sunday. Please understand this in advance.
- During the probationary period, please consult with your mentor, senior, to determine your working days and hours. **An example of the working hours** is as follows;
 - Mondays to Fridays, 8:30 to 18:00 (8 hours) includes one and half hour lunch break between 11:30-13:00.
- In principle, traveling time is not considered working time.

Substitute day off will be granted for working on Saturday or public holidays if so required by the Company. From time to time company events may be held on Saturday or public holidays. When that happens, employees are entitled to take substituted leave during weekdays as the Company may direct. Employees should request substitute leaves at least 2 weeks as much as possible, before the working day on Saturday or public holidays, and strongly suggested the date to take substitute leave within 7 days from the working day for employees to recuperate from extra working days in a week.

If you work on Sunday, you can adjust your working hours on weekdays to make up for the hours worked on Sunday.

There is no overtime payment for employees.

CPF Contribution

Employee and Employer shall contribute to CPF at per statutory rate.

Confidentiality

All information and knowledge gained in connection to Leave a Nest Group and our partners in the duration of employment shall be deemed to be strictly confidential. No such information shall be divulged to any outside party. This holds true for the time when an employee decides to leave the company. You warrant and covenant that during employment with the Company after such termination with the Company:

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anticipating the handover period of that work and the paid leave period and ask that you do so.

Rules & Regulations

The Company reserves the right to take disciplinary action, including termination of employment, in the event the Employee engages in any of the following misconduct:

- Submitting false or misleading information to the Company;
- Altering, concealing, or tampering with personnel records, attendance logs, or other important company-related information;
- Engaging in conduct that damages the Company's reputation or credibility;
- Committing any other serious misconduct that disrupts the order or discipline of the Company.

You shall observe all rules and regulations set by the Company.

The Employee shall notify the Company in writing of any change in their residential address within seven (7) calendar days of such change.

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If you agree to the above terms and conditions, please sign the attached duplicate of this letter and return it to us forth with.

Yours faithfully,

For and on behalf of Leave a Nest Singapore Pte. Ltd.

Kihoko Tokue

Managing Director, Leave a Nest Singapore Pte. Ltd.

I accept your offer of employment on the above terms and conditions.

Verified by pdfFiller
08/05/2025

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Name : Mohamed Shazada

Address :

IC No. :

Date :

5th August 2025