

To: Jermane Tan

Dear Jermane,

We are pleased to offer you the position of **Customer Success Manager** in “The Oddle Company Pte Ltd” (the “Company”).

1. Commencement Date of Employment and Probation

- 1.1. Your employment with the Company shall commence no later than **11 August 2025**, or earlier, or later, upon mutual agreement, and you will be reporting to the Singapore General Manager;
- 1.2. You shall be employed on a probationary basis until your employment is confirmed, in writing, by the Company.

2. Responsibilities and Duties

You will be responsible for:

- 2.1 Being the go-to person for a portfolio of restaurants after they go live with Oddle
- 2.2 Running regular check-ins to review their business performance
- 2.3 Teaching merchants how to use our tools to attract more customers, increase repeat visits, and build loyalty
- 2.4 Spot opportunities to help restaurants grow—and introduce the right Oddle features
- 2.5 Collaborate with the Account Management, Product, and Customer Success teams to ensure a seamless upselling and onboarding process
- 2.6 Achieve and exceed monthly/quarterly upsell targets and KPIs
- 2.7 Provide feedback to internal teams on merchant needs, product improvements, and market trends
- 2.8 Any additional assignments as directed by the Company

3. Remuneration

- 3.1. You shall be paid a gross basic salary of **SGD 5,500** (five thousand and five hundred in Singapore Dollars) per month, subject to prevailing CPF rates. This is inclusive of the employee's contribution, but not inclusive of the employer's contribution.
- 3.2. You may claim up to **SGD 500** (five hundred in Singapore Dollars) transportation expenses per month for work-related appointments at our restaurant partners' site.

- 3.3. You will be entitled to a commission scheme based on the company's target.
- 3.4. Your performance will be reviewed periodically and the Company shall make adjustments to your remuneration as appropriate.
- 3.5. Any bonus or declarations of bonus, shall be made at the sole and absolute discretion of the Company. In determining the amount of bonus, the Company shall consider your work performance, amongst other factors.

4. Personal Income Tax

- 4.1. The Company shall not be responsible for your personal income tax.

5. Workdays and hours

- 5.1. Workdays shall be from Monday to Friday and work hours shall be from local time (GMT+8) 10.00 a.m to 7.00 p.m. daily.
- 5.2. Notwithstanding, additional hours might be required from time to time due to work or work-related commitments.

6. Annual leave

- 6.1. You shall be entitled to **eighteen (18)** days of paid annual leave for the completion of twelve (12) calendar months of service. In the case of the period of service being less than twelve (12) months, your entitlement shall be prorated. Annual leave shall be taken in accordance with the exigencies of the Company's business.
- 6.2. During the first **three (03)** months of service, you are not entitled to any leave.
- 6.3. Unpaid leave shall be granted at the sole discretion of the Company. The Company reserves the right to terminate your employment without notice if you are absent from work on unpaid leave without prior approval from the Company.
- 6.4. All leave applications must be made in writing and at least **seven (7) days** in advance and shall be approved at the absolute discretion of the Company.
- 6.5. All additional employment benefits entitled to you will be taken in reference to the **prevailing and current Singapore Employment Act and other relevant employment laws**.

7. Medical benefits

- 7.1. You must notify the Company and/or your immediate supervisor as soon as practicable if you are unable to work for medical reasons. Such notice shall be given within the first **four (4) hours** of the working day.

- 7.2. You are required to produce, without demand, a medical certificate in all cases where you are absent from work for medical reasons.
- 7.3. You shall be eligible for up to **fourteen (14)** days of paid outpatient non-hospitalisation sick leave annually, and up to **sixty (60)** days hospitalisation leave. The hospitalisation leave includes the 14 days sick leave entitlement.

8. Termination And Notice

- 8.1. 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.
- 8.2. Upon confirmation of your employment, either party may terminate the contract by giving **one (1) month's notice** or **one (1) month's salary** in lieu of notice.
- 8.3. The Company reserves the right not to give any reasons for termination.
- 8.4. The Company, however, has the right to give immediate notice before terminating your services if you are guilty of misdemeanor, misconduct, negligence or breach of any of the terms of this Letter of Appointment. This includes an immediate dismissal after appropriate formal warnings are given due to poor work performance.
- 8.5. Upon the termination of your employment, you shall return to the Company all documents, records, items, and materials in your possession or custody belonging to the Company or its clients and you shall not retain any copies (including electronic or soft copies) thereof.
- 8.6. During your notice period, you shall hand over all documents and materials relating to your work and ensure a smooth transition of your duties and responsibilities. If you fail to complete the handover during the notice period, the Company shall be fully entitled to require and compel you to stay **two (2) more weeks** after the notice period has ended to complete the handover.

9. Non-compete

- 9.1. You shall not, at any time during your employment with the Company, either directly or indirectly, engage gainfully in any other work or business without the prior consent of the Company
- 9.2. You shall not disclose or divulge to any person whomsoever, at any time during your employment with the Company, or after the termination of your employment, any information on the Company's processes, training, transactions or information in or relating to the Company's business which may come within your knowledge or possession in the course of your employment with the Company, save in the course of performance of your duties.

10. Other Matters

- 10.1. The employment rules and regulations of the Company as well as policies of the Company which may be announced from time to time shall govern all matters not specifically covered by this letter.

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

Yours Faithfully,

For and on behalf of Oddle Company Pte Ltd



Lim Ze Yan
CEO
16 June 2025

Employee's Acknowledgement

I accept and agree with the above-stated terms and conditions.



(Signature)

Name: Tan Chin Woon Jermane

Date: 18 June 2025