

23-Oct-2025

Dear Cheng Jing Zhi,

## Welcome to the Freedom to Drive.

Here at GetGo, we recognise your abilities, values, and potential to grow with us. This is an official invitation for you to join us in our mission to **empower communities with accessible and sustainable mobility**.

This letter offers an introduction to who we are as a company, while the legal terms of your employment can be found in the attached Letter of Employment. Do take a moment to review both documents in detail and let us know if you have any questions. We are excited to have you on board!

## An overview of GetGo

At GetGo, we are building a mobility service that is more flexible, reliable, and convenient than ever before. Since our launch in 2021, our service has enabled our community of users and their loved ones across millions of journeys. But we are still in the early stages of our mission. We plan to expand our geographic reach, further our efforts in sustainability, and improve our service each and every day. Ultimately, we want to help build a world where everyone can move around freely and sustainably.

## Ready to join the ride?

We seek more than just experience and skills in our new teammates - we look for individuals who live and strengthen the values that define us. Our five core values below are central to how we work, grow, and succeed together, and they define the behaviours we expect from all our teammates. We encourage you to fully embrace them, not only to drive your own success but also to help cultivate a positive, thriving workplace for everyone. We are excited to see how you will bring these values to life in your role!

### Driven by purpose

We share a sense of mission, with each of us playing our part to positively impact people and planet.  
We start with "why", seeking first to understand the purpose of what we do so that our actions and decisions align.  
We take full ownership of our work and care deeply about the outcome.  
We enjoy the ride, appreciating and celebrating everyone's contributions along the way.

### **Stay curious and humble**

We are always learning and aim to grow everyday.  
We are open to exploring new ideas and different perspectives.  
We listen actively, and embrace feedback with humility.  
We view challenges as opportunities for learning and improvement.

### **Collaborate with empathy**

We empathise with the communities we serve, and dig deep to understand and serve their needs.  
We cultivate a culture of inclusion that embraces diverse backgrounds and experiences.  
We assume positive intent, make room for constructive debate and commit to the decision once it is made.  
We collaborate with teammates and partners across boundaries, and optimise for collective success.

### **Make it better**

We are committed to continuous improvement in the pursuit of excellence.  
We challenge the status quo and seek out innovative, effective approaches that realise our vision for the future.  
We find simple solutions to complex problems, and ensure that what we do adds real value.

### **Get it going!**

We demonstrate a bias for action and take the initiative to make an impact.  
We have the courage to act, and willingly take calculated risks even in the face of uncertainty.  
We are resilient in the face of setbacks and learn from failing smart.

23-Oct-2025

**Dear** Cheng Jing Zhi  
S9644798A

## Letter of Employment

We are pleased to offer you employment at GetGo Technologies Pte Ltd ("the Company"), commencing on 03-Nov-2025.

This offer will be subject to the following terms and conditions:

### 1. Main Duties and Responsibilities

You are hereby employed as **Executive, Sales**.

Your main responsibilities as of the date of this Letter of Employment are set out in the job description attached. You are responsible for the performance of your duties and functions as are commensurate with your role, and shall diligently carry out such other duties and functions as may be reasonably assigned to you by the Company from time to time, in compliance with the Company's prevailing policies, procedures and codes.

The Company may, at any time, amend your job title, responsibilities, reporting line, or reassign you to another role which the Company considers you are suitably qualified and experienced to perform. These terms will continue to apply regardless of any such changes, unless otherwise agreed in writing.

You will not, at any time during your employment, be involved or engaged directly or indirectly in any other employment except with prior written permission of the Company. In the event any such consent is so given, you shall nonetheless continue to perform and observe all of your obligations, restrictions and undertakings under these terms.

### 2. Probation and Confirmation

You will be on probation for a period of three (3) months, commencing from the date of employment.

During probation, the Company will assess your performance and conduct, and determine your suitability for continued employment. Confirmation of your employment will be given in writing upon successful completion of your probation. The Company shall have the right to extend your probation period for further monitoring or terminate

your service by giving you one (1) week's written notice or pay salary-in-lieu thereof, without assigning any reason whatsoever.

### 3. Salary

Basic Salary: SGD 3,000 per month  
(inclusive of 10% monthly variable component, as explained below)

Commissions: In addition to your base salary, you will be eligible for commissions as outlined in the attached **Annex: Commission Structure**. The commission structure is subject to periodic review and may be adjusted by the company with 30 days' prior written notice.

Your salary will be payable on or around the last working day of each month, for services performed from the first to the last working day of the month.

Salaries are reviewed annually. Annual increments, if any, will be given at the sole discretion of the Company and will vary according to your work scope, performance and capabilities, company performance, and the market economy.

Your basic salary includes a monthly variable component ("MVC") of 10%. The MVC is a flexible salary component recommended by the National Wage Council to allow companies to adjust wage costs temporarily and save jobs that may otherwise be lost in the event of sudden and severe business downturns. The Company shall be entitled to reduce your basic salary by the stipulated MVC for such period as the Company may consider necessary. The Company will notify you in the event of any such adjustment.

### 4. Annual Wage Supplement

An Annual Wage Supplement of up to one (1) month's average basic salary for the calendar year, prorated according to your length of service in the calendar year, will be payable in or around December of the same year.

### 5. Authorised Deductions

The Company reserves the right to withhold all or any part of your salary (including any bonus, or other sum due to you from the Company) towards the payment of CPF, Income Tax and/or any other deductions which you are liable to pay to the appropriate government authorities, or to the Company, at any time.

## 6. Working Hours and Rest Days

|                                 |                  |                 |          |
|---------------------------------|------------------|-----------------|----------|
| Number of Working Days per Week |                  | 5.0 days        |          |
| Working Hours                   | 9:00am to 6:00pm | Non-Working Day | Saturday |
| Break                           | 1 hour           | Rest Day        | Sunday   |

Notwithstanding the above, your specific work schedule may vary according to operational needs, and you may work such hours as may be agreed with your manager. You may be required to perform work on weekends, public holidays, and in excess of usual office hours when such is reasonably necessary for the proper performance of your duties. Unless required by local law or as deemed reasonably by the Company, any remuneration for this additional work shall be deemed included in your salary and you shall not be entitled to any additional remuneration or overtime.

## 7. Leave Entitlements

After three (3) months of continuous employment, you shall be entitled to:

### 7.1 Annual Leave

Eighteen (18) days of paid annual leave (or the pro-rata equivalent if you work part-time), pro-rated according to your length of service in the calendar year.

Approval of leave will be subject to work exigencies. No encashment of untaken or forfeited annual leave is permitted.

If you have taken more annual leave than your accrued annual entitlement upon termination of your employment, the Company shall be entitled to deduct the excess annual leave pay from any payment due to you.

### 7.2 Sick Leave

Paid sick leave not exceeding the aggregate of:

- Outpatient Sick Leave: Fourteen (14) days per calendar year if no hospitalisation is necessary; or
- Hospitalisation Leave: Sixty (60) days per calendar year if hospitalisation is necessary, inclusive of the fourteen (14) days of sick leave

This entitlement shall be prorated according to your length of service in the calendar year. The Company is entitled to require you to produce a medical certificate from a medical professional at any time in relation to such an absence.

### **7.3 Other Statutory Leave**

Such number of days of paid childcare, maternity, parental and other statutory leaves as may be set out in the Company's policies from time to time, subject to applicable law.

## **8. Benefits**

Upon confirmation of employment, you will be eligible for coverage under the Company's group insurance plan, as well as further benefits. These benefits may be amended from time to time as the Company deems fit. Further details of these benefits are available on our Employee Handbook.

## **9. Conduct**

You are required at all times to comply with the Company's rules and regulations and to observe Company procedures and policies, including those contained in the Employee Handbook. The contents of the Employee Handbook and all Company policies and procedures issued in writing shall form an integral part of the terms and conditions of your employment, and are hereby incorporated into this Letter of Employment by reference.

Amendments and/or additions to the Employee Handbook and/or Company policies and procedures may be made from time to time and it will be your responsibility to keep yourself abreast of all prevailing additions and/or alterations from the date of announcement of notification. Failure to comply may result in disciplinary action being taken against you, including possibility of termination (see clause 11).

## **10. Termination and Notice Period**

At any time during the probation period, either party may terminate the employment by giving the other party one (1) week's written notice in writing, or pay in lieu thereof, without assigning any reason whatsoever.

Upon confirmation of employment, either party reserves the right to terminate the employment by giving one (1) month's notice in writing, or pay in lieu thereof, without assigning any reason whatsoever.

Notwithstanding the above, the Company reserves the right to terminate your service without prior notice or payment in lieu thereof, if at any time you are found guilty of gross misconduct inconsistent with the fulfilment of the expressed or implied conditions of service laid down by the Company, or any wilful breach or continued neglect of any of the terms of this Letter of Employment or of the duties from time to time assigned to you. Examples of gross misconduct can be found in the Employee Handbook as amended from time to time.

## **11. Company Property**

All hardware and software provided for your use by the Company, and any data or documents (including copies) obtained by you in the course of your employment, remain the property of the Company.

These shall be returned by you in good working condition, prior to the termination of your employment with the Company, or at any time upon request. In the event that you fail to do so, the Company shall be entitled to deduct the necessary costs for the retrieval and/or reimbursement of such property from any payment due to you.

## **12. Intellectual Property Rights**

All intellectual property rights (whether registered or not) over any information, sign, mark, process, know-how, formula, document or item belonging to the Company which you may come into contact or which may be disclosed to the you in the course of your employment with the Company, shall continue to belong only to the Company.

Any intellectual property rights (whether registered or not) developed or created by you in the course of your employment with the Company, whether on your own or with other person(s), shall belong only to the Company and you hereby irrevocably and unconditionally waive any rights or claims which you may have over the same.

## **13. Covenant Not to Compete**

### **13.1 Confidentiality**

At no time during the course of your employment by the Company and thereafter, will you, without prior written consent of the Company, disclose or make accessible to any person or entity any Confidential Information which you have acquired in the course of your employment.

This restriction does not apply to any use or disclosure of confidential information that has been authorised by the Company or is carried out in the proper course of your duties under this Letter of Employment.

For the purpose of this Clause 14.3, "Confidential Information" means any information which is proprietary and confidential to the Company, including but not limited to the terms and conditions of this Letter of Employment, any information concerning the organisation, business, finances, transactions or affairs of the Company, dealings of the Company, secret or confidential information which relates to the business of the Company or any of its principals', clients' or customers' transactions or affairs, the Company's technology, designs, documentation, manuals, budgets, financial statements or information, accounts, dealers' lists, customer lists, marketing studies, drawings, notes, memoranda and the information contained therein, any information therein in

respect of trade secrets, technology and technical or other information relating to the development, manufacture, analysis, marketing, sale or supply or proposed development, manufacture, analysis, marketing, sale or supply of any products or services by the Company, and information and material which is either marked confidential or is by its nature intended to be exclusively for the knowledge of the recipient alone, but does not include information that you can establish:

- a) was in the public domain when it was given to you;
- b) becomes after being given to you part of the public domain otherwise than by disclosure contrary to this Letter of Employment;
- c) was independently acquired, ascertained or created by you, and not otherwise acquired from the Company directly;
- d) was lawfully received from another person having the unrestricted legal right to disclose that information without requiring the maintenance of confidentiality; or was required to be disclosed by law or any regulatory authority with whose directions you are bound to comply (in which case you will notify the Company of the disclosure).

### **13.2 Non-Compete**

You agree that at no time during the term of your employment with the Company will you engage in any business activity which is competitive with the Company nor work for any company which competes directly with the Company in the carsharing / car subscription / car rental industry.

If you are employed as a member of the leadership team, you acknowledge that during your employment with the Company, you will become familiar with trade secrets and other Confidential Information concerning the Company and any related Companies. You therefore agree that during your employment period and for a period of eighteen (18) months after, you will not, for yourself or on behalf of any other person or entity, directly or indirectly own, manage, control, participate in, consult with, render services for, or in any other manner engage in any business which competes directly with the Company in the carsharing / car subscription / car rental industry, in any city in which the Company operates, unless with the express approval of the Company.

### **13.3 Non-Solicitation**

You agree that at no time during the course of your employment by the Company and for a period of one (1) year commencing upon the termination of your employment, will you, either individually or on behalf of persons not parties to this Letter of Employment:

- a) Solicit the trade or patronage of any customers, known prospective customers, or anyone who has traded and dealt with the Company, or any of its entities. Neither shall you, either directly or indirectly, disclose to any person or entity the names, addresses or any other information pertaining to any customers of the Company;

- b) Endeavour to solicit or induce any other employee or independent contractor of the Company, or any of its entities, to terminate or breach their employment or contract with the Company, in order to accept a position of any kind with any other person or entity.

#### 14. Personal Data Protection

You hereby agree that the Company may collect, store, use, disclose or otherwise process your personal data, whether obtained from you or from other sources, for the purposes of managing your employment with the Company or any other company within the Group, as outlined in the Company's Privacy Policy, in accordance with the Personal Data Protection Act (PDPA).

#### 15. Conditions of Offer and Other Terms

This offer of employment is conditional on:

- a) The accuracy and integrity of the information supplied by you in the course of your application for employment
- b) The receipt of satisfactory professional references from your previous employer(s)
- c) The successful approval of your work pass application, issued by the relevant government authority in Singapore (where applicable)

The terms of this employment and any ongoing salary or compensation payments made to you from time to time should not be disclosed to any entity or person, including any employee of the company except your line managers and the People & Culture team.

The terms of this employment shall be governed by and interpreted in accordance with the laws of Singapore. Terms and conditions not stated in this Letter of Employment should either follow the Company's Policies and Procedures and/or the Employment Act.

If you accept this offer and the conditions stated above, please sign the duplicate copy of this Letter of Employment and return the same to us by **26-Oct-2025**.

Yours faithfully,



Gillian Anne Lee  
Chief People Officer  
GetGo Technologies Pte Ltd

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**Acknowledgment**

I, **Cheng Jing Zhi**, identification number **S9644798A**,  
hereby accept employment with GetGo Technologies Pte Ltd under the terms and conditions  
set forth in this Letter of Employment.



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Signature

24/10/2025

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Date

## Annex

### A. Commission Structure

In addition to your base salary, you will be eligible for commissions as outlined below. The commission structure is subject to periodic review and may be adjusted by the company with 30 days' prior written notice.

| Type of Contract Signed       | Rate per Contract |            | Organic Leads | Non-organic Leads* |
|-------------------------------|-------------------|------------|---------------|--------------------|
|                               | Leased Cars       | Owned Cars |               |                    |
| 3 months contract             | SGD 40            | SGD 60     | 100%          | 50%                |
| 6 months contract             | SGD 100           | SGD 150    | 100%          | 50%                |
| 12 months contract            | SGD 210           | SGD 300    | 100%          | 50%                |
| 24 months contract            | SGD 280           | SGD 400    | 100%          | 50%                |
| 36 to 48 months contract      | SGD 350           | SGD 500    | 100%          | 50%                |
| 60 months contract            | SGD 525           | SGD 750    | 100%          | 50%                |
| Additional Commission Tiers   | Rate              |            |               |                    |
| 5 contracts closed in a month | SGD 200           |            |               |                    |
| 7 contracts closed in a month | SGD 500           |            |               |                    |
| 9 contracts closed in a month | SGD 1,200         |            |               |                    |

*\*If the lead comes from a source that is non-organic to the Company and the Company has to pay a referral or commission fee to the external party, commission will be 50% of the stated commissions rate.*

#### Terms and Conditions:

1. Contract period is calculated based on the start date and earliest termination date allowed in in the sales contract.
2. For early termination of contracts, the company reserves the right to claw back commissions paid in part or in whole.
3. Commissions will be calculated at the end of each month and paid out in the next calendar month.