

# LETTER OF APPOINTMENT

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Dear Sun Zhanhong,

We are pleased to offer you the position of **AI Robotics Engineer** in "Robospec Pte Ltd" (the "Company") upon the following terms and conditions:

## 1 DATE OF COMMENCEMENT

- 1.1 Your employment will commence on the date April 6<sup>th</sup> 2026.
- 1.2 Your Probation Period will be five (5) months from the date of commencement.

## 2 SALARY

### 2.1 Remuneration and Equity Component

Your total monthly remuneration during the probation period shall consist of a cash component and an equity-equivalent component:

- Monthly Cash Salary: S\$9,000.
- Monthly Equity Accrual: S\$2,000 worth of equity-equivalent value.

### 2.2 Probation and Contract Renegotiation

Upon the successful completion of the probation period, the Company and the Employee shall enter into a formal renegotiation of the employment terms. This review will include, but is not limited to:

- Base salary and performance-based bonuses;
- Comprehensive insurance coverage;
- Employee benefits and statutory entitlements. The Company reserves the right to adjust these terms based on the Employee's performance and the Company's financial standing at that time.

### 2.3 Equity Conversion and Valuation

The S\$2,000 per month equity component is subject to the following conditions:

- Fixed Valuation for Accrual: For the purpose of calculating the Employee's equity interest earned during the probation period, the Company's valuation is fixed at S\$1,000,000 (One Million Singapore Dollars).
- Monthly Percentage: Accordingly, the Employee shall accrue a dynamic equity interest equivalent to 0.2% of the Company's total share capital per month (S\$2,000 / S\$1,000,000).
- Formal Issuance: This accumulated percentage (e.g., 1% for 5 months) will be formally issued as shares upon the next qualifying financing round.
- Repurchase Option (Performance-Based): If the Company is dissatisfied with the Employee's performance during the probation period, the Company shall have the absolute right to cancel the equity accrual at any time before the formal issuance. In

such an event, the Company shall compensate the Employee in cash at the original face value of S\$2,000 per month in lieu of any equity interest.

#### 2.4 Statutory Deductions

The Company shall deduct from your cash salary and any bonuses all such sums it is authorized or required to deduct under the laws of Singapore, including but not limited to the Employee's share of Central Provident Fund (CPF) contributions and withholding tax where applicable.

### 3 WORKING HOURS

- 3.1 The Company's working hours are **Monday to Friday, 9:30am to 6:30pm**. You are entitled to one hour of lunch break every day.
- 3.2 You may be required to work beyond the normal working hours to discharge your duties at the sole discretion of the Company.
- 3.3 The Company reserves the right, at its sole discretion, to revise, amend or extend the working hours should the need arise

### 4 PUBLIC HOLIDAYS

- 4.1 You will be paid full pay for all official public holidays.

### 5 ANNUAL LEAVE

- 5.1 Besides the gazette public holidays, you are entitled to 7 days paid annual leave days during the first year, and 1 extra day for each additional year of service, to a maximum of 14 days. Pro-rated annual leave before the completion of one year's service is at the sole discretion of the company.
- 5.2 During the probation period, you are not entitled to annual leave.
- 5.3 All annual leave applications must be made at least seven days in advance and shall be approved at the absolute discretion of the Company.

### 6 SICK LEAVE

- 6.1 You must notify the Company as soon as practicable if you are unable to work for medical reasons. Such notice shall be given within the first four hours of the working day.
- 6.3 You are entitled to 14 days of paid sick leave per calendar year, upon confirmation of your employment.

### 7 TERMINATION AND NOTICE

- 7.1 During the probation period, either party may terminate the contract by giving one week's notice or the equivalent of one week's salary in lieu of notice.

- 7.2 Upon confirmation of your employment, either party may terminate the contract by giving one months notice or one months salary in lieu of notice.
- 7.3 The Company reserves the right not to give any reasons for termination.
- 7.4 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.
- 7.5 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.
- 7.6 During your notice period, you shall handover 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 more weeks after the notice period has ended to complete the hand over.

## **8 CONFIDENTIALITY**

- 8.1 You shall not disclose to any third party any confidential information obtained during your course of employment unless expressly authorized by the Company.
- 8.2 Confidential information for the purposes of this contract includes and is not limited to trade secrets, business plans, strategies, financial information and any other information that will affect the Companys competitive position.
- 8.3 Your obligations to maintain confidentiality and secrecy shall apply after your employment until such time that the information is no longer confidential or has been made public by the Company.
- 8.4 You shall not without prior written consent of the Company destroy, make copies, duplicate or reproduce in any form the Companys confidential information.

## **9 GOVERNING LAW**

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

Yours faithfully  
On behalf of Robospec Pte Ltd



Winston Zhou  
Director  
Date: 04/04/2026

## EMPLOYEE'S ACKNOWLEDGEMENT

I accept and agree to the above stated terms and conditions.

Signature:



Name: Sun Zhanhong

IC/FIN: S9879019E

Date: 4 Apr 2026