

6 April 2026

Tan Boon Wah (Alan)  
Blk 109C Edgedale Plain  
#06-129  
Singapore 823109

Dear Boon Wah,

### **LETTER OF APPOINTMENT**

This letter serves to confirm that our company Performance Rotors Pte Ltd (hereinafter called **The Company**) is pleased to offer you an employment with us.

This offer is conditional upon a satisfactory clearance background screening, reference check and your acceptance of the Terms & Conditions herein.

#### **1. Position of Appointment**

Quality Control Drone Pilot

#### **2. Duties and Responsibilities**

- a) Applying & securing all permits and authorizations necessary for UAV operations.
- b) Processing QC data for failure analysis and work with stakeholders to improve success rate
- c) Responding to emergencies and malfunctions in a safe and effective manner.
- d) Maintain and update quality control flight test records, compile and submit as weekly report.
- e) Plan and scheduling of indoor and outdoor QC flight tests to meet delivery schedule
- f) Gather feedback from UAV end-users for quality control enhancement
- g) Provide feedback to production team on assembly quality matters
- h) Buy off drone units to be fit for delivery, close collaboration with assembly quality team
- i) Working with engineering team to address end-user feedbacks and requests
- j) Communicating with stake holders to understand UAV flight mission objectives,
- k) Planning flight paths and missions including conducting risk assessments, to achieve mission objectives, with considerations of Aviation Regulations and Fly-it-Safe practices.

Any other duties / undertakings as may be assigned to you by the Company as and when deemed necessary.

#### **3. Commencement of Work**

This appointment will commence on 4<sup>th</sup> May 2026 and shall continue unless and until this agreement is terminated in accordance with Clause 14.

#### **4. Probationary Period**

You shall undergo a probationary period of 3 months starting from the date of commencement. The Company shall reserve the right to extend your probationary period if necessary.

#### **5. Remuneration**

Your monthly salary is Singapore Dollars of THREE THOUSAND THREE HUNDRED (\$3,300) before CPF contributions and any other required deductions stipulated by MOM or other Governmental regulations.

#### **6. Working hours**

Official working hours from 9am to 6pm (Monday through Friday) with an hour (flexitime) lunch break. However, the exact working hours for this position will be determined by the varying demands and workloads of the job that may involve extended and beyond regular office hours (including weekend or public holidays) when deemed necessary.

#### **7. Other benefits**

##### **A. Annual Leave**

Fourteen (14) working days per year. Addition of 1 working day of annual leave will be awarded for every subsequent full year completion of service with the Company. The annual leave granted is capped at maximum 21 working days regardless of the number of years served.

##### **B. Medical Leave**

MOM mandates that a 14-day paid outpatient sick leave and a capped 60-day hospitalization leave annually will be granted to an employee. The 60-day paid hospitalization leave includes the 14-day paid outpatient sick leave entitlement.

##### **C. Medical Insurance inclusive of Hospitalisation Benefits**

The company provides medical insurance inclusive of hospitalisation benefits for Employees/Executive in accordance with the prevailing company policy. The Company has the right to recover expenses over and above the insurance coverage.

##### **D. Other Benefits**

On confirmation, you will enjoy the Staff Benefits as stated in Company's online portal.

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In the event of any inconsistency between the terms of this Letter of Appointment and the Staff Benefits, the terms of this Letter of Appointment prevail.

**8. Business Travel and Incurred Expenses**

You will be reimbursed for out-of-pocket official business expenses incurred during business travels as assigned and approved by The Company in accordance to The Company's prevailing business travel policy.

**9. Rules and Regulations**

In addition to the Terms and Conditions of the Appointment Letter, you shall abide by the Code of Personal and Business Conduct and all other existing policies, rules and regulations implemented by The Company in its discretion from time to time.

**10. Modifications of Terms**

Unless otherwise expressly stated, any terms of the Appointment may be modified by the mutual agreement of the parties and/or by any change in the Company's Rules and Regulations applicable to you during the tenancy of your employment with the Company.

**11. Confidentiality**

You shall not, during your employment or afterwards, except as authorised by the Company or required by your duties under any competent Court of Law, remove any confidential documents or photocopies of such documents from the office premise or reveal to any person any trade secrets or confidential information concerning the business or affairs of the Company or any of its related companies or customers which may come to your knowledge by reason of your employment and shall keep with complete secrecy all confidential information entrusted to you. This shall not apply to information that passes into the public domain or is generally known in the trade.

Trade Secrets means information or material that is commercially valuable to the Company, including but not limited to the following;

- A. Any and all versions of the Company's proprietary systems (including source code and object code), hardware, firmware and documentation;
- B. Technical Information concerning the Company's product and services, including product data and specifications, diagrams, flow charts, drawings, test results, know-how, processes, inventions, research projects and product development;
- C. Information concerning the Company's business, including cost information, profits, sales information, accounting and unpublished financial information, business plans, market and marketing methods, customer lists, customer information, purchasing techniques, supplier lists, supplier information and advertising strategies;

- D. Information concerning the Company's employees, including but not limited to, their salaries strengths, weaknesses and skills;
- E. Any other information not generally known to the public which, if misused or disclosed, could reasonably be expected to adversely affect the Company's business.

## **12. Conflict of Interest**

A conflict of interest occurs when an employee's personal interest misaligns with the interests of the Company. While under the Company's employment, you are expected to act at all times in the Company's best interests and to exercise judgment unaffected by personal interests or other loyalties. You must avoid actual or the appearance of conflict of interest in any undertaking or activity you may have.

Should you already hold a position with other companies which poses a potential conflict of interest, you must disclose this interest to the Company. A conflict of interest, which is deliberate or pursued knowingly, is regarded as serious misconduct that may result in summary dismissal.

## **13. Transfer**

The Company reserve the right to transfer/second you to work full time/ part time at any of its affiliates, subsidiaries or associated companies from time to time when deemed necessary.

## **14. Notice of Termination / Resignation**

Termination or resignation of service shall be subject to one (1) month written notice on either side or cash payment in lieu without assigning any reasons whatsoever if you are a confirmed staff.

The Company may terminate your employment without notice, in the event of serious misconduct or neglect of duties or breach of any rules, regulations or directives of the Company or breach of any of the terms and conditions of the agreement.

### **14.1 Post-Termination Activity**

You agree that while employed by the Company, and for a period of one (1) year after termination of your employment, you shall not, directly or indirectly:

- A. divert or attempt to divert from the Company, any business of any kind in which it is engaged, including, without limitation, soliciting business from or performing services for, any persons, company or other entity who is a client, supplier, or customer of the Company or prospective client;

- B. solicit or otherwise induce any person to terminate his employment or consulting relationship with the Company; and
- C. engage, invest or assist in any business activity that directly or indirectly competes with the business or future business plans of the Company, unless the Executive can prove that any action taken in contravention of this subsection was done without the use in any way of Proprietary Information.
- D. as an executive, employer, employee, consultant, agent, principal, partner, manager, stockholder, officer, director, or in any other individual or representative capacity, engage or participate in any business within Singapore, Malaysia, Myanmar, Indonesia, Thailand, Vietnam, and/or Europe that is competitive with the business of the Company.

The covenants of Clause 14.1 are several and separate, and the unenforceability of any specific covenant shall not affect the provisions of any other covenant. If any provision of this clause relating to the time period or geographic area of the restrictive covenants shall be declared by a court of competent jurisdiction to exceed the maximum time period or geographic area, as applicable, that such court deems reasonable and enforceable, then this Agreement shall automatically be considered to have been amended and revised to reflect the maximum time period or geographic area that such court deems enforceable.

## **15. Governing Law and Interpretation**

The terms and conditions of this letter of appointment shall be construed in accordance with and governed by the laws of the Republic of Singapore.

## **16. Personal Data**

You agree and consent to Performance Rotors Pte. Ltd. (PRPL) collecting, using, disclosing and sharing amongst themselves your personal data provided as well as in the records from time to time, and disclosing such personal data to PRPL authorised service providers, and relevant third parties for purposes reasonably required by PRPL to update your personal data records, assess your work performance and to administer, to manage and terminate your employment relationship with PRPL, to provide remuneration, to review salaries and bonuses, to conduct salary benchmarking reviews, to recognise individuals for their services and confer awards, for administrative and support processes relating to your employment (including staff benefits, manpower, business continuity and logistics management or support, processing expense claims, employee mobility, medical insurance, applications, leave administration, training, learning and talent development, managing provident funds, and planning and organising corporate events), to provide you with the tools and / or facilities to enable or facilitate the performance of your duties, to compile and publish internal directories and emergency contact lists for business continuity, to conduct analytics, surveys and research for

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human resource planning and management, to review, develop, optimise and improve Work-related practices, environment and productivity, to ensure that the administrative and business operations of PRPL functions in a secure, efficient and effective manner) including but not limited to providing internal communications and maintenance) , to administer cessation processes, and/or other purposes which are reasonably related to the aforesaid.

Such purposes are also set out in a Data Protection Policy, which is accessible at [www.performance-rotors.com](http://www.performance-rotors.com) or available on request and which you confirm you have read and understood.

If you are agreeable to the terms and conditions, please sign to indicate acceptance of offer and return the duplicate copy.

We look forward to welcoming you to **PERFORMANCE ROTORS**.

Yours sincerely,



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Keith Ng  
CEO

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I accept your Offer of Employment and agree to the Terms & Conditions stated in this Appointment Letter.

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Name: Alan Tan  
Date: 6 April 2026  
IC No: SXXXX186H