

Date: 24th June 2026

Dear Wang Chengxu

LETTER OF EMPLOYMENT – Finance & HR cum Admin Executive

We are pleased to offer you the abovementioned appointment with us based on the following terms and conditions. The offer may be withdrawn without prejudice if your medical examination or any references taken up prove unsatisfactory. For foreigners, this offer is further subjected to the successful application of work pass in Singapore.

1. REMUNERATION

1.1. You shall receive a **monthly basic salary of SGD 2,000.00** during the probation period.

1.2. Upon successful completion of the probation period, your monthly basic salary shall be **revised to SGD 2,000.00**.

1.3. Reasonable and documented work-related expenses shall be reimbursed, provided that such expenses are approved in advance.

1.4. All salary matters are strictly private and confidential and shall not be discussed or disclosed to any unauthorized personnel.

1.5. There is no further transport allowance related to fuel and maintenance of your vehicle (if any) except reimbursement for parking and Electronic Road Pricing (ERP) charges for all official work, where applicable.

2. COMMENCEMENT OF WORK

You shall commence your employment with the Company on **1st of July 2026**.

3. DUTIES

Reporting directly to the Director, your duties are appended in Job Description, which forms part of this Letter of Employment

4. PROBATIONARY PERIOD

You are required to serve three (3) months' probation to enable the management to ascertain whether you are suitable for the particular aspect of the employment.

This probationary period may be extended, if necessary, at the discretion of the company.

Upon successful completion of your probation period, you will be informed in writing by the

company.

5. TERMINATION OF SERVICE

1. During the probationary period, either party may terminate the employment contract by giving one (1) week's notice in writing.
2. On completion of probationary period, your appointment may be terminated by either party, with or without furnishing any reason, giving one month's written notice.
3. The company reserves the right to pay salary in lieu of notice.
4. If you should commit a breach of your duties listed in Annex (A) and/or commit an act of dishonesty and/or misconduct yourself and/or criminal offence and/or subject the company to any loss of your negligence or otherwise, the company reserves the right to dismissal without compensation and you shall have no claim whatsoever against the company.
5. Employees on work pass shall bear the repatriation cost upon expiry of the work pass or employment contract.

7. RETIREMENT AND RE-EMPLOYMENT

1. The retirement age shall be in accordance with the MOM's Retirement and Re-employment Act (RRA).
2. The Company supports the employment and re-employment of employees beyond the official retirement age and shall endeavour to deploy such employees into suitable positions and provide re-training if necessary.
3. The Company shall offer re-employment to employees subject to the following:
 - (a) Employee must be a Singaporean or Singapore Permanent Resident;
 - (b) Employee must be medically fit to continue working;
 - (c) Employee must have at least satisfactory work performance; and
 - (d) Employee must have served the Company for at least three (03) years before reaching retirement age.

8. HOURS OF WORK

Your official working hours are:

Monday to Friday - 0900 hours to 1800hours

However, you are required to work beyond the hours stated (including Saturdays, Sundays and Public holidays) when necessary, to fulfil your work obligations.

The work location is mobile.

9. STAFF BENEFIT

Upon completion of three (3) months of service, you will be entitled to the following benefits:

1. ANNUAL LEAVE

An annual leave of fourteen (14) working days on completion of twelve months continuous service with the Company. From the third year, one day's annual leave will be added for every completed year of service, subject to a maximum of twenty one (21) days annual leave.

Notice of intention to take leave must be given as follows: Not exceeding two days - 3 days' notice in advance

- Not exceeding one week - 2 weeks' notice in advance
- Not exceeding two weeks - 1 month's notice in advance

A maximum of fifty per cent (50%) of the annual leave entitlement for the Year is allowed to carry forward to the following year. All annual leave carried forward must be consumed by 31st December of the following year. Any unconsumed leave after 31st December will be forfeited.

Employees are not allowed to take any advance leave.

2. MEDICAL BENEFITS

You will be entitled to outpatient medical and hospitalization and surgical benefits in accordance with the Maximum Limits and Conditions covered under the Company's Group Hospitalization Insurance Plan, subject to insurer's acceptance to include you in the Company's insurance policy.

The company will not reimburse medical expenses incurred arising from sexual transmitted infection, dental treatment, optical treatment, self-inflicted injury, unlawful use of drugs, injury sustained out of previous employment, medical conditions which had existed before the commencement of employment with the company and/or any expenses arising from being engaged in some other business or occupation, pregnancy, abortion or miscarriage, preventive inoculation like Hepatitis and consultation and surgery and drugs for cosmetic treatment.

When recommended by Company's clinics or government doctors, you will be entitled to paid medical leave of up to fourteen (14) working days a year.

Company reserves the right at anytime to request for any medical report as and when it deems fit.

10. SAFETY MATTERS

You are required to abide by the safety rules and regulations laid down by the company, governing bodies or the relevant authorities. All personal protective equipment issued to you must be worn/ used in accordance to the safety policies at all times. Failure to comply with the safety policies, rules and regulations will render you liable to serious disciplinary action,

including dismissal.

11. PROPERTY OF THE COMPANY

On termination of your employment, you shall immediately surrender to the company all books, software, literature, documents, files, originals or otherwise, and other property of the company given to you or which may have come into your possession in the course of your employment. Under no circumstances must copies be made.

12. INVENTION

Any discovery of invention or secret process, or improvement in procedure to any software system created, discovered or formulated by you during your employment under this agreement, in connection with or in any way affecting or relating to the business of the company or of its subsidiaries or capable of being used or adapted for use therein or in connection therewith, shall forthwith be disclosed to the company and shall be deemed to be the absolute property of the company.

13. COURSE FEE

The company will not pay for any course fee, or grant any examination/study leave except for courses taken upon company's request.

14. TRANSFER

The company reserves the right to second or transfer you to another department or related company within the Group as it deems fit.

15. CONFIDENTIALITY

That you have, prior to the entry into this Agreement, made disclosure to RTL Group of Companies information within your knowledge which has, or could have a material impact on the business and affairs of RTL Group of Companies.

You may not disclose any information of a confidential nature relating to the company or any of its associated companies or their business or trade secrets or in respect of which the company owes an obligation of confidence to any third party during your employment except in the proper course of your employment or at all after the termination of your employment. Failure to comply with this requirement will be regarded as a serious breach of your contract of employment or after your employment with the company ceases and it may give rise to the commencement of legal proceedings.

You will deliver up to the company on request from time to time and without demand in an event of termination of your employment, all documents, papers, manuals, notes, records, materials and copies or extracts of the same containing information of the Companies' or its clients. This extends to information contained on software or copies.

You shall not, until three (3) months after the termination of the employment:

Within any marketing area in which the company is doing business, directly or indirectly own, manage operate, control, be employed by or participate in the ownership, management, operation or control of, or be connected in any other manner with, any business of the type and character engaged in and in competition with that conducted by the company. For these purposes, ownership of securities of less than excess of one per cent (1%) of any class of securities of a company shall not be considered to be competition with the Company;

Persuade or attempt to persuade any potential customer or client to which the company has made a presentation, or with which the company has been having discussions, not to hire the company or to hire another company.

Solicit for yourself or any person other than the company the business of any company which is a customer or client of the Company, or was its customer or client; or

Persuade or attempt to persuade or entice away any employee from the company.

In addition to and not in substitution for any implied obligations imposed upon you by law, you shall keep secret and shall not at anytime (whether during the Employment or after the termination of the employment for whatever reason) use for your own or another's advantage, or reveal to any person, firm or company, any of the trade secrets, business methods or information which you knew or ought reasonably to have known to be confidential concerning the business or affairs of the company or any of its associated companies or in respect of which the company owes an obligation of confidence to any third party so far as they shall come to your knowledge during the employment. The restrictions contained in this paragraph shall not apply:

So as to prevent you from using your own personal skill in any business in which you may lawfully engaged after the employment is ended;

To any trade secrets, business methods or information which may lawfully have come into the public domain;

Any disclosure required by an order issued by a court of competent jurisdiction.

You shall not make any representations, misrepresentations, accusations remarks and comments, or allegations on the past and future affairs of the RTL Group of Companies (or any company thereof) or in relation to any shareholder, officer, director, manager or employee of any of the RTL Group of Companies to any clients, customers, suppliers, banks and financial institutions, government offices, business partners and associates, employees of the RTL Group of Companies and the general public that are or might be in any way detrimental and damaging towards the RTL Group of Companies and/or its shareholders and/or officers and/or directors and/or employees.

16. PERSONAL DATA PROTECTION

Personal Data you may submit to HR department include your name, personal identity, passport

or other identification number, contact number, residential address and any other information relating to any individuals which you have provided to HR department in any forms or via other forms of interaction with you.

The personal data which we collect from you may be collected, used and/or disclosed for the following purposes in accordance with the Personal Data Protection Act:

To administer and support the employment relationship, including without limitation, its management and termination, salaries, bonuses, expense claims, tax clearance, payment to provident fund, leave matters, medical matters, reservist management, insurance, training, corporate events and corporate social responsibility projects;

Managing and preparing reports on incidents and accidents;

Managing enquiries and instructions from you;

Compiling and publishing internal contact lists;

To request and facilitate the processing of medical examinations or tests; and

Compliance with any applicable rules, laws and regulations, codes of practice or guidelines or to assist in law enforcement and investigations by relevant authorities.

All other purposes necessary and/or incidental to our business and all purposes necessary for or related to any of the above purposes.

17. GOVERNING LAW

The laws of Singapore shall govern this agreement and the parties hereby submit to the jurisdiction of the Singapore Law.

Please ensure that you understand every item mentioned in this document. Should you require further clarification, please discuss with the undersigned before you sign. Once you understand all items, kindly sign on every page to confirm your acceptance.

We take this opportunity to welcome you as a member of our organization and trust that our co-operation by working as a team will be a congenial and mutually beneficial one.

Yours sincerely
for and on behalf of

WaterLux Pte Ltd

Luo Peidong
Director

I, Wang Chengxu of NRIC / FIN No. S8975842D hereby confirm acceptance of the terms and conditions as stated in the Letter of Employment. I have read and fully understood the terms of appointment including list of duties. I hereby accept and agree to perform them to the best of my ability without any reservation.

I hereby further authorise the company and/or any of its subsidiaries or affiliates, and any persons or organisations acting on its behalf, to verify information presented on my employment application / resume. I hereby grant authority for the bearer of this letter to access or be provided with full details of my previous employment record held by any company or business that I previously worked. This information may include but shall not be limited to dates of employment, the nature or the position held, details of my salary, performance appraisal, competence, aptitude and character and any other information requested by the bearer presenting this authority.



.....
Signature
Name: Wang Chengxu
IC No.: S8975842D

.....2026 24th June.....
Date:

Confirmed and agreed on behalf of Waterlux Pte Ltd:

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Signature 
Name: Luo Peidong
Title: Director
For and on behalf of Waterlux Pte Ltd

.....2026 24th June.....
Date:

JOB DESCRIPTION

Position: Finance, HR & Admin Executive

1. Position Overview

Waterlux Pte. Ltd. is seeking a proactive and detail-oriented Finance, HR & Admin Executive to support the company's daily financial operations, human resource administration, and office management activities.

The successful candidate will play a key role in ensuring smooth business operations by managing banking transactions, bookkeeping, payroll coordination, work pass administration, and general corporate administration.

2. Key Responsibilities

Finance & Accounting

- Perform banking transactions, fund transfers, and payment processing
- Prepare supplier payments and monitor accounts payable and receivable
- Maintain accurate accounting records and bookkeeping
- Prepare monthly financial reports and assist in management reporting
- Coordinate with external accountants, auditors, tax agents, and corporate secretaries
- Assist in GST submissions, annual audits, and statutory compliance matters(if applicable)
- Track company expenses and maintain proper financial documentation
- Support budgeting and cash flow monitoring activities

Human Resources Administration

- Prepare employment-related documents including employment contracts, offer letters, and HR correspondence
- Coordinate payroll processing, CPF contributions, and employee benefits administration
- Manage employee leave records and personnel files
- Handle Employment Pass (EP), S Pass, Work Permit, and Dependant Pass applications, renewals, and cancellations
- Liaise with the Singapore Ministry of Manpower (MOM) and relevant government agencies
- Support recruitment coordination and onboarding of new employees

Administration & Corporate Support

- Manage office administration and procurement of office supplies

- Coordinate travel arrangements, visa applications, accommodation bookings, and business expenses
- Maintain company records, licenses, permits, and corporate documentation
- Support contract administration and document control
- Assist in organizing company meetings, exhibitions, conferences, and business events
- Coordinate with vendors, service providers, and external consultants
- Provide administrative support to management as required

3. Requirements

- Diploma or Degree in Accounting, Finance, Business Administration, Human Resources, or related disciplines
- Minimum 2 years of relevant experience in finance, HR, or office administration
- Familiarity with Singapore employment regulations, CPF requirements, and MOM work pass procedures
- Basic accounting and bookkeeping knowledge
- Proficient in Microsoft Office applications, especially Excel and Word
- Strong organizational skills and attention to detail
- Ability to handle confidential information with discretion
- Able to work independently in a fast-paced SME environment

4. Reporting Line

The Finance, HR & Admin Executive shall report directly to the Managing Director or any person designated by the Company.

5. Other Duties

The Employee shall perform such other duties and responsibilities as may reasonably be assigned by the Company from time to time.