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13 March 2025

Dear Wee Yu Ting Felicia (SXXXX154E),

Letter of Appointment – Researcher

We are pleased to offer you the position of Researcher (hereafter referred to as "Employee") at RMA Consultants Pte Ltd (hereafter referred to as "the Employer"). You will be assigned to the A*STAR ARES - Agency for Science, Technology and Research (hereafter referred to as "Client").

The terms and conditions of employment will be as follows:

1 Period of Contract

- 1.1 The period of your contract with the Employer will be from 24 March 2025 to 23 September 2025. Your official commencement date of employment with our Client will be Monday, 24 March 2025.

2 Duties and Responsibilities

- 2.1 Your duties shall include the duties of your appointment as outlined in Appendix A as well as any other duties assigned by your superior or management of the Client. Such duties may include assignment to any work location in Singapore.
- 2.2 During the employment, you shall devote substantially your time and attention and whole skill to the affairs of the Client and shall faithfully serve the Client and use your utmost endeavors to promote its interests.
- 2.3 You are to refrain from gainful employment on behalf of third parties and not to engage in business on your own account unless specifically authorized in writing by the management to do so.

3 Working Hours

- 3.1 The working hours shall be in accordance with the CLIENT'S official working hours from time to time relative to the location/site of work.

4 Probation

- 4.1 The first three (03) month of the employment will be treated as a probationary period. Such probationary period may be shortened or extended at the employer's discretion. You will not be entitled to the benefits listed under the clauses herein during this probation period.

5 Salary

- 5.1 You shall be paid a monthly gross salary of S\$6,500.00 payable by the seventh (7th) working day of the following month after your monthly work period. Your salary will be pro-rated accordingly when you work less than a month. As salary is confidential, you shall not disclose, compare nor discuss it with any employees and colleagues.

6 Central Provident Fund (CPF)

- 6.1 The respective employer and employee rates of Central Provident Fund contribution shall be as prescribed under the Central Provident Fund Act and are subject to revision by the CPF Board.





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7 Income Tax

- 7.1 You shall be responsible for payment of income tax liable under the Singapore Income Tax Act or any jurisdiction in your country of employment.

8 Leave and benefits

- 8.1 You shall be entitled to Fourteen (14) calendar days of annual leave which will be pro-rated accordingly for an incomplete year of service. You will not be allowed to carry forward any annual leave entitlement.
- 8.2 You shall be entitled to all government mandated leave including medical and hospitalization leave.
- 8.3 You shall be covered under the Company's Group Hospitalization and Surgical Plan and Outpatient Benefit Plan in accordance to the Company's personnel policies and procedures.
- 8.4 You shall be entitled to the above-mentioned if you have worked for consecutive three (03) months.

9 Discipline and Code of Conduct

- 9.1 You shall conduct and carry yourself in a professional manner at all times while at work and shall observe the rules and regulations of the Client.
- 9.2 The Client reserves the right to take disciplinary actions for gross misconduct or unbecoming behaviour such as willful misconduct or insubordination.
- 9.3 You shall abide by our Company's policies as set out from time to time in our Company's Employee Handbook, or otherwise stated in our Company's memorandum.

10 Termination

- 10.1 Either party, which initiates termination, is required to serve the other party with one (01) month written notice or to pay an equivalent amount of salary in lieu of the required period of notice during the probationary period or on confirmation of appointment in the company. Where insufficient notice is served, any unconsumed annual leave shall be forfeited.
- 10.2 Notwithstanding the above, however, the Client reserves the right to terminate the employment without giving the required notice or paying salary in lieu of notice in cases of gross misconduct (e.g. cheating, theft, insubordination, deliberately damage company properties, taking or trafficking prohibited drugs, immoral activities, passing unfavorable remarks about the Client, fighting, gambling, revealing company secrets, false declarations etc.)

11 Confidentiality and Intellectual Property Rights

- 11.1 During your employment with the Client, you may receive and be exposed to confidential information pertaining to secrets, transactions or information relating to the Client and their customers.
- 11.2 You shall not, during your employment with the Client, and at all times after termination of your service from any cause whatsoever, directly or indirectly disclose, divulge, authorize or permit to deliver to anyone not properly entitled to such information or any other matters relating to the Client and its customers. You shall abide by the clauses stated in the Client's Secrecy Agreement.
- 11.3 You shall also agree to assign to the Client all rights covering design and development, method, material, system of instruction, training manual and any other intellectual properties that may result while you are under the employment of the Client. Such rights shall be the intellectual property of the Client solely.





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- 11.4 The Client reserves the right to take legal action against any employee, former employee, and/or their future employer(s) for any failure to comply with the Client's requirement relating to non-disclosure and intellectual property rights.

12 Variation

- 12.1 The Client reserves the right to vary by amendment or addition any of the foregoing terms and conditions without prior notice for the purpose of streamlining or formulating standard policies, practices and procedures for its employees. Such instructions issued from time to time shall be strictly complied with and shall form part of this agreement.

13 Employing Entity

- 13.1 During your employment, the Company reserves the right to transfer or second you to any subsidiaries or affiliates within RMA group of companies.

14 Governing Law

- 14.1 The Laws of Singapore govern the letter of appointment. Any disposition not dealt with in this Agreement will follow the disposition of the Singapore Labor Laws and Regulations.

Please sign and return the duplicate copy of this letter to the Employer in confirmation of your acceptance within seven (07) Calendar days from the date of this letter, failing which this letter of offer lapses.

On behalf of the Client, I welcome you to RMA Consultants Pte Ltd and I hope that your association with us will be a long and rewarding one.

Yours sincerely

RMA CONSULTANTS PTE LTD

This Letter is computer generated and no signature is required.

ACCEPTANCE FORM

To:

Wee Yu Ting Felicia (SXXXX154E)

Researcher

RMA Consultants Pte Ltd

I, Wee Yu Ting Felicia, NRIC No. S9516154E

acknowledge and agree to the above terms and conditions of service and accept the offer stated in the Contract of Service.

I also agree to comply with all the rules and regulations of the Employer, which are in force from time to time, including those set out in your current Employee Handbook or relevant Employer's memorandum.

Signature and Name

18 March 2025

Date





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APPENDIX A: DUTIES OF THE APPOINTMENT

Job title: Researcher

- Capable in analyzing data from routine laboratory techniques, including mammalian cell culture, FACS, histology (IHC, multiplex-IHC), etc.
- Sound knowledge in tumor biology, immunology, histology and good basic laboratory skills
- Capable of doing informatics analysis and programming (R/Python) is preferable.

WORKING HOURS:

Monday to Thursday: 8:30AM to 6:00PM

Friday: 8:30AM – 5:30PM

Lunch Break : 60 Minutes

