

HP S8509763F

15 September 2016

Dr Cheng Wei Ray
21 Telok Blangah Drive
#30-01
Singapore 109258



Health Promotion Board
3 Second Hospital Avenue
Singapore 168937
Tel. 6435 3500
Fax. 6438 3848
www.hpb.gov.sg

Dear Dr Cheng

LOCUM SERVICES TO YOUTH PREVENTIVE SERVICES DIVISION (YPS)

I am pleased to inform that your offer to provide locum services to the Youth Preventive Services Division has been accepted at an hourly rate of \$78.00 for work done during the weekdays and \$86.00 for work done during the weekends.

2 During the period of locum service, you will be governed by the "Terms and Conditions of Locum Service" as attached.

3 All official information acquired by you in the course of your duties is strictly secret and confidential. It is not to be published or communicated by you to any other person in any form whatsoever except in the course of your official duties.

4 If you accept this offer of appointment, please complete the acceptance letter and submit it to us by 19 September 2016.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Priscilla Chen".



PRISCILLA CHEN (MS)
EXECUTIVE, HUMAN RESOURCE MANAGEMENT

ACCEPTANCE OF OFFER

I accept your offer of appointment as Locum Doctor on the terms and conditions stated in your letter. I am prepared to commence duty on
21 SEPT 2016.

Name in BLOCK LETTERS : CHENG WEI RAY

Signature and Date : 17 SEPT 2016 

**HEALTH PROMOTION BOARD
TERMS AND CONDITIONS OF
LOCUM DOCTOR'S SERVICE**

1 Rules and Regulations

The officer shall comply with the Government Instruction Manuals and all other orders or regulations in force in the Health Promotion Board.

2 Undertaking to Confidentiality and Data Protection

When the officer is appointed, he is required to comply and adhere to all terms stated in HPB Data Protection Policy and the Copyright policy and any additional requirements from your department/division.

3 Termination of Service

The locum service will be on an hourly basis, and can be terminated by either party by giving a notice period of at least **5-Working Day** in writing.

4 Service Benefits

The officer will not be eligible for any benefits e.g. salary adjustment, bonuses, medical benefits, vacation leave and gratuities.

5 Remuneration

Wages will be paid for actual work performed i.e. break time, public holidays and rest days will not be included in the computation of time qualifying for wages.

6 CPF Contributions

CPF is payable for any earned amount exceeding \$500. Thus, CPF remains payable by both employer and employee at the prevailing rates.

The Health Promotion Board reserves the right to cancel, add to, amend or change any of the terms of your engagement, and all such terms will be binding.