

RE: Contract for Internship Assignment at Enterprise Singapore

je@businessedge.com.sg <je@businessedge.com.sg>

Tue 30/04/2024 16:35

To: Muhd Khidir Bin Lukman AMRULLAH <khidirla.2022@scis.smu.edu.sg>

Hi Good Afternoon, Muhammad Khidir

Thank you for your prompt response in sending me your signed contract.

I'll follow up with another email to you on your login to our online portal by next week.

Please feel free to contact me if you need any clarifications. Thank you and have a great week ahead!



From: Muhd Khidir Bin Lukman AMRULLAH

<khidirla.2022@scis.smu.edu.sg>

Sent: Tuesday, April 30, 2024 4:27 PM

To: je@businessedge.com.sg

Cc: 'Zhi Rong' <zhirong@businessedge.com.sg>

Subject: Re: Contract for Internship Assignment at Enterprise Singapore

Good Afternoon,

Hope this email finds you well. The pdf attached above is the signed contract. Thank you and have a great week.

Best regards,
Muhammad Khidir

From: je@businessedge.com.sg <je@businessedge.com.sg>

Sent: 30 April 2024 12:01

To: Muhd Khidir Bin Lukman AMRULLAH <khidirla.2022@scis.smu.edu.sg>

Cc: 'Zhi Rong' <zhirong@businessedge.com.sg>

Subject: Contract for Internship Assignment at Enterprise Singapore

Dear JMuhammad Khidir

Good day!

I'm pleased to inform that your contract has been approved by my client from Enterprise Singapore. Please find attached the contract for your internship assignment at Enterprise Singapore. Kindly read through, e-sign and forward a copy (all 4 pages) back for my records.

Upon receipt of your signed contract, I'll follow up with another email to you on your login to our online portal. This online portal will enable you to retrieve your monthly payslip. (* Please ignore the online timesheet as your salary payment will be processed based on the monthly approved schedule timesheet sent by Enterprise Singapore to Business Edge Personnel Services Pte Ltd. Please also ignore the Online Leave Query. You may discuss with your supervisor who is tracking your leave records offline.)

Please also find attached the Expenses Claims Form. In an event if ESG requires you to travel during the course of your work and approves your transport reimbursement claim(s), you may complete the attached Expenses Claims Form and submit it to your supervisor for approval. Once the form has been approved, please email a copy together with the supporting receipt(s) to your Payroll Consultant **Zhi Rong** at zr@businessedge.com.sg.

There is no employment benefit for contracts which are less than 3 months. However, I'm pleased to inform you that Enterprise Singapore will be granting you paid annual leave for your internship assignment from 13 May 2024 to 2 August 2024. Please see your paid Annual Leave Entitlement granted as follows:

Annual Leave: 1 day

Interns will not be given medical and hospitalisation leave but intern supervisors can grant unrecorded sick leave if MC is produced.

(Unrecorded sick leave means that if an intern is sick and has an MC to cover for the day(s), their supervisors can grant them unrecorded "paid medical leave" for the day(s) at the supervisors' discretion.)

You may discuss with your supervisor who is tracking your leave records offline.

Please feel free to contact me if you need any clarifications. Thank you and have a nice day ahead!

Best Regards,



Jessica Toh (R1106928)

+65 6732 8233

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Business Edge Personnel Services Pte Ltd (96C4864)