



18 July 2025

Cadence Goh Kar En
Blk 635 Bedok Reservoir Road #11-17
Singapore 410635

Dear Cadence Goh,

INTERNSHIP PROGRAMME

Constellar Group Pte Ltd is pleased to offer you internship programme commencing on **15 September 2025 to 13 February 2026.**

You will be attached to the Digital and Technology Office department and your main responsibilities are listed below:

- Participate in day-to-day computer operations tasks such as resource provisioning, computer configuration and troubleshooting.
- Involve in HW/SW asset operation and management such as HW/SW deployment/reassignment and asset management.
- Learn network basics. With sufficient knowledge, interns can participate in network troubleshooting, create/change VLAN, handle network devices, network cabling and IT infrastructure.
- Administer VOIP system, VPN system, firewalls, MFP, etc.
- Design and operate backup and restore if necessary.
- Operate IT service ticketing system such as manage tickets. When proficient, candidates may also administer ticketing systems such as making changes, implementing service improvements, and producing operational SLA reports

Your monthly internship allowance will be **S\$1,000.00** per month. You will be eligible to 3 days of vacation leave and 3 days of medical leave.

Office location : **1 Expo Drive, #02-01 Singapore 486150**

Attire : Smart Casual

You will provide services at the following hours (which may be changed by Constellar with respect to the whole Company or to a group of employees, from time to time) are:

Monday to Thursday : 0830 – 1800 hours
Friday : 0830 – 1730 hours

You will be entitled to a one-hour lunch break.



Your working schedule will be Five (5) days' work and Two (2) days off which may not be consecutive, subject to the manning requirements of the department.

We look forward to your contributions to Constellar in the coming months.

Yours faithfully,
Constellar Group Pte Ltd

A handwritten signature in blue ink, appearing to read "Michael Lim", is positioned above the printed name.

Michael Lim
Vice President, People and Development



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Blk 635 Bedok Reservoir Road #11-17
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To: People & Development Department
Constellar Group Pte Ltd

FORM OF ACCEPTANCE

I confirm acceptance of the appointment of internship with Constellar Group Pte Ltd on the terms and conditions set out in the offer letter dated 18 July 2025.

For salary administration purposes, I have submitted the signed GIRO DCA Form.

19 July 2025

Date

Cadence Goh Kar En

Name of Intern



Signature