

**PRIVATE & CONFIDENTIAL**

11 December 2023

Mr. Zechariah Gerard Tan Jia Le (S9531193H)

Blk 48 Bendemeer Rd,

#15-1487,

Singapore 330048

Mobile: +65 9653 7456

Dear Zechariah Tan,

**Offer of Employment**

We are pleased to offer you this contract of employment to work in PTC Systems (S) Pte Ltd. Your employment shall always be subject to your ability to obtain and maintain a valid work pass in Singapore (if applicable). The terms and conditions are as follow, but not limited to:

**JOB TITLE:** System Engineer

**JOB GRADE:** E11

**REPORTING TO:** Technical Department

**EFFECTIVE DATE:** 2 January 2024

**SALARY:** Your Total Targeted Annual Compensation will be **S\$48,000** per annum. Your basic monthly salary will be **S\$4,000**. Your basic salary is subject to review annually or upon notification.

**ANNUAL WAGES SUPPLEMENT:** You will be eligible to receive an Annual Wage Supplement (AWS) component equivalent to one month of your basic salary as of 31 Dec. You must be in service as of 31 Dec and remain in service at the time of payment. Proration applies if you served less than one year of continuous service or have taken unpaid leave exceeding 7 days in the year. AWS is not payable if you are serving notice of resignation. AWS is not a guaranteed or contractual payment by PTC System and may be withdrawn and/or modified in times of economic crisis or any other similar circumstances.

**CONTRIBUTIONS & INCOME TAX:** Your employment income is subject to statutory contributions and income tax. You shall be personally responsible for such contributions and payments in accordance to the prevailing regulations.

**PROBATIONARY PERIOD:** Your employment shall be subject to a probationary period of 6 months. Upon successful completion of your probation, your employment shall be confirmed in writing. You are not automatically deemed as confirmed upon the expiry of your probation period.

**WORK LOCATIONS:** You may be transferred to work in any section, department or business entity within the Group at the discretion of the Company.

**WORKING HOURS:** Your working hours are as follows:

Working Days	Mondays to Fridays
Working Hours	8.30 am to 6.00 pm
Lunch Break	1 hour

Working hours are subject to change in the course of your employment and you will be notified in advance if such changes occur. Depending on workload and business requirement at any given time, you may be required to work outside these stated hours. Overtime is not payable unless you are covered under Part IV of the Singapore Employment Act or such Acts/Sections that may apply. If you are eligible for overtime claims, such claims must be approved by the Company prior to the performance of the overtime.

**TERMINATION OF SERVICE:**

**During probation:**

Termination of your service by either party will require **1 month's** written notice or payment of salary in-lieu of notice by either party without having to assign any reason for such termination.

**After confirmation:**

Termination of your service by either party will require **2 months'** written notice or payment of salary in-lieu of notice by either party without having to assign any reason for such termination.

In case of dismissal by the Company due to misconduct, non-performance of the express or implied conditions of service, continued neglect of these terms and conditions or of the duties assigned to you or breach of trust, the Company will not be required to oblige the notice period or salary in-lieu of notice.

**TRADE SECRETS & CONFIDENTIAL INFORMATION:**

All information disclosed to you by the Company at any time which is not generally known to the public shall be kept confidential and shall not be used or disclosed by you except for the purpose of performing work for the Company's benefits. You shall use your best endeavors to prevent the publication or disclosure of any trade secrets or confidential information concerning the business, customers and finances of the Company and its related corporate bodies.

You shall, immediately, upon termination of employment, return and deliver to the Company all properties belonging to the Company or related to its business including, in particular, e-mails, storage media such as external hard disk, CD-ROM, USB thumb drive, software licenses, materials, memoranda, notes, photographs, records, files, reports and any other documents which may be in your possession.

**NON-SOLICITATION:**

You shall covenant and undertake with the Company that, except with consent in writing of the Company, for a period of one year from the date that you ceases to be an employee of the Company, regardless of the reason of the employment termination, you will not, directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit,

solicit, induce, or attempt to recruit, any employee of the Company with whom you had personal contact or supervised while performing your job duties, to terminate their employment relationship with the Company.

**OTHER BUSINESS  
ACTIVITIES:**

You are expected to devote the whole of your working time to your employment by the Company. For this reason, together with the need to protect the Company's commercial interest, you will not be permitted to engage in or be interested directly or indirectly in any other business activities without the Company's prior written consent.

**BENEFITS:**

You will be entitled to certain benefits, the number and the extent of which may vary from time to time at the discretion of the Company. A listing of benefits is provided in Annex 1.

**GENERAL:**

- a) The Terms and Conditions set out in this letter shall be governed by and construed in accordance with the laws of Singapore and you agree to be subject to the exclusive jurisdiction of the courts of Singapore.
- b) The Terms and Conditions herein are severable and if any provision or identifiable part is held or found to be invalid or otherwise unenforceable, it shall be deemed to be severed from the provision, but the remainder of the provision shall remain in full force and effect.
- c) Your employment is also subject to other terms and conditions (whether expressed or implied) in the prevailing or future Company policies as may be laid down by the Company from time to time.
- d) This Terms and Conditions herein embody all the terms and conditions agreed upon between you and the Company relating to your employment and supersede and cancel all previous agreements and undertakings between you and the Company in respect of your employment whether such be it written or oral.



**PTC SYSTEM (S) PTE LTD**

29 TAI SENG STREET #04-01  
SINGAPORE 534120  
TEL: (65) 62820255  
FAX: (65) 67445970  
RCB Reg. No. 199102881H  
GST Reg. No. M2-0100148-0

Please indicate your acceptance of this offer of employment together with the terms and conditions set out in this letter by signing the enclosed copy and returning it to us within seven business days from the date of this letter.

Your employment is contingent upon verification of the background and educational information you have supplied on your employment application as well as your agreement to sign and abide by the Company's rules of conduct and business ethics policies.

We are confident that you will find working with PTC to be a rewarding experience both professionally and personally.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'SS Lim', is written over a circular blue stamp.

**SS Lim**  
CEO  
PTC System (S) Pte Ltd

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**ACCEPTANCE OF EMPLOYEMENT OFFER**

This is to confirm that I accept the offer of employment together with the stipulated terms and conditions.

Signature:

Name: Zechariah Gerard Tan Jia Le

NRIC: S9531193H

Date: 13 December 2023

## ANNEX 1

### **BENEFITS**

This list of benefits may be changed and/or withdrawn at the discretion of the Company. Statutory benefits (such as Childcare Leave, Maternity Leave, Shared Parental Leave, etc.) shall be applicable in accordance to the applicable laws and shall not be detailed in this document. Any changes to benefits shall be notified to you through our Employee Handbook, email, letter or any other channel of communication within the Company. Proration applies where you have served less than a full year. These benefits will be prorated (50% of Full benefit) for Temporary (Non-Permanent) Contractual position.

#### **ANNUAL LEAVE**

You are entitled to 15 working days paid Annual Leave per year. Your leave entitlement will be calculated on pro-rata basis if you have not completed one full year of service. You must give at least one week's notice of proposed leave dates with the exception of urgent leave, which must be approved by your manager. Only 50% of your leave entitlement may be carried forward and this must be consumed by the following year; otherwise such leave will be forfeited. Annual leave shall not be used for offsetting Termination Notice Period unless approved by the CEO.

Annual leave benefit is applicable only after 3 months of service.

#### **SICK LEAVE**

You shall be eligible to sick leave of 14 days per year and up to 60 days if hospitalization is involved. Please refer to the details in the Employment Act if you are covered.

Medical certificates must be issued by a Singapore registered medical practitioner. Medical certificates issued by overseas registered medical practitioner are accepted if you are on a business trip.

Sick leave benefit is applicable only after 3 months of service.

#### **MARRIAGE LEAVE**

You shall be eligible to 3 days of Marriage Leave on the occasion of your customary wedding ceremony or legal marriage registration.

#### **COMPASSIONATE LEAVE**

You shall be eligible to 5 days of Compassionate Leave for the death of immediate family members and 3 days of Compassionate Leave for the death of siblings and grandparents.

Compassionate leave benefit is applicable only after 3 months of service.

#### **MEDICAL & DENTAL EXPENSES**

You shall be eligible to outpatient medical expense reimbursements of S\$ 720 per year. Medical and dental expenses are only claimable after 3 months of service. *(Dental Expenses not eligible for Temporary Contractual position).*

#### **HOSPITALIZATION AND SURGICAL INSURANCE [Self Only]**

The Company will cover you under a Group Hospitalization & Surgical, Term Life and Personal Accident Insurance Plan. All enrolments are subject to the terms and conditions stipulated by the appointed insurer. Any claims / expenses not payable by the insurer shall be borne by you.

Insurance coverage, if you are eligible, shall only be in effect after 3 months of service. Please refer to the prevailing policy details for each year.