

**ACE Mentorship Programme**

Mentorship Agreement Form

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| Name of Mentor: | Eric Tan |
| Name of Mentee’s company: | Kingsteads Pte Ltd |
| Name of Mentee: | Clarence Chong |
| Name of Mentorship Programme Coordinator: |  |

The ACE Mentorship Programme is a voluntary partnership between parties. In order for it to be a rewarding experience, it is agreed that:

1. The mentoring relationship will last for 3 sessions. The period will be evaluated and end by amicable agreement once the number of sessions is reached.

2. To be mutually effective, the parties should meet at least once a week. Meeting times, once agreed, should not be cancelled unless this is unavoidable. At the end of each meeting, the parties will agree on a date for the next meeting.

3. Each meeting will last a minimum of 90 minutes and a maximum of 150 minutes.

4. In between meetings, contact by telephone/email should be limited to no more than 1 time per week.

5. The general and specific areas whereby the Mentee needs guidance are as follows:

6. **Role of Mentor**: The Mentor is to provide guidance and advice in the best interests of the company. Such guidance shall be provided based on the best knowledge and in good faith of the mentor on a pro bono basis. The mentor shall not be liable for any perceived or real damage, claims resulting thereof. The Mentor shall disclose all conflict of interest to ACE and/or the Mentee prior to the mentorship.

The Mentor’s other agreed responsibilities if any, are as follows:



7. **Role of the Mentee(s)**: In order for the partnership to work, the Mentee(s) shall provide all information essential to the above agreed scope in paragraph 5, and to devote all effort to execute the Mentor’s proposed recommendation once agreed.

The Mentee(s)’s other agreed responsibilities if any, are as follows:

8. The Mentor and Mentee(s) are free to continue the relationship upon the expiry of this agreement, on terms and conditions to be worked out mutually.

9. The Mentor and Mentee agree to keep the content of these meetings confidential.

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| Signature of Mentor  **Name**:  **Date**: | Signature of Mentee  **Name**: Chong Chee meng Clarence  **Date**: 14/01/2021 |