

4 October 2018

Mr Teo Kok Keong  
Senior Lecturer  
ENG/CEN

Dear Kok Keong

### **CONTRACT FOR SERVICE**

- 1 We are pleased to appoint you as Subject Leader for the subject "Engineering Analytics and Machine Learning" for the Specialist Diploma in Industrial Internet of Things: PDC2 - Post-Diploma Certificate in Engineering Analytics for the School of Engineering from 15 October 2018 to 14 April 2019. You will be paid a fee of S\$504 at the end of the course. Details of the work arrangement will be communicated to you by the school.
- 2 This contract for service does not offer any CPF contributions or any other benefits.
- 3 In accordance with the Singapore Income Tax Act, please note that for SPR and foreigners, Temasek Polytechnic shall withhold tax for payment to Inland Revenue Authority of Singapore (IRAS) should the period between 1<sup>st</sup> January and the date of claim be less than 183 days within the same calendar year. For new staff, withholding tax is imposed should the date of joining the Polytechnic and the date of claim be less than 183 days within the same calendar year. In such cases, the honorarium to be paid will be net of withholding tax.
- 4 Ownership of the course materials and any associated intellectual property rights resides with Temasek Polytechnic. You will need to seek the Principal & CEO's prior written approval to utilise the materials for purposes other than for which you are employed, including further development or publication.
- 5 All information gained by you in the course of your contract shall be treated as confidential and shall not be divulged to any party without prior written consent of Temasek Polytechnic.
- 6 Please comply with all rules and regulations as laid down by Temasek Polytechnic.
- 7 You may contact HR if you have any queries.

Yours sincerely

Mun Kwok Kin  
Director/Human Resource  
for Principal & CEO

This is an electronic letter. No signature is required.