

LETTER OF OFFER OF EMPLOYMENT

This letter is an offer of employment for:

Mr. Raphael Carlos Domingo

Date of Employment: 01th Oct 2014

For the position of -

STAFF ENGINEER, BUSINESS EXCELLENCE & SPECIAL PROJECTS (ENGINEERING)

Holding Company: T.C. Khoo & Co Pte Ltd

Business units:

Nanoclean (s) Pte Ltd
Acro Solutions Pte Ltd
Micronclean (S) Pte Ltd
Micronclean Malaysia Corporation Sdn Bhd

This position will be responsible for delivering the business units' business excellence initiatives as well maximize the operational equipment efficiencies.

KEY JOB DUTIES/RESPONSIBILITIES FOR BUSINESS EXCELLENCE:

1. Responsible for Environment-Quality-Safety (EQS) Management System Erection & Maintenance.
2. Root cause analysis and implementation of corrective-preventive action for process related concerns.
3. Assist Compliance Director in establishing, implementing and maintaining the EQS management system.
4. Responsible for continual improvement activities to enhance the EQS system, such as 5S, Kaizen lean methods, etc.
5. Develop training to build EQS awareness.
6. Support the EQS Inspectors to ensure that products and processes comply with the relevant requirements of the EQS management system.

7. Conduct audits, including closing out audit findings, creating audits finding reports and determine proper corrective and preventive actions.
8. Analyse failure & drive corrective and preventive actions in respond to customer complaints.
9. Create and maintain company EQS documentation, such as quality manuals, quality procedures, etc.
10. Responsible for planning, organizing and managing the overall activities of receiving / outgoing EQS functions.
11. Ensure timely resolution of supplier failure, corrective actions and preventive actions.
12. Manage suppliers' performance and conduct audits.
13. Preparation of EQS reports.

KEY JOB DUTIES/RESPONSIBILITIES FOR SPECIAL PROJECTS (ENGINEERING):

1. Evaluates production equipment and processes by applying knowledge of product design, mechanics, fabrication, assembly, tooling, and materials.
2. Assures product and process quality by improving and maintaining equipment, monitoring product quality and establishing standards, and confirming manufacturing processes.
3. Keeps equipment operational by coordinating maintenance and repair services; following manufacturer's instructions and established procedures; requesting special service.
4. Confers with management, engineering, and other staff regarding production capabilities, production schedules, and other considerations to facilitate production processes.
5. Assists in the acquisition, validation, installation and implementation of new equipment especially towards productivity and process upgrades.
6. Support production in reducing / eliminating equipment and tooling downtime or scrap, utilizing good analytical methodologies.

7. Drive & support funds / governmental disbursements / cost avoidance projects for business operations productivity / innovation / re-engineering efforts.
8. Document all activities as required.

WORKING HOURS

Mon – Fri: 0900 hrs to 1800 hrs
Sat, Sun and Public Holidays as and when required

Nevertheless, you are to remain contactable and available outside of normal working hours for support calls when required.

REMUNERATION

The base salary shall be established at **SGD\$4,600.00** for the probation period of no less than 1 month but not exceeding 3 months.

MEDICAL BENEFITS

- 18 Days Annual Leave (only 50% can be carried to the following year). Entitlement only begins on confirmation in service. Each Year an additional day would be credited to a maximum of 21 days. Should you resign within a calendar year, your leave entitlement will be pro-rated accordingly and deductions against your salary will be made for excess leave taken.

- MCs as per gazette by MOM

- Medical consultation at company's approved clinic

SUPERVISION

Immediate/Direct – Terence Chen
Indirect –Melvin Cheong / Patrick Koh / Watie

TERMINATION

Either party may terminate the contract by giving to the other party one-month's notice in writing or one month's salary in lieu thereof.

Upon written notice, your contract may be terminated immediately if you shall commit any of the following:

- any serious or persistent breach of any of the terms of your contract; or
- be guilty of any grave misconduct or willful neglect in the discharge of your duties; or
- be convicted of any criminal offence involving dishonesty or fraud
- other causes analogous to the foregoing.

Upon termination of your contract for any cause whatsoever, you shall immediately deliver to the TC Khoo, all documents' personal computer, accounts, records programs, petrol cards, keys and other items of whatsoever nature or description which may be in your possession or under your control which relate in any way to the business or affairs of TC Khoo, and no copies of any such documents or any part thereof shall be retained by you.

TC KHOO'S INTEREST

You are not authorized to enter into, procure, draw, endorse or commit any expenditure, bills or contracts on behalf of the TC Khoo or attempt to do so except with the explicit written permission of the Managing Director.

Your contract with the TC Khoo will be terminated immediately if you are found to be in breach of this instruction. In this instance, TC Khoo reserves the right to take any or all of the following actions against you:-

- a) Recover any losses or monies from your salary
- b) Take legal action against you as a result of any losses suffered by the TC Khoo.

You will not disclose or divulge at any time to any person, firm or corporation any secrets or confidential information regarding the business of the TC Khoo to which you may have had access during the continuance of your contract.

Please acknowledge your acceptance of the above terms and conditions of your contract on the duplicate of this letter.

Yours faithfully,

Terence Chen
General Manager

ACCEPTANCE

I, Raphael Carlos Domingo , NRIC No:_____, hereby agree and accept the terms and conditions as outlined above.

Date

Signature