

PRINCIPAL STATEMENT

This principal statement supersedes all previous principal statement(s). Save the updates detailed in this principal statement and statement for bond (if any), the terms of your employment with the Company remains unchanged from the original employment contract.

Job title	ACCOUNT ASSISTANT 2
Effective date	01 August 2022
Monthly remuneration	Without bond – SGD 3300
Business Addresses	<ul style="list-style-type: none">o 18 Howard Road #08-06/07 Novelty Bizcentre Singapore 369585o 18 Howard Road #08-11 Novelty Bizcentre Singapore 369585
Location of Work	Your main place of work is in the business addresses and clients' premises. You may be required to attend training or meeting at location other than the business addresses of the Company or its clients.
Hours of Work	40 hours a week
Notice period	Either party must serve two (2) months' notice during peak period which usually runs right after Lunar New Year until end of August and one (1) months' notice during off peak which runs from September to a week prior to Lunar New Year.
Vacation leave	14.0 days <i>per annum</i>
Medical Expenses	<p>A maximum of S\$50 will be reimbursed per medical receipt. The annual medical reimbursement cap is S\$300 per Employee for outpatient claim.</p> <p>Up to S\$2,000 on work related injury that requires hospitalization</p>
Approved Institutions	Refer to rule book
Training fee	S\$1,500 per annum