

Date: 01 July 2020

CHEAH JI YOUNG

**BY HAND**

**RE: First Written Warning**

Dear CHEAH JI YOUNG,

This is an official written reprimand for your failure to perform the functions of your position appropriately. It has been a while since you joined the Company and you are expected to get yourself familiar with the duties and responsibilities expected to be discharged by you.

Irresponsive and ignoring message

You have deliberately ignored a number of instructions given by your partners and managers which is unacceptable by the standard of any Company. As member of any Company we must take the instruction from our superior and act on it unless it is unlawful to do so. In your instance, you have been instructed to arrange the time slot to meet one of our audit partners and you have not responded to the message. In view of that, I will assume that the audit report can be sent out to client for adoption by 1 July 2020 since no meeting is needed.

According to the system records, you have 4 cases where David is the engagement partner. Out of 4 (Jack-In Group Limited, Jack-In Holdings Pte Ltd, Shelford Development Pte Ltd and Asia Piling Co Pte Ltd) are not ready to send out for adoption as at 1 July 2020. The management viewed it as dishonest because by virtue of not responding you are indirectly claiming that all jobs where David is engagement partner have been completed and no meeting is required. For this matter, you will receive by 4 demerit points which may affect you monthly allowance. However, in view of your hard work and commitment to the Company, the Company does not takes this offence against you.

As a member of a Company, you are expected to follow the instruction instead of delaying the deliverables. You must have at least some sense of respect. When instruction has been given, respect it and act on it.

You have received verbal counseling for an earlier offense by your manager. With this letter of reprimand, I am reminding you of the critical importance of exercising care, managing your time and following clear instructions that your role requires.

Immediate remedies are expected to rectify your follies. We shall observe your conduct within a month where immediate improvements are expected.

Another failure to carry out any of your role will result in additional disciplinary action up to and including the possibility of demotion or employment termination.

A copy of this reprimand will be placed in your official personnel file.

Sincerely,

[SIGNATURE]

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WOELLY WILLIAM  
Director