

## 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.

<b>Job title</b>	ACCOUNT ASSISTANT 2
<b>Effective date</b>	01 August 2022
<b>Monthly remuneration</b>	Without bond – SGD 3500
<b>Business Addresses</b>	<ul style="list-style-type: none"><li>o 18 Howard Road #08-06/07 Novelty Bizcentre Singapore 369585</li><li>o 18 Howard Road #08-11 Novelty Bizcentre Singapore 369585</li></ul>
<b>Location of Work</b>	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.
<b>Hours of Work</b>	40 hours a week
<b>Notice period</b>	Either party must serve <b>two (2) months'</b> notice during peak period which usually runs right after Lunar New Year until end of August and <b>one (1) months'</b> notice during off peak which runs from September to a week prior to Lunar New Year.
<b>Vacation leave</b>	14.0 days <i>per annum</i>
<b>Medical Expenses</b>	<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>
<b>Approved Institutions</b>	Refer to rule book
<b>Training fee</b>	S\$1,500 per annum