**INTERNSHIP CONTRACT AGREEMENT**

1. **THE PARTIES.** This Internship Contract Agreement (“Agreement”) is entered into on (Date) (“Effective Date”) by and between:

Employer: Knowles Training Institute, 7 Temasek Boulevard, One, #12-07 Suntec Tower One, Singapore 038987 (“Employer”)

Intern: (Name of Intern), (address) (“Intern”)

Employer and Intern are each referred to herein as “Party” and, collectively, as the “Parties.”

1. **TERM.** The parties agree that the internship shall begin on (Date) and confirm that they will complete (number of hours) as agreed. Furthermore, this Agreement can be terminated at any time if the Intern breaches any portion of this Agreement.
2. **SCHEDULE.** The parties agree to the following work schedule:
3. **Hours:** The Intern agrees to work up to (40) hours per week.
4. **Holidays:** The Intern shall have days off following the Singapore holidays.
5. **Workweek:** The parties agree to the following workweek: (check all that apply)

**Monday \_\_\_\_**

**Tuesday \_\_\_\_**

**Wednesday \_\_\_\_**

**Thursday \_\_\_\_**

**Friday \_\_\_\_**

If the Intern cannot report on the work schedule, they must provide proof and a valid reason.

1. **CONFIDENTIALITY.** All files and materials provided to the Intern during the term of this Agreement must be kept confidential unless disclosure is allowed by the Employer or required by law. Furthermore, the Intern agrees that any intellectual property provided to them by the Employer will remain the sole property of the Employer.
2. **PERSONAL DATA PROTECTION ACT (PDPA).**

What is Personal Data?  
Personal data refers to data about an individual who can be identified from that data, or from that data and other information to which the organisation has or is likely to have access.

What is the PDPA?  
The Personal Data Protection Act (PDPA) provides a baseline standard of protection for personal data in Singapore. It complements sector-specific legislative and regulatory

frameworks such as the Banking Act and Insurance Act.  
It comprises various requirements governing the collection, use, disclosure, and care of personal data in Singapore.   
  
Important

Interns are required to comply with the various data protection obligations if they undertake activities relating to the collection, use, or disclosure of personal data. They are not to store or use any data such as the name, numbers, or email addresses of any employees or interns in the organisation without permission.

1. **DELETION OF FILES.** It is required that when this Agreement terminates that the Intern shall delete all the Employer's materials and files at their earliest convenience.
2. **ADDITIONAL TERMS & CONDITIONS.**

* The intern will work remotely as they fulfill their tasks and assignments.
* In case of absence due to a power or internet outage, you must notify the HR Department and your immediate superior.
* Maintain a respectful attitude towards your immediate supervisors and colleagues. Use appropriate language and always communicate in English.
* Don’t be late; allow enough time to finish the assigned task.
* Act professionally and always do the right thing.

**(NAME) Elliza Rolaine Kua-Santiaguel – HR Director**

**Intern’s Name & Signature Company Representative & Signature**

**Date: Date:**