



STRICTLY PRIVATE & CONFIDENTIAL

30 June 2022

Manish Gupta

Dear Manish,

LETTER OF APPOINTMENT

We are pleased to offer you employment with AIA Singapore Private Limited ("the Company") on the terms and conditions stated below and those stipulated in the AIA HR Information System as may be revised from time to time. The offer is subject to your full disclosure of material fact that may affect your discharge of duties for the position offered and on the condition that you are successful in your application for an Employment Pass / S Pass.

Following the conversion of contract to permanent employment, your existing contract will cease on 30 June 2022. The Company will pay you one (1) month completion bonus and 1 month discretionary bonus, for the contract period served from 10 Nov 2021 to 30 June 2022. The amount will be payable to you in the month of July 2022 payroll.

The following terms and conditions shall apply to your new appointment:

1 APPOINTMENT

Technology, Specialist at Group Career Band (GCB) 4 with the Technology - Tech Ops & Products Department.

2 PRE-EMPLOYMENT SCREENING

Pre-employment screening has been conducted in your previous contract.

3 WORKING HOURS & LOCATION

Monday through Friday from 8.45am to 5.30pm. You may be required to work beyond the hours stipulated if there are work exigencies. Your designated work location is at AIA Tampines, 3 Tampines Grande, Singapore 528799. However, at the sole discretion of the Management, you may be transferred to any other AIA offices within Singapore where your services are required.

4 PROBATION

Your probationary period will be waived.



5 PRE-EXISTING MEDICAL CONDITION

In line with our corporate medical policy, unless otherwise stated under any applicable Collective Agreement, all Hospitalisation & Surgical expenses relating to any pre-existing medical condition will not be covered or reimbursed by the Company during the first 12 months of service. After 12 months of service (inclusive of the period as our contract staff), you will be eligible for such pre-existing condition(s) subject to the terms and conditions of coverage.

6 NON-RECOGNITION OF PAST YEAR SERVICE

Your period of past employment with AIA Singapore will not be recognized when determining the total length of service, any entitlements and/or benefits to which you are entitled to or eligible for, with the Company.

7 REMUNERATION

7.1 Your annual basic salary will be S\$90,000.00 inclusive of a Monthly Variable Component (MVC) of 10%. The annual remuneration is based on 12 months. Please keep all salary matters confidential.

7.2 In accordance with the regulations under the Central Provident Fund (CPF) Act, your remuneration will not be subject to CPF contribution as you are a non – Singaporean/non Singapore Permanent Resident. In the event that you obtain Singapore Permanent Residential status, you are required to inform the Company, upon which both you and the Company will contribute to the CPF fund in accordance to the rates specified in the CPF Act.

7.3 Other benefits which are provided to you are set out in the “AIA HR Information System” and prevailing Company policies. It must be understood that the benefits offered are subject to review and change from time to time at the sole discretion of the Company in accordance with normal business practice.

8 SHORT TERM INCENTIVE

You are eligible to participate in AIA's Short-Term Incentive plan (STI). Your STI target for each financial year shall be 17.50% of your annual base pay. Depending on the company and individuals' performance, you may receive a higher or lower award (or no award) compared to your STI target. You will be provided more detailed information about how the STI plan works in due course.

9 ANNUAL LEAVE

Your annual leave entitlement shall be twenty-one (21) working days for the first five years of service, in accordance with the Company's leave policy.

10 ATTENDANCE & PUNCTUALITY

Employees are expected to report to work on time. If you are unable to do so due to any unavoidable reasons, contact your supervisor or manager immediately. All employees are expected to avoid any unnecessary absence,



because attendance and punctuality are essential for efficient operations. Irregular attendance, lateness and tardiness at work will render employees liable for disciplinary action in accordance with the Company's regulations.

11 OBLIGATIONS

In your capacity as an employee of the Company, you shall:

- a) devote the whole of your time, attention and skill to the performance of your duties.
- b) well and faithfully serve the Company and use your best endeavours to promote its interests.
- c) abide by all the Company's rules and procedures in effect.
- d) obey AIA's Code of Conduct ("Code") and all terms in the Code are made part of this agreement; and
- e) abide by the AIA Singapore End User IT Security Policy.

In the event that you plan to leave the Company, you may not solicit or encourage another employee to leave the employment of the Company.

12 NON-DISCLOSURE AND CONFIDENTIALITY

12.1 Except as reasonably required in the performance of your authorised duties, you covenant that you shall not at any time during your employment with the Company or at any time after your employment with the Company has terminated disclose to any person or otherwise make use of any of the Confidential Information which has been acquired by you or made known to you by virtue of your employment or previous employment with the Company or any entity of the AIA Group (as defined below). You further covenant to take all reasonable actions to prevent unauthorised use or disclosure of any Confidential Information (as defined below).

12.2 The foregoing provision does not apply to:

- i) Information that by means other than your deliberate or inadvertent disclosure becomes well known or readily ascertainable by the public; or
- ii) Disclosures compelled by judicial or administrative proceedings following your diligent challenge to such disclosure and having afforded the Company the reasonable opportunity to participate in the proceeding by notifying the Company after receipt of any order or requirement for disclosure.

12.3 All notes, memoranda, documents, reports, data of every kind (including electronic data), and/or materials of any nature and in particular the Confidential Information which shall be acquired, received or made by you during the course of employment shall be the property of the Company and shall be surrendered by you to the Company at the termination of employment or at the request of the Company at any time during the course of employment or any time thereafter.

12.4 You acknowledge that these conditions in respect of confidentiality may not be altered or its obligations excused except by a written document signed by a corporate officer of the Company and you.



12.5 The obligations contained in this clause shall endure, even after termination of this letter agreement, except and until any Confidential Information enters the public domain as set out above.

12.6 All intellectual property rights (including know-how) in and to any notes, memoranda, documents, reports, data (including electronic data) and other materials of any nature prepared by you in the course of your employment shall be the sole and exclusive property of the Company and vested in the Company.

12.7 “Confidential Information” means all information or data of the Company and/or AIA Group, which is not publicly known including without limitation, information relating to the business affairs, proprietary products, client list and database, technology, know-how, research, development, strategy, financial, technical, affairs, and trade secrets of the Company and AIA Group and other entities with which the Company or AIA Group do business or have any associations of any nature.

“AIA Group” means collectively the Company and any of its parent company, holding company, related companies, branches, subsidiaries or affiliates.

12.8 You will not at any time during your employment with the Company either directly or indirectly, except with the prior written consent from the Company, engage or interest yourself in any work or business other than that in relation to your duties in the Company.

13 TERMINATION OF EMPLOYMENT

13.1 Your service may be terminated at any time by either party giving to the other party one (1) month’s notice in writing or paying the equivalent of one (1) month’s salary, and if your notice is short of the required notice period, the total amount of salary equivalent to that period shall be recovered from you.

13.2 The Company reserves the right at all times to terminate your service without notice or payment in lieu of notice if you should be found guilty of any misdemeanour, misconduct, negligence or breach of any of the terms and conditions of employment laid down from time to time by the Company for all members of its employees. The Company also reserves the right to terminate your service immediately if you are charged in court for any non-traffic offence or if you suffer from any financial embarrassment.

13.3 In the event that your service is terminated under any of the circumstances set out in the Termination of Employment provision above, you will forfeit your eligibility to all benefits except the basic salary accrued and due to you up to the date of such termination.

14 COMPANY PROPERTY

You shall take all reasonable care in handling Company property in your possession or control and shall keep in good repair and condition, Company property which may be entrusted or provided to you for your use in the course



of your employment. On the termination of your employment or at the request of the Company at any time during your employment, you shall account for and return to the Company all Company property which is or has been in your possession or control (including but not limited to notebooks, hand phones, personal digital assistants, documents and records in any medium, software, credit cards, keys and security passes) and you shall indemnify the Company for such damage, costs and losses, arising out of or in connection with any negligence in your handling of Company property.

15 GOVERNING LAW

This letter agreement is governed by the laws of Singapore, and the parties hereby agree to submit to the exclusive jurisdiction of the Singapore courts.

16 TAXATION

You shall be solely responsible to declare and pay for all taxes arising out of any and all payments, benefits and perquisites that you receive or to which you are entitled in connection with your employment with the Company or any services for AIA Group.

17 IMMIGRATION

The Company will not be responsible for any repatriation cost under this agreement. You shall bear the full cost of your own repatriation in the event that your S Pass/Employment Pass is expired, cancelled or revoked.

18 ENTIRE AGREEMENT

This letter agreement constitutes the entire agreement between you and the Company as to your employment with the Company, and supersedes any contract, arrangement, related condition, collateral arrangement, or representation given or made by the Company prior to the date of this letter agreement.

If the terms and conditions of employment stipulated above and those in the AIA HR Information System are acceptable to you, please signify your acceptance by signing below and returning the copy of this letter to the Human Resources Department within 7 (seven) days from the date of this letter, failing which the offer will lapse. We believe that you are the ideal candidate for the position and look forward to your joining us. As you are no doubt aware, time is of the essence and we require the position to be filled as soon as possible. We will certainly suffer losses should you decide to accept our offer and, subsequently renege on this commitment. We feel that it is only fair to advise you that we may have no choice, in such instance, to take all action necessary to recover our losses, including litigation.

We would like to congratulate you on your decision to join the AIA family and we hope that your association with us will be a long and rewarding one.



For and on behalf of
AIA Singapore Private Limited

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ACCEPTANCE

I, Manish Gupta (FIN. G5305126Q), accept the appointment of Technology, Specialist at Group Career Band (GCB) 4 with the Technology - Tech Ops & Products Department, on the terms and conditions stipulated above and those in the AIA HR Information System, and shall commence work on **1 July 2022**.

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