



25 July 2022

PRIVATE & CONFIDENTIAL

Anand Narayana Vadivu
1338772

Dear Anand

ACKNOWLEDGEMENT OF RESIGNATION

We acknowledge receipt of your notice of resignation dated 19 July 2022.

In accordance with the Termination clause in your employment agreement, your last day of service shall be on 18 September 2022.

We encourage you to clear any annual leave balance (if any) during your notice period. You are to apply your annual leave one week prior to your last day of service. Where the balance leave (if any) cannot be consumed before the end of your notice period due to exigencies of work, leave encashment will be paid to you in the following payroll month. For any excess leave taken, arrangement will be made to recover from you.

Please note that for the purpose of tax clearance, we are required to withhold at least one month of your salary until your tax has been cleared after which we will release the funds withheld to you (only for non-Singapore citizens). For Singapore Permanent Resident, please submit the Letter of Undertaking to Payroll (g-payrollsg@singtel.com), if you are not leaving Singapore permanently.

You would be covered under Singtel's Flexible Medical Scheme till your last day of service. Please be informed that the cashless facility at panel clinics will cease one month prior to your last day of service. Should you need to seek medical consultations in your last month of service, please pay cash at the panel clinics and seek reimbursement thereafter via Darwin. Please submit your medical claims via Darwin by your last day of service.

We would like to remind you that there are several clauses in our Code of Conduct which will continue to apply even after you are no longer employed by the Company. These are highlighted below for your compliance. We trust that you will observe your obligation to abide by the provisions and terms of the Letter of Appointment which you had committed when you first joined us.

Obligation to maintain confidentiality of Confidential and Proprietary Information

During your employment with us, you may receive and/or have access to secret, confidential or proprietary information relating to Singtel and/or any company in the Singtel Group (including but not limited to joint venture companies held by Singtel and/or its subsidiaries) or any other company or entity (i) in which any of the Singtel Group of companies may have an interest (equity or otherwise) or (ii) to whom any of the Singtel Group of companies owe an obligation (whether pursuant to a contract or otherwise). Such secret, confidential or proprietary information may, without limitation, be verbal, written, electronic or in the form of image data, photographs or software. You are required not to disclose or divulge or cause to be disclosed or divulged such information without the prior written approval of or clearance from the Company. This condition shall continue to apply even when you are no longer employed by us.

**Restrictive Covenant**

You shall not for a period of one year from your last day of employment in Singtel accept employment in, or otherwise provide technical, commercial or professional advice to, any business in Singapore, or countries where Singtel is presently or at any time during your employment with Singtel was, carrying on business either directly or jointly with any other entity and which business is wholly or partly in competition with the business carried on by Singtel (or any of its subsidiaries as applicable).

Non-solicitation of Customers and Employees

You shall not for a period of one year from your last day of employment directly or indirectly solicit, within Singapore in competition with the business of Singtel and/or its subsidiaries, any person, firm or company, who at any time during the last one year of your service with Singtel was a customer of Singtel or any of its subsidiaries.

You shall not for a period of one year from your last day of employment in Singtel and/or its subsidiaries directly or indirectly solicit or entice away, any person who has, at any time during the one year immediately preceding the last day of your employment in Singtel and/or its subsidiaries, been employed by Singtel and/or its subsidiaries.

You are to return all the Company's properties that have been issued to you, to your line manager on your last working day of service.

If you are using your office email address for billing correspondences for Singtel myBill, you are required to change it to your personal email address. You can log on to www.singtel.com/myBill for Singtel myBill to change the email address. Please call 1688 if you have further questions.

If you need further clarifications or assistance, please feel free to contact me.

I would like to thank you for your service and wish you all the best in your future endeavours.

Yours sincerely,

Georgina Tan
Snr Manager, Pple & Culture, Corp Func
minghwa@singtel.com
Singapore Telecommunications Ltd
Co. Reg. No. 199201624D
This is a computer-generated document. No signature is required.



18 September 2022

1338772

To Whom It May Concern

Letter of Employment

This is to confirm that Anand Narayana Vadivu, is in our employment from 05 July 2021 to 18 September 2022.

Anand Narayana Vadivu's last appointment held was Staff Software Engineer.

Yours sincerely

Georgina Tan
Snr Manager, Pple & Culture, Corp Func
minghwa@singtel.com
Singapore Telecommunications Ltd
Co. Reg. No. 199201624D
This is a computer-generated document. No signature is required.