

**PRIVATE & CONFIDENTIAL**

30<sup>th</sup> January 2012

Mr. Muthukumarasamy Renganathan  
1/76 Nilaiyur  
Thirupparankundram (VIA)  
Madurai  
India 625005

Dear Renga,

## **LETTER OF EMPLOYMENT**

We are pleased to offer you employment with **VNIX PTE LTD** (hereinafter referred to as "the Company"), a company incorporated in Singapore. Terms and conditions will generally be as set out in the current Company's Policy. The major terms are stated below:

### **1) POSITION**

You will be appointed as **Database Administrator**.

### **2) DURATION OF CONTRACT**

Fixed Term Tenure

Commencement : **1<sup>st</sup> February 2012**

Contract Period : Three (3) months (Refer to clause 3)

Expiry of Contract : **30<sup>th</sup> April 2012**

### **3) OPTION FOR EXTENSION OF CONTRACT**

At the end of the contract both the parties will endeavour; notwithstanding the contract duration hereof, to consider the option to either convert to full time basis or enter into a continuous contract of employment subject to mutually acceptable employment terms and conditions.

This is a back to back agreement to comply with the assignment; early termination of the contract is subject to client decision.

### **4) REMUNERATION**

A gross salary of **S\$7,000.00** will be paid monthly.

The Employee will be remunerated on a monthly basis (and proportionately for any lesser period) in arrears by the fifth working day of the following calendar month by direct credit to the Employee's own nominated bank account in Singapore.

The Employee's salary may be increased at the Company's absolute discretion. Any such increase, however, shall not form a precedent for any future increase.

The Company shall deduct from your salary and bonus all such sums as authorised under the laws of Singapore, whether for your share of Central Provident Fund Contributions, withholding tax or otherwise.

Initial	
Employee	The Company

## 5) OVERTIME

Not applicable.

## 6) CENTRAL PROVIDENT FUND (CPF)

Singapore Citizen or Singapore Permanent Resident status is required by law to make compulsory CPF contributions.

Foreigners working under Employment Pass or S Pass are not required by the authorities to make compulsory CPF contributions.

## 7) REPORTING FUNTIONS

The Employee shall report and be responsible to the person specified below, or a nominated alternative ("Reporting Manager").

a) Whilst in Development Mr. Adam Casotti & Mr. Kevin Brown

The Employee will be responsible for all duties customarily associated with his/her position or as may, from time to time, be notified to the Employee in writing. The Company reserves the right during the employment to add to, reduce or modify the Employee's duties and responsibilities and to determine the amount of work which will be given to the Employee in accordance with its requirements.

## 8) INCOME TAX

NOT deducted at source from monthly salary. The Employee's shall be liable to income taxation applicable in Singapore or any countries.

## 9) WORKING HOURS

The Company's working hours are **Monday to Thursday, from 9.00am to 6.30pm** and **Friday, from 9.00am to 6.00pm**. The Employee's are entitled to one hour of lunch break every day from **12.30pm to 1.30pm**.

The Employee's may be required to work beyond the normal working hours to discharge your duties at the sole discretion of the Company.

The Company reserves the right, at its sole discretion, to revise, amend or extend the working hours should the need arise.

## 10) TERMINATION AND NOTICE

Either party may terminate the contract by giving **one (1) week's notice** or the equivalent of **one (1) week's salary** in lieu of notice.

The Company reserves the right to terminate your appointment at any time without notice should the Employee be guilty of misdemeanour, misconduct, negligence or any breach of the terms and conditions of this Agreement.

The Employee who resigns after less than one year of employment will be required to pay back the Mobilisation Fee and other related cost incurred by the Company.

Initial	
Employee	The Company

## 11) ANNUAL LEAVE

The Employee will be entitled to **twelve (12) days** Paid Annual Leave per annum in addition to the Statutory Public Holidays. Your entitlement for Paid Annual Leave for subsequent years will be according to the Company's terms & conditions from time to time. Leave entitlement after three (3) year of continuous service, will be increased by one (1) day annually and up to a maximum of twenty (20) days.

Pro-rated annual leave before the completion of one year's service is at the sole discretion of the company.

During the probation period, the Employee's are not entitled to any leave.

The Employee will be allowed to carry forward any unutilised annual leave from the current calendar year to the next calendar year only.

Unpaid leave shall be granted at the sole discretion of the Company. The Company reserves the right to terminate your employment without notice if you are absent from work on unpaid leave without prior approval from the Company.

All leave applications must be made in writing and at least **seven (7) days** in advance and shall be approved at the absolute discretion of the Company.

## 12) MEDICAL LEAVE AND BENEFIT

The Employee's must notify the Company and/or your immediate supervisor as soon as practicable if you are unable to work for medical reasons. Such notice shall be given within the first **two (2) hours** of the working day.

The Employee's are required to produce, without demand, a medical certificate in all cases where you are absent from work for medical reasons.

The Employee's are entitled to **fourteen (14) days** of Paid Sick Leave per calendar year, upon confirmation of your employment.

If the Employee's are hospitalised on a doctor's written order, the Employee's may get up to **forty-six (46) additional days** of paid sick leave per calendar year.

As part of our Employment Benefit Scheme the Employee's will be provided with purely Medical Outpatient treatment by registered Medical General Practitioner subject to a maximum of **SGD75.00** per month.

## 13) GROUP INSURANCE

The Company shall provide all statutory insurance coverage for the Employee.

## 14) CHANGE OF WORKPLACE/LOCATION

The company reserves the right, at it discretion, to transfer the employee's to work in the sites/clients' offices in which the Company operates. In the event of such transfer, the employee's will be given notice of any such intended change.

Initial	
Employee	The Company

## 15) CONFIDENTIALITY

The Employee's shall not disclose to any third party any confidential information obtained during your course of employment unless expressly authorised by the Company.

Confidential information for the purposes of this contract includes and is not limited to trade secrets, business plans, strategies, financial information and any other information that will affect the Company's competitive position.

Your obligations to maintain confidentiality and secrecy shall apply after your employment until such time that the information is no longer confidential or has been made public by the Company.

The Employee's shall not without prior written consent of the Company destroy, make copies, duplicate or reproduce in any form the Company's confidential information.

No outside paid employment is allowed unless you have written approval from your manager within your employment with the Company.

## 16) GOVERNING LAW

This Letter of Employment shall be governed by and construed in accordance with the laws of Singapore.

All the terms and conditions stated above are subject to review by the Company from time to time. The Company reserves the right to alter any of the above terms and conditions as and when it deems fit to fulfil the Company's objectives.

The above offer is subject to the issuance of Employment Pass or S Pass and health screening required by the Singapore Immigration / Ministry Of Manpower.

If the above offer is acceptable to you, please sign and return the duplicate copy of this letter within **seven (7) days** in confirmation of your understanding and acceptance of the foregoing terms and conditions of your appointment.

Yours faithfully  
For and on behalf of VNIX Pte Ltd

**LIM TECK VEE, DAVID**  
Managing Director

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## EMPLOYEE'S ACKNOWLEDGEMENT

I, **Muthukumarasamy Renganathan** hereby signify my understanding and acceptance of the terms and conditions of this Contract.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

NRIC / Passport No.: \_\_\_\_\_

Date : \_\_\_\_\_