

PRIVATE & CONFIDENTIAL

13 May 2024

Malhotra Arnav
National University of Singapore
Department of Computer Science

Dear Mr Malhotra,

INVITATION LETTER FOR INTERNSHIP

I am pleased to extend to you an invitation for an industrial attachment with Microtube Technologies Pte. Ltd. ("**MTPL**").

The marketing attachment shall be for a period of **6 weeks** and scheduled to take place from **13 May 2024** to **30 June 2024** subject to any change in the commencement date.

Details of the expected activities during your development attachment are set out in the attached Annex A.

Your supervisor will be Dr Yeo Joo Chuan, CEO, MTPL and you will be expected to follow the instructions of your supervisor for the duration of your development attachment.

By accepting this invitation, you understand, acknowledge and agree that:

1. (a) In the course of your development attachment, MTPL's Confidential Information (as defined below) may be disclosed to you in tangible, oral or visual form and identified as confidential or proprietary or with words of similar import, or through observations made by you through your access to MTPL's premises during your development attachment. You agree (i) to hold in the strictest confidence and not disclose to any third party, whether directly or indirectly, such Confidential Information, (ii) not to remove any document, diskettes, tapes, equipment or other materials containing or referring to such Confidential Information from MTPL's premises, and (iii) not to copy or reproduce or permit others to copy or reproduce, in or by any form, media or device, any documents, diskettes, tapes or other materials containing or referring to such Confidential Information, without MTPL's prior written permission. You shall also return immediately to MTPL upon our request all documents, diskettes, tapes and other materials held by you containing or referring to Confidential Information.
- (b) Your obligations to maintain confidentiality and secrecy shall apply during and after your development attachment until such time that the Confidential Information has been made public by MTPL.
- (c) "Confidential Information" means all information (whether recorded or not and in whatever form or media) which are not available to the public, relating to all or any part of the business, property, assets, technology, activities, services,

financial affairs, management and administration of MTPL, including information relating to MTPL's staff, students, alumni, business or academic partners, clients, suppliers and any third party dealing with MTPL.

2. You will be subject to the terms set out in the attached Annex B relating to obligations under the Personal Data Protection Act 2012.
3. Intellectual property created by you in the course of your development attachment will be transferred to and retained within the Company.
4. During your development attachment, you will be expected to conform to all applicable MTPL policies, rules and regulations as may be conveyed to you by your supervisor and/or other MTPL staff from time to time.
5. MTPL shall not be providing any financial support for your visit save for the following:

(a) A stipend of **S\$1,000** for the period of internship.

You will be expected to provide your own funding to cover all other expenses of your visit at MTPL, including insurance to cover medical, personal accidents, loss and/or damage to personal effects and any other contingencies. Any travel, accommodation and other expenses incurred in relation to accompanying dependents, if any, shall be borne by you.

6. MTPL may terminate the attachment with immediate notice and without payment of any compensation should you:
 - (a) be charged with or convicted by a court of law of any crime which in MTPL's opinion is likely to bring MTPL into disrepute; or
 - (b) in MTPL's opinion, be guilty of insobriety or misconduct or gross impropriety; or
 - (c) fail to observe any of the terms and conditions of this invitation.
7. You are solely and personally responsible for, and undertake to settle prior to leaving Singapore, all personal debts and liabilities incurred during or as a result of your visit, including but not limited to any income and other personal taxes that may be payable to the Inland Revenue Authority of Singapore ("IRAS") and other personal expenses that you may have incurred in relation to your stay in Singapore. You shall also return to MTPL any laptops or other equipment, security cards, keys and other items that were loaned to you by MTPL during your visit.
8. This invitation shall be governed by and construed in accordance with the laws of Singapore.

If you accept this invitation, please sign and date your acceptance and send a copy back to us no later than **15 May 2024**.

Thank you.

Yours sincerely



Dr Yeo Joo Chuan
CEO
Microtube Technologies Pte. Ltd.

Acceptance

I acknowledge and accept MTPL's invitation on the terms and conditions as stated in the above-written letter dated 13 May 2024.

Signature : Arnav

Full Name : Malhotra Arnav

Passport/IC No. : V3533504

Date of Birth : 6 November 2003

Date : 16 May 2024

PayNow A/C No. : 81241271

Bank Branch : 271

Bank A/C No. : 2713515160

Home Address : Eusoff Hall, National University of Singapore

Annex A

As an Intern in Microtube Technologies, you will be involved in the development of wearable sensors and haptics.

Duties and responsibilities

1. Development of wireless PCB for smart electronic textiles.
Assist to develop a category of smart electronic textile using microfiber sensors and actuators. The intern will design and develop the system of smart textiles, including 3D printing, casing design, firmware development, software development and testing.
2. Development of products using microfiber sensors.
Assist to develop smart haptic wearables for different applications. This includes redesign, design for manufacturing, design for improvement, and other necessary changes according to client's requirements.
3. Development of testing system for the sensors and haptics.
Assist to develop testing system for the sensors and haptics for durability, robustness, washability, or actual use case testing.

Annex B

1. In connection with the Personal Data Protection Act 2012, I agree to my personal data (that is in the possession of MTPL and that I may provide MTPL in the future) being collected, used and disclosed by MTPL for the purposes of:
 - (a) processing, administering, managing and/or terminating my relationship with MTPL and such ancillary matters relating to my health, general well-being and welfare;
 - (b) facilitating communication with me or my nominated contacts in an emergency;
 - (c) managing MTPL's infrastructure and operations, including disclosure and processing necessary for MTPL to conduct its activities, including but not limited to responding to third party requests pursuant to contractual requirement and engaging of outsourcing companies;
 - (d) maintaining campus safety and security of persons and property (including the use of CCTVs), as well as investigating any alleged or actual fraud, misconduct or unlawful conduct within MTPL;
 - (e) carrying out due diligence or other monitoring or screening activities (including background checks) in accordance with legal or regulatory obligations or risk management procedures that may be required by law or that may have been put in place by MTPL;
 - (f) complying with legal or regulatory obligations or MTPL's internal policies and procedures (including regulatory reporting in accordance with statutory obligations that may be required by law), as well as responding to requests for information from Ministries, public agencies, statutory boards or other similar authorities from time to time;
 - (g) responding to legal process, pursuing legal rights and remedies, defending litigation and managing complaints or claims;
 - (h) storage, hosting, back-up and disaster recovery;
 - (i) carrying out and performing MTPL's obligations in its contracts with current / potential partners and/or other third parties, which may require exchange of personal information of staff with such counter-parties;
 - (j) administrative purposes including, without limitation, processing, facilitating and making arrangements for business travels, and managing and administering the security control and access rights to MTPL's premises;

- (k) managing, facilitating and administering activities that are conducted or offered by MTPL and/or external entities which may include the disclosure of my information to MTPL;
 - (l) taking of photographs and/or videos (whether by MTPL staff or third party photographers and/or videographers) during events or seminars organised by MTPL or its affiliates for publicity purposes (including in MTPL's publicity and communications materials); and
 - (m) disclosing and transferring data to any third party service providers, agencies (which may be sited out of Singapore) that provides administrative, data processing, computer or other services to MTPL.
2. I understand and acknowledge that my personal data will/may be disclosed by MTPL to third party service providers or agents (whether in Singapore or elsewhere in the world where such service providers are sited) for one or more of the abovementioned purposes, as such third party service providers or agents, if engaged by MTPL, would be processing my personal data for MTPL, for one or more of the abovementioned purposes.
3. I further understand and acknowledge that MTPL may retain my personal data upon termination of my relationship with MTPL for any residual activities (for e.g., the provision of references, record keeping purposes, and allowing MTPL to fulfil any of its contractual or statutory obligations).
4. I consent to the collection, use and disclosure of my personal data for the above purposes and I will ensure that my personal data is correct and true by keeping my personal information as declared by me to MTPL up to date at all times.
5. I further declare and warrant the following:
- (a) that for any personal data of any other individuals disclosed by me in connection with processing, administering, managing and/or terminating my relationship with MTPL and ancillary matters relating to my general well-being and welfare, prior to disclosing such individuals' personal data to MTPL, I have obtained the appropriate consent from the individuals whose personal data are being disclosed, to permit MTPL to collect, use and disclose such personal data for the purposes related thereto;
 - (b) that the personal data of the other individuals above that I will be or is disclosing to MTPL are accurate. Further, I shall give MTPL notice in writing as soon as reasonably practicable should I be aware that any such personal data has been updated and/or changed after such disclosure, or that any individual above has withdrawn such consent as set out in clause 5(a); and

- (c) that for any data that I collect or have access to in the course of my work, I would use and disclose the information in compliance with the obligations under the Personal Data Protection Act and other confidentiality requirements imposed on me
- 6. I understand and acknowledge that the terms set out in this statement shall be incorporated by reference to and form part of the terms of MTPL's offer of training to me.