

義花園鮮花供應私人有限公司
G. G. FRESH FLOWER PTE LTD
No 22 New Industrial Road #01-15 PRIMAX
Singapore 536208
Tel: 62820900 Fax: 62878180
Website: www.ggfreshflower.com
Email: service@ggfreshflower.com
ROC no: 198300201H GST Reg No: M2-0050377-5

Employment Contract

01 January 2019

Mr Kang FuXing
Blk 233 Hougang Street 21
#01-332
Singapore 530233

Dear Mr Kang,

We are pleased to inform you that our management have re-arrange your duties from shop sales assistant to delivery driver.

1 DATE OF COMMENCEMENT

1.1 Your employment commence since on 30 March 2015.

2 SALARY

- 2.1 Your employment monthly salary will be increase from \$1650.00 to S\$1800 /- per Month with effective from 1st December 2018.
- 2.2 Any bonus or declarations of bonus shall be made at the sole and absolute discretion of the Company. In determining the amount of bonus, the Company shall consider your work performance, amongst other factors.
- 2.3 Your performance will be reviewed periodically and the Company shall make adjustments to your salary as it sees fit.

3 DUTIES

Your duties as **Delivery Driver** are as follows:

- Deliver flowers to all appointed destination.

4 WORKING HOURS

- 4.1 The Company's working hours are **Monday to Saturday, from 8am to 5pm**. Breakfast, Lunch and Accommodation are provided by the company.

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- 4.2 You may be required to work beyond the normal working hours to discharge your duties at the sole discretion of the Company.
- 4.3 The Company reserves the right, at its sole discretion, to revise, amend or extend the working hours should the need arise.

5 ANNUAL LEAVE

- 5.1 Besides the gazetted public holidays, you are entitled to **10 days** paid annual leave from the date of confirmation of your employment and will increase one day paid annual leave every year till maximum of 14 days.
- 5.2 You cannot carry forward any unutilised annual leave to the next year. Any leave balance at the end of the calendar year shall be forfeited.
- 5.3 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.
- 5.4 You are entitled to **five (5) days of compassionate leave** per calendar year from the date of confirmation of your employment. Approval for compassionate leave shall be at the sole discretion of the company.
- 5.5 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.

6 SICK LEAVE

- 6.1 You 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 **four (4) hours** of the working day.
- 6.2 You are required to produce, without demand, a medical certificate in all cases where you are absent from work for medical reasons.
- 6.3 You are entitled to **fourteen (14) days** of paid sick leave per calendar year, upon confirmation of your employment. Sick leave during the probation period shall be approved at the sole discretion of the Company.
- 6.4 If you are hospitalised on a doctor's written order, you may get up to **sixty (60) additional days** of paid sick leave per calendar year.

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7 Medical Benefits

7.1 Co-payment of Medical fee Caps at \$25.00 claimable per visit at clinics.

7.2 Insurance covered for hospitalisation.

8 TERMINATION AND NOTICE

8.1 Upon confirmation of your employment, either party may terminate the contract by giving **one (1) month's notice** or **one (1) month's salary** in lieu of notice.

G.G. FRESH FLOWER PTE LTD

22 New Industrial Road

#01-15 Primax

Singapore 536208

Tel: 6282 0900 Fax: 6287 8180

Koh Mong Hai
Director



Kang FuXing
Employee

