



PACIFIC INTEGRATED LOGISTICS PTE LTD

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Telephone: (65) 65422168 Facsimile: (65) 65424168 CO Reg 200002805C

Ismail Bin Mohamad Yasin
Apt Blk 840, Jurong West Street 81,
#07-119,
Singapore 640840.

2 January 2018

Dear Ismail,

DRIVER

We have much pleasure in offering you the position of **Driver** in our Company on the terms and conditions set out below.

1. COMMENCEMENT OF EMPLOYMENT

1.1 You shall commence employment on 2 January 2018.

2. PROBATION

2.1 You shall be required to serve a probation period of three (3) months from the commencement date of your employment.

2.2 Your probation period may be extended if your performance during the probation period is found to be unsatisfactory.

3. REMUNERATION

3.1 You shall be paid a commencing salary of \$1,700.00 per month.

3.2 Your subsequent salary increment shall be based on your work performance and determined by the Company at its sole discretion.

[Handwritten signature] 2/1/18 *[Handwritten signature]*

4. WORKING HOURS

- 4.1 Your working hours shall be from 0830 to 1730 hours from Mondays to Fridays and 0830 to 1230 hours on Saturdays. Your working hours may be modified at the Company's sole discretion to suit the Company and customer requirements.
- 4.2 You shall also be required to work beyond the normal working hours if so required by the Company.

5. LEAVE ENTITLEMENT

5.1 Annual Leave

Upon confirmation in your appointment, your annual leave entitlement shall be as follows:

- a) Less than 5 years' continuous service – 14 days per year or prorated for less than one year's service.
- b) More than 5 years but less than 10 years' continuous service -- 18 days per year.
- c) More than 10 years' continuous service – 21 days per year.

Leave earned in the current year must be cleared by the end-March of the following year, failing which it will be automatically forfeited unless it is to be carried forward with the approval of the Departmental Head.

5.2 Compassionate Leave

At the sole discretion of the Company, you may be granted up to three (3) consecutive days of compassionate leave in accordance with the Company's current guidelines on such leave.

6. MEDICAL BENEFITS

- 6.1 Upon confirmation in your appointment, the Company will provide you (employee only) with free outpatient and dental treatment subject to the limits stated in this clause. Outpatient treatment including medicines shall be sought from our Company's appointed doctor or a government hospital and is limited to \$40.00 per visit and up to a maximum of \$500 per year. This reimbursement, however, will not apply to expenses incurred on optical items, cosmetic treatment and self-inflicted sickness or injury.
- 6.2 Medical leave must be certified by the Company's appointed doctor or a doctor from a government hospital.

21/1/18


6.3 In addition, upon confirmation, you shall be covered under the Company's Hospitalization & Surgical Plan.

6.4 Dental treatment will be reimbursed up to a maximum of \$100.00 per year.

7. AWS/BONUS

7.1 Subject to the Company and your individual performance and the following conditions, you will be eligible for the annual wage supplement (AWS) and bonus payments:

- You have been confirmed as at 31st December of the year.
- Confirmed employees with less than one year's service will be paid on a pro-rated basis.
- Employees who tender their resignation on or before 31st December or who are not on the Company's payroll on the date of payment shall not be entitled to receive the AWS/Bonus.
- The AWS/Bonus will be deducted on a prorated basis for any No Pay leave taken.

8. POSTING/TRANSFER

8.1 You may be posted or transferred from one company to another company or one division/department to another division/department within the Pacific Integrated Logistics Group of Companies at the sole discretion of the Company.

9. EXCLUSIVE SERVICE

9.1 You shall not, without the prior approval of the Company, be engaged in any outside business or be employed in any capacity by any person, government department or agency, company or organization. Any breach of this regulation may render yourself liable for disciplinary action which may result in the Company seeking compensation from you or immediately terminating your employment with the Company.

10. SECRECY & CONFIDENTIALITY

10.1 You shall not disclose or divulge at any time or made public (except in the course of your official duties), either during the currency of this contract or thereafter, any secrets, transaction of information in or relative to the Company's business, which may come to your knowledge or possession in the course of your employment with the Company. This requirement shall remain in force for at least twelve (12) months after you have resigned from or left the Company. Any violation or breaching of this clause will be sufficient ground for the Company to terminate your employment immediately and/or institute legal or other appropriate action against you.



11. TERMINATION

11.1 During probation, either party may terminate this contract by giving the other party one weeks' notice in writing or by paying one weeks' salary in lieu of notice. Upon confirmation, either party may terminate this contract by giving the other party one month's notice in writing or paying one month's salary in lieu of such notice.

12. ACCEPTANCE OF OFFER

12.1 Please confirm acceptance of the above salary and terms and conditions of employment by signing and returning the duplicate copy of this Letter of Appointment to me as soon as possible.

Yours Sincerely,



.....
Steven Chua
Regional Director (HR & Processes)

.....

Acknowledgement

I, Ismail Bin Mohamad Yasin, NRIC No. A1424388G, confirm acceptance of the aforesaid terms and conditions of employment.

.....
Signature

..... 21/1/18
Date