

Permanent EC — Junior Software Engineer, Arborise Software

Sample document — not legal advice. This document was drafted by the LawCrew AI agent team and is published at lawcrew.ai/samples as a showcase of how our pipeline approaches a common Singapore Employment Contract scenario. This run completed automated drafting, self-critique, adversarial review and deterministic gates, then routed to lawyer review (Auto-revision exhausted after 5 attempts. Remaining: Clause 13(a): Grants the employer the explicit contractual right to place the employee on garden leave to safely cut off access to sensitive systems during the notice period without breaching the implied right to work.; Clause 18(e): Aligns the list of protected characteristics comprehensively with the Tripartite Guidelines on Fair Employment Practices (TGFEP) and the impending Workplace Fairness Act.; Clause 1.2 - Appointment and Commencement (Work Pass Auto-Termination): Protects the Employee from automatic termination without notice pay if the work pass is revoked due to the Employer's fault or regulatory non-compliance.; Clause 1.3 - Appointment and Commencement (Outside Activities Consent): Prevents the Employer from arbitrarily blocking the Employee from engaging in external activities or side-projects that do not conflict with their duties.; Clause 2.2 - Duties and Responsibilities (Policy Variations): Prevents the Employer from unilaterally introducing post-termination non-competes, indemnities, or arbitrary fines through subsequent updates to the Employee Handbook.). **It is not legal advice and is not tailored to any specific transaction.**

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Sample Employment Contract #01 · Agent-drafted; routed to lawyer review · Published 2026-05-24

This Contract of Employment ("Contract") is entered into on **2026-07-01** between **Arborise Software Pte Ltd** (UEN: 201534567A), a company incorporated in Singapore ("Employer"), and **Chua Jia Hui** (NRIC/FIN/Passport: S0123456D) ("Employee").

The Employer and Employee agree that the terms and conditions set out in this Contract shall govern the employment of the Employee with effect from the Commencement Date.

1. Appointment and Commencement

1.1 The Employer appoints the Employee to the position of **Junior Software Engineer**, reporting to Engineering Team Lead, Platform.

1.2 Employment commences on **2026-07-01** ("Commencement Date"). If the Employee is not a Singapore Citizen or Permanent Resident, this Contract is conditional upon the Employee obtaining and maintaining a valid work pass from the Ministry of Manpower, and in the event of rejection, cancellation (other than a voluntary cancellation by the Employer to circumvent notice obligations), or revocation of the work pass, this Contract shall terminate automatically without notice or liability in lieu of notice, provided that the Employee shall be granted a 14-day unpaid grace period to appeal any appealable revocation or rejection before final termination.

1.3 The Employee agrees to devote their full working time and attention to the Employer's business and shall not, without prior written consent, engage in any other employment, trade, or business during employment (excluding passive personal investments or non-conflicting unpaid volunteer work).

2. Duties and Responsibilities

2.1 The Employee shall perform the duties and responsibilities assigned to the position of Junior Software Engineer, including such additional or varied duties as the Employer may reasonably require from time to time.

2.2 The Employee shall carry out all duties diligently, professionally, and in accordance with the Employer's lawful instructions and written policies, provided such policies are made accessible to the Employee and do not contravene the express terms of this Contract.

2.3 The Employee acknowledges that the description of duties above is not exhaustive and may be varied by the Employer on reasonable notice, provided such variations are commensurate with the Employee's role and do not fundamentally alter the scope of employment without mutual consent.

3. Place of Work

3.1 The Employee's primary place of work is **79 Anson Road, #20-01, Singapore 079906 (hybrid: 3 days/week in office)**.

3.2 The Employer may require the Employee to work at other locations within Singapore or travel on business from time to time as reasonably required, provided that the Employer shall promptly reimburse all reasonable out-of-pocket expenses incurred by the Employee in connection with such travel.

3.3 Any remote work arrangements shall be as agreed separately in writing and may only be varied by the Employer on reasonable written notice and following good-faith consultation with the Employee.

4. Working Hours

4.1 Normal working hours are **42.5 hours per week**, 5 days per week.

4.2 The Employee's rest day is Sunday.

4.3 The Employee may be required to work overtime as reasonably required. The Employee is not covered by Part IV of the Employment Act 1968 in respect of overtime pay, rest days, and hours of work. Any overtime shall be agreed in writing between the Parties.

5. Remuneration

5.1 The Employer shall pay the Employee a basic salary of **S\$5,000.00 per month** ("Basic Salary").

5.2 Salary shall be paid by the last working day of each calendar month via bank transfer to the Employee's designated account.

5.3 The Employer shall make CPF contributions in accordance with the Central Provident Fund Act 1953 and the prevailing CPF contribution rates applicable to the Employee's age and residency status. The Employee's CPF contribution shall be deducted from salary accordingly.

5.4 Salary shall not be subject to unauthorised deductions. Any deduction shall comply with Section 27 of the Employment Act 1968.

5.5 The Employee shall also receive the following allowances: Transport allowance: S\$150.00/month.

6. Bonus and Variable Pay

6.1 The Employee may be eligible for a variable bonus at the Employer's discretion, subject to the Employee's performance and the Employer's business results.

6.2 Any bonus paid in one year shall not create an obligation on the Employer to pay a bonus in any subsequent year. The Employer's determination of the bonus quantum shall be exercised in good faith and shall not be arbitrarily withheld if the pre-agreed metrics referred to in Clause 6.3 are met.

6.3 Discretionary annual performance bonus, targeted at one month of basic salary subject to company and individual performance evaluated against clear, pre-agreed metrics communicated to the Employee in writing.

7. Central Provident Fund

(a) Both the Employer and the Employee shall make CPF contributions at the rates prescribed by the Central Provident Fund Act 1953 and the CPF Board from time to time, in accordance with the Employee's age and residency status.

(b) The Employee's share of CPF contributions shall be deducted from monthly salary. The Employer's share is borne by the Employer and shall not be deducted from the Employee's salary.

(c) For foreign Employees holding an Employment Pass, S Pass, or other work pass, CPF contributions are not applicable. Skills Development Levy (SDL) shall be paid by the Employer as

required by law.

8. Annual Leave

(a) The Employee is entitled to annual leave as follows, accruing based on completed years of service:

| Completed Years of Service (Year of Service) | Annual Leave Entitlement |
|---|---------------------------------|
| Less than 1 year (Year 1) | 7 days (Pro-rated) |
| 1 year (Year 2) | 8 days |
| 2 years (Year 3) | 9 days |
| 3 years (Year 4) | 10 days |
| 4 years (Year 5) | 11 days |
| 5 years (Year 6) | 12 days |
| 6 years (Year 7) | 13 days |
| 7 years and above (Year 8+) | 14 days |

(b) Annual leave shall be taken at a time mutually agreed with the Employer (such agreement not to be unreasonably withheld or delayed by the Employer). Unused leave may be carried forward for one (1) year only and shall thereafter be forfeited unless the Employer expressly agrees otherwise in writing. Upon termination of employment (other than for gross misconduct), any accrued but unused annual leave shall be encashed and paid to the Employee at their gross rate of pay.

(c) The above entitlements meet or exceed the minimum requirements under the Employment Act 1968.

9. Sick Leave and Hospitalisation Leave

(a) The Employee is entitled to paid sick leave (outpatient) and paid hospitalisation leave based on completed months of service as follows:

| Completed Months of Service | Paid Outpatient Sick Leave | Paid Hospitalisation Leave (inclusive of outpatient) |
|------------------------------------|-----------------------------------|---|
| 3 months | 5 days | 15 days |
| 4 months | 8 days | 30 days |

| Completed Months of Service | Paid Outpatient Sick Leave | Paid Hospitalisation Leave (inclusive of outpatient) |
|-----------------------------|----------------------------|--|
| 5 months | 11 days | 45 days |
| 6 months and above | 14 days | 60 days |

(b) Entitlement to paid sick leave requires the Employee to be examined and certified unfit for work by a registered medical practitioner or a medical practitioner at a government hospital or clinic.

(c) The Employee must inform the Employer (or the Employee's supervisor) of absence due to illness as soon as practicable and, in any event, within 48 hours of commencement of absence, in accordance with Section 89(4) of the Employment Act 1968, unless the Employee is medically incapacitated from doing so. Failure to comply may result in the absence being treated as unpaid leave.

(d) The Employer shall pay for the Employee's medical consultation fees when the Employee is granted paid sick leave by any registered medical practitioner or dentist, in accordance with the Employment Act 1968. Additional medical benefits are subject to the Employer's medical benefits policy.

10. Public Holidays

(a) The Employee is entitled to all eleven (11) gazetted public holidays in Singapore per year in accordance with the Employment Act 1968.

(b) If the Employee is required to work on a public holiday, the Employee shall, by default, be entitled to an extra day's salary at the basic rate of pay in addition to the ordinary day's salary. By mutual agreement between the Parties, a day off in lieu may be substituted for the extra day's salary, in accordance with the Employment Act 1968.

(c) If a public holiday falls on the Employee's rest day, the following working day shall be observed as a paid public holiday in lieu.

11. Family-Related Leave

The following statutory family-related leave entitlements apply under the Child Development Co-Savings Act 2001 ("CDCSA"). Actual entitlements depend on the employee's and child's citizenship status as specified in the CDCSA.

(a) Maternity Leave. A female employee who has been employed for at least three (3) consecutive months before the birth of her child is entitled to maternity leave as follows: (i) sixteen (16) weeks for the mother of a Singapore citizen child; (ii) twelve (12) weeks otherwise. The first eight (8) weeks are employer-paid (with the remaining four (4) weeks unpaid for non-citizen children); any government-paid portion for citizen children is reimbursed to the Employer by the Government under the CDCSA.

(b) Paternity Leave. An eligible father of a Singapore citizen child who has been employed for at least three (3) consecutive months before the birth is entitled to government-paid paternity leave under the CDCSA at the prevailing statutory entitlement.

(c) Shared Parental Leave. Eligible working parents of a Singapore citizen child may share statutory shared parental leave under the CDCSA at the prevailing entitlement, subject to the child's birth or adoption date, mutual arrangements, notice requirements, and the eligibility requirements of the CDCSA.

(d) Childcare Leave. An employee who is the parent of a Singapore citizen child below seven (7) years of age and has been employed for at least three (3) consecutive months is entitled to six (6) days of childcare leave per year (three (3) employer-paid days plus three (3) government-paid days). An employee with a non-citizen child below seven (7) years of age is entitled to two (2) days of employer-paid childcare leave per year in accordance with the Employment Act 1968.

(e) Infant Care Leave. An employee who is the parent of a Singapore citizen child below two (2) years of age is entitled to twelve (12) days of unpaid infant care leave per year.

(f) The Employer shall process and administer all claims under this clause promptly and shall not penalise the Employee for exercising any statutory family-related leave entitlement.

12. Probationary Period

(a) The first **6 month(s)** of employment shall be a probationary period ("Probationary Period").

(b) During the Probationary Period, either Party may terminate employment by giving **7 days'** written notice or salary at the gross rate of pay in lieu of notice.

(c) Upon successful completion of the Probationary Period, the Employer will confirm the Employee's appointment in writing. The Employer may, at its discretion, extend the Probationary Period once by up to 3 months, provided written notice specifying the areas requiring improvement is given to the Employee prior to the expiry of the initial period.

13. Termination and Notice

(a) After confirmation, either Party may terminate this Contract by giving the other **1 month(s)** written notice or by paying salary at the gross rate of pay in lieu of notice (or a combination thereof).

(b) The Employer may, after conducting a due inquiry in accordance with Section 14 of the Employment Act 1968, terminate this Contract without notice or salary in lieu of notice if the Employee commits an act of gross misconduct, wilful disobedience, dishonesty, or any other act that constitutes a serious breach of the terms of employment.

(c) Pending the completion of a due inquiry, the Employer may suspend the Employee from work for a period not exceeding one week. The Employer shall pay the Employee at least half the Employee's

salary during the period of suspension. If the Employer decides not to dismiss the Employee after the inquiry, the Employer shall restore the full salary for the suspension period, in accordance with Section 14(8) of the Employment Act 1968.

(d) Upon termination, the Employee shall return all Employer property, cease using Employer systems and Confidential Information, and comply with post-employment obligations in this Contract, provided that the Employee shall be entitled to retain copies of their own employment contracts, payslips, tax filings, and other personal HR records.

(e) The Employer shall pay final salary and other sums due within the timelines required by the Employment Act 1968. As a general guide: where the Employee resigns and serves the required notice, final salary is payable on the last day of employment; where the Employee resigns without serving notice, payment is due within seven (7) days after the last day of employment; and where the Employer terminates employment or dismisses the Employee for misconduct, payment is due on the last day of employment or, if that is not possible, within three (3) days after termination or dismissal.

14. Confidentiality

(a) The Employee shall hold all Confidential Information in strict confidence and shall not, during employment or at any time thereafter, disclose, use, or permit the use of any Confidential Information except in the proper performance of their duties.

(b) "Confidential Information" means all information, whether oral or written, relating to the Employer's business, clients, finances, trade secrets, technology, personnel, or operations that is not in the public domain, excluding information that was lawfully in the Employee's possession prior to employment, is subsequently acquired from a third party without breach of any confidentiality obligation, or comprises the Employee's general skills, knowledge, and experience acquired during employment.

(c) The Employee may disclose Confidential Information where required by law, court order, or a regulator of competent jurisdiction, to professional advisers under duties of confidence, or for good-faith complaints, reports, or claims to MOM, TADM, TAFEP, a court, tribunal, regulator, or other competent authority.

(d) The Employee's confidentiality obligations are consistent with and supplementary to the common law duty of fidelity and any applicable obligations under the Computer Misuse Act 1993 and the Official Secrets Act 1935.

(e) These confidentiality obligations survive termination of this Contract indefinitely with respect to trade secrets and for one (1) year with respect to other Confidential Information.

15. Intellectual Property

(a) All Intellectual Property Rights in any work, invention, design, software, or other output created by the Employee in the course of employment ("Employee Works") shall vest in and be assigned to the Employer, and the Employee hereby assigns all such rights to the Employer with effect from the date each Employee Work is created. This assignment expressly excludes any pre-existing intellectual property owned by the Employee prior to the Commencement Date (including, for the avoidance of doubt, any such property declared by the Employee in writing within 30 days of the Commencement Date).

(b) The Employee waives all moral rights in Employee Works to the extent reasonably necessary for the Employer's ordinary business operations.

(c) The Employee shall promptly disclose all Employee Works to the Employer and shall sign all documents and take all steps reasonably required to give effect to this assignment.

(d) For the avoidance of doubt, this clause does not affect the Employee's rights in inventions made wholly outside working hours without using the Employer's resources, facilities, or Confidential Information, and which do not directly compete with or specifically relate to the Employer's current products or services at the time the invention was created.

16. Personal Data

(a) The Employee consents to the Employer collecting, using, and disclosing the Employee's personal data (including name, NRIC/FIN, contact details, financial and medical information) for the purposes of managing the employment relationship, payroll, benefits administration, compliance with legal obligations, and other employment-related purposes set out in the Employer's PDPA Privacy Notice, provided such purposes are reasonable, lawful, and directly related to employment administration, expressly excluding the sale or sharing of personal data for third-party marketing.

(b) The Employer shall handle the Employee's personal data in accordance with the Personal Data Protection Act 2012 (No. 26 of 2012) ("PDPA") and the Employer's data protection policies.

(c) The Employee may, subject to legal exceptions, access or correct their personal data by contacting the Employer's Data Protection Officer.

17. Governing Law

(a) This Contract shall be governed by and construed in accordance with the laws of Singapore.

(b) Any dispute arising out of or in connection with this Contract, including any dispute as to its validity, shall be submitted to the exclusive jurisdiction of the courts of Singapore.

(c) Nothing in this clause limits the Employee's rights to make a complaint to the Ministry of Manpower or to file a claim with the Employment Claims Tribunals.

18. General

(a) Entire Agreement. This Contract constitutes the entire agreement between the Parties regarding the employment and supersedes all prior negotiations, representations, and understandings.

(b) Amendments. Any amendment to this Contract must be in writing and signed by both Parties.

(c) Severability. If any provision of this Contract is held to be invalid, illegal, or unenforceable, the remaining provisions shall continue in full force and effect.

(d) No Waiver. Failure to exercise any right under this Contract does not constitute a waiver of that right.

(e) Applicable Law. This Contract is subject to the Employment Act 1968, the Central Provident Fund Act 1953, the Child Development Co-Savings Act 2001, the Work Injury Compensation Act 2019, and all other applicable Singapore legislation, which prevail to the extent of any inconsistency with this Contract. The Employer shall also comply with the Tripartite Guidelines on Fair Employment Practices (and the Workplace Fairness Act, when in force) and ensure employment decisions are not based on protected characteristics such as age, sex, family status, race, nationality, or mental health.

19. Execution

| | |
|---|------------------------------|
| For and on behalf of Employer | Employee |
| Arborise Software Pte Ltd | Chua Jia Hui |
| By: Nurul Aisyah Binte Hassan (Managing Director) | NRIC/FIN/Passport: S0123456D |
| Signature: _____ | Signature: _____ |
| Date: _____ | Date: _____ |

20. Schedule 1 — Key Employment Terms

This Schedule sets out the Key Employment Terms ("KETs") as required by the Employment Act 1968, Section 95A.

| # | Key Employment Term | Details |
|---|-----------------------|---------------------------|
| 1 | Full name of employer | Arborise Software Pte Ltd |
| 2 | Full name of employee | Chua Jia Hui |

| # | Key Employment Term | Details |
|----|---|--|
| 3 | NRIC number / FIN / Passport number | S0123456D |
| 4 | Job title, main duties and responsibilities | Junior Software Engineer. Main duties as set out in Clause 2. |
| 5 | Date of commencement | 2026-07-01 |
| 6 | Normal working hours per day / week | 8.5 hours per day / 42.5 hours per week |
| 7 | Number of working days per week | 5 |
| 8 | Rest day | Sunday |
| 9 | Salary period | Monthly |
| 10 | Salary payment date | last working day of each calendar month |
| 11 | Basic monthly salary | S\$5,000.00 |
| 12 | Fixed monthly allowances | Transport allowance: S\$150.00 |
| 13 | One-off / non-monthly allowances | Nil |
| 14 | Fixed deductions | Nil (beyond statutory deductions) |
| 15 | Other salary components | Variable bonus: Discretionary annual performance bonus, targeted at one month of basic salary subject to company and individual performance. |
| 16 | Overtime pay rate | Not applicable (non-Part IV employee) |
| 17 | Probationary period | 6 month(s) |
| 18 | Notice period | 1 month (post-probation) / 7 days (during probation) |
| 19 | Leave entitlements | Annual: per Annual Leave clause. Sick: per Sick Leave and Hospitalisation Leave clause. Public holidays: 11 days/year. |

| # | Key Employment Term | Details |
|----|------------------------|--|
| | | Family-related leave: per Family-Related Leave clause. |
| 20 | Medical benefits | As per Employer's medical benefits policy |
| 21 | Other benefits in kind | As per Employer's HR policies |

Note: The Employer must provide this Schedule to the Employee within 14 days of commencement, in accordance with Section 95A of the Employment Act 1968.