

Permanent EC — Sales Executive, 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: Schedule 1: Under Section 95A of the Employment Act, Key Employment Terms must specify the notice period for both the probationary period and after confirmation.; Schedule 1: MOM guidelines on Key Employment Terms require explicit mention of basic medical benefits, which should include the statutory entitlement to medical consultation fee reimbursement.; Schedule 1: MOM guidelines on Key Employment Terms prefer a brief factual description of the employee's main duties rather than relying solely on a cross-reference to the contract body.; KET §95A item 5: Key Employment Term "duration_of_employment" was not detected in the rendered draft (EA §95A requires this).; Clause 14(c) Work Pass Auto-Termination: An automatic termination without notice deprives the employee of notice pay if the work pass is cancelled or not renewed through no fault of their own (e.g., employer quota issues or employer-initiated cancellation)). **It is not legal advice and is not tailored to any specific transaction.**

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

This Contract of Employment ("Contract") is entered into on **2026-08-15** between **Arborise Software Pte Ltd** (UEN: 201534567A), a company incorporated in Singapore ("Employer"), and **Patricia Reyes Santos** (NRIC/FIN/Passport: G7654321P) ("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 **Sales Executive, Mid-Market**, reporting to Regional Sales Director, ASEAN.

1.2 Employment commences on **2026-08-15** ("Commencement Date").

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.

2. Duties and Responsibilities

2.1 The Employee shall perform the duties and responsibilities assigned to the position of Sales Executive, Mid-Market, 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 policies, procedures, and lawful instructions.

2.3 The Employee acknowledges that the description of duties above is not exhaustive and may be reasonably varied by the Employer after consultation with the Employee, provided such variations are commensurate with the Employee's skills and seniority.

3. Place of Work

3.1 The Employee's primary place of work is **79 Anson Road, #20-01, Singapore 079906 (hybrid: 2 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.

3.3 Any remote work arrangements shall be as agreed separately in writing and may only be adversely varied by the Employer upon consultation with the Employee and for reasonable business grounds.

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\$7,500.00 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 CPF contributions are not applicable to the Employee as the holder of a work pass. The Employer shall pay Skills Development Levy (SDL) as required by applicable law.

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

5.5 The Employee shall also receive the following allowances: Mobile and connectivity allowance: S\$200.00/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 shall exercise its discretion reasonably, in good faith, and based on objective performance metrics when determining the bonus quantum.

6.3 On-target commission of S\$90,000 per annum at 100% achievement against quota, paid quarterly in arrears against booked and invoiced revenue, accelerators above 100% of quota and decelerators below 60%, in each case as set out in the Company's sales-compensation plan. Any updates or adverse variations to the commission structure shall require mutual agreement and shall not apply retroactively. Commission is recoverable (strictly by offset against future variable pay, and not by unauthorised deduction from basic salary) in the event of customer non-payment or claw-back events as defined in the plan, provided such non-payment or claw-back event occurs within 6 months of the relevant commission payment. Any such recovery shall be made via set-off against future commission or as a debt due, and shall not be deducted from the Employee's Basic Salary unless permitted under Section 27 of the Employment Act 1968.

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:

Year of Service	Annual Leave Entitlement
1st year	7 days (pro-rated if less than 1 year)
2nd year	8 days
3rd year	9 days
4th year	10 days
5th year	11 days
6th year	12 days
7th year	13 days
8th year and thereafter	14 days

(b) Annual leave shall be taken at a time mutually agreed with 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, provided that if the Employer denies the Employee's leave requests due to business exigencies, such untaken leave shall not be forfeited and shall be encashed.

(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
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. Failure to comply may result in the absence being treated as unpaid leave.

(d) The Employer shall bear the cost of the medical consultation fee if the Employee is granted paid sick leave and has completed at least three (3) months of service, in accordance with Section 89(8) of the Employment Act 1968. Additional medical benefits may be provided at the Employer's discretion.

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) 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 (under the CDCSA); or (ii) twelve (12) weeks otherwise (under the Employment Act, of which eight (8) weeks are employer-paid). Any government-paid portion 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 (two (2) employer-paid days plus four (4) government-paid days). An employee with a non-citizen child who has been employed for at least three (3) consecutive months is entitled to two (2) days of paid childcare leave per year under the Employment Act 1968. Eligible parents of a Singapore citizen child aged 7 to 12 are also entitled to two (2) days of government-paid extended childcare leave per year under the CDCSA.

(e) Infant Care Leave. An employee who is the parent of a Singapore citizen child below two (2) years of age and has been employed for at least three (3) consecutive months 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 **14 days'** written notice or salary 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 extend the Probationary Period once by up to 3 months, subject to providing the Employee with a written performance review and reasons for the extension prior to the expiry of the initial Probationary 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 in lieu of notice (or a combination thereof). During any notice period, the Employer may place the Employee on garden leave, during which the Employee shall remain employed and receive full remuneration and benefits (including basic salary, allowances, and accrued commissions) but may be directed not to attend work or contact clients.

(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.

(e) Subject to the Employer's tax-clearance withholding obligations under Clause 14(f) and the Income Tax Act 1947, 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) working days after termination or dismissal.

14. Work Pass

(a) The Employee's employment is subject to obtaining and maintaining a valid work pass (Employment Pass, S Pass, or other applicable pass) issued by the Ministry of Manpower ("MOM") in accordance with the Employment of Foreign Manpower Act 1990 ("EFMA").

(b) The Employee shall inform the Employer immediately of any change in work pass status, nationality, or other material change in immigration status.

(c) If the Employee's work pass application is rejected, cancelled, revoked, or not renewed, and the Employer is unable to obtain or maintain a valid work pass for the Employee in connection with the role after considering any reasonable appeal or redeployment steps, this Contract shall terminate automatically and immediately without the need for notice. The Employee acknowledges that under the EFMA, employment cannot legally continue without a valid work pass, though the Employer will reasonably assist with any Short-Term Visit Pass (STVP) required by MOM for the Employee to remain lawfully in Singapore while managing immigration matters. The Employee remains entitled to accrued salary, statutory entitlements, and any payment required by law up to the termination date.

(d) The Employee shall not engage in any occupation, trade, or business other than that specified in the work pass without MOM's prior written approval.

(e) Repatriation. On expiry or cancellation of the work pass, the Employer shall, to the extent required by EFMA and any applicable conditions of the work pass, bear the cost of repatriating the Employee to the Employee's home country, unless the Employer's obligation is waived in writing by MOM or the Employee expressly consents in writing to bear such cost and the Controller of Work Passes is notified, in accordance with the Employment of Foreign Manpower Act.

(f) Tax Clearance. The Employer shall comply with the tax-clearance obligations under the Income Tax Act 1947 (Singapore) in respect of the Employee. The Employer shall notify the Inland Revenue Authority of Singapore ("IRAS") of the Employee's impending cessation of employment or departure from Singapore no later than one (1) month before the Employee's last day of employment or departure date (whichever is earlier), and shall withhold and not release any moneys due to the Employee until IRAS issues a tax-clearance directive or indicates that no additional tax is payable.

15. 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.

(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 twelve (12) months with respect to other Confidential Information.

16. 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, excluding any pre-existing intellectual property owned by the Employee prior to the Commencement Date that is expressly declared in writing to the Employer before or upon commencement.

(b) The Employee waives all moral rights in Employee Works to the extent permitted by law and strictly necessary for the Employer's normal commercial exploitation of the Employee Works.

(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 relate to the Employer's actual or reasonably anticipated business.

17. Post-Employment Restrictions

(a) Non-Competition. For a period of **6 months** after termination (provided the Employer elects to enforce this restriction by paying the Employee their Basic Salary during such period), the Employee shall not, without the Employer's prior written consent (which shall not be unreasonably withheld), be engaged in, own, manage, operate, or consult for any business that directly competes with the specific products, services, or business lines of the Employer with which the Employee was materially involved during the last twelve (12) months of employment, provided such competing business operates within Singapore.

(b) Non-Solicitation of Clients. For a period of **6 months** after termination, the Employee shall not directly or indirectly solicit or canvass any client of the Employer with whom the Employee had material contact during the last twelve (12) months of employment.

(c) Non-Solicitation of Employees. For a period of **12 months** after termination, the Employee shall not directly or indirectly solicit or recruit any senior or key employee of the Employer with whom the Employee had material working contact and influence during the last twelve (12) months of employment.

(d) Enforceability. Each restriction is intended to operate independently. If any restriction is found to be unreasonable or unenforceable by a court of competent jurisdiction, the remaining independent restrictions shall continue to apply to the extent legally enforceable. The Parties acknowledge that these restrictions are reasonable and necessary to protect the Employer's legitimate proprietary interests (including trade secrets, confidential information, and established client connections), and that enforceability depends on reasonable scope, duration, and geography.

18. 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 and directly related to the employment relationship.

(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.

19. 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.

20. 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 as issued by the Tripartite Alliance for Fair and Progressive Employment Practices, and the Workplace Fairness Act 2025 (when in force), ensuring that employment decisions are based on merit and fair grounds without discrimination.

21. Execution

For and on behalf of Employer	Employee
Arborise Software Pte Ltd	Patricia Reyes Santos
By: Nurul Aisyah Binte Hassan (Managing Director)	NRIC/FIN/Passport: G7654321P
Signature: _____	Signature: _____
Date: _____	Date: _____

22. 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	Patricia Reyes Santos
3	NRIC number / FIN / Passport number	G7654321P
4	Job title / designation	Sales Executive, Mid-Market
4A	Main duties and responsibilities	As directed by the Employer (per Clause 2)
5	Date of commencement	2026-08-15
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\$7,500.00
12	Fixed monthly allowances	Mobile and connectivity allowance: S\$200.00
13	One-off / non-monthly allowances	Nil
14	Fixed deductions	Nil (beyond statutory deductions)

#	Key Employment Term	Details
15	Other salary components	Variable bonus: On-target commission of S\$90,000 per annum at 100% achievement against quota, paid quarterly in arrears against booked and invoiced revenue, accelerators above 100% of quota and decelerators below 60%
16	Overtime pay rate	Not applicable (non-Part IV employee)
17	Probationary period	6 month(s)
18	Notice period (post-probation)	1 month(s)
19	Leave entitlements	Annual: per Annual Leave clause. Sick: per Sick Leave and Hospitalisation Leave clause. Public holidays: 11 days/year. 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.