

Permanent EC — Senior Counsel (Conversion), Velora Health

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 9(b): Section 89(1) of the Employment Act entitles employees to paid sick leave when certified by a registered dental practitioner, which the current clause omits.; Clause 15(d): Carving out pre-employment IP without requiring a written declaration or exclusion list creates evidentiary disputes regarding whether specific IP was created before or during employment.; Clause 13(c): The statutory requirement for an employer to restore withheld salary if an inquiry does not disclose misconduct is found in Section 14(9), whereas 14(8) relates only to the suspension itself.; Clause 9(d): The statutory obligation for the employer to bear the medical examination fee for certified sick leave is found in Section 89(9), whereas 89(8) explicitly states when the employer is *not* required to bear it.; KET §95A item 5: Key Employment Term "duration_of_employment" was not detected in the rendered draft (EA §95A requires this). **It is not legal advice and is not tailored to any specific transaction.**

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Sample Employment Contract #06 · Agent-drafted; routed to lawyer review · Published 2026-05-24

This Contract of Employment ("Contract") is entered into on **2026-07-01** between **Velora Health Pte Ltd** (UEN: 201623456C), a company incorporated in Singapore ("Employer"), and **Tan Mei Ling** (NRIC/FIN/Passport: S7234567E) ("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 **Senior Counsel**, reporting to Chief Executive Officer.

1.2 Employment commences on **2026-07-01** ("Commencement Date").

1.3 If the Employee requires a work pass to work in Singapore, this Contract is strictly conditional upon the issuance and continued validity of the requisite work pass by the Ministry of Manpower, and shall automatically terminate without notice or salary in lieu of notice if such pass is revoked, cancelled, or not renewed. 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, provided this shall not prohibit the Employee from holding passive personal investments that do not create a conflict of interest.

2. Duties and Responsibilities

2.1 The Employee shall perform the duties and responsibilities assigned to the position of Senior Counsel, 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 varied by the Employer on reasonable notice, provided such variations are commensurate with the Employee's position, seniority, and professional qualifications. The Employer shall maintain Directors and Officers (D&O) or comparable professional liability insurance covering the Employee for acts done in the good-faith execution of their duties.

3. Place of Work

3.1 The Employee's primary place of work is **30 Biopolis Street, #06-01, Singapore 138671 (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 varied by mutual written agreement.

4. Working Hours

4.1 Normal working hours are **40 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\$15,000.00 per month** ("Basic Salary").

5.2 Salary shall be paid by the 25th 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.

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 (including nil bonus) is final, provided such discretion is exercised rationally, in good faith, and without unlawful discrimination (including on protected grounds under the Tripartite Guidelines on Fair Employment Practices and the forthcoming Workplace Fairness Act 2025, such as age, sex, marital status, pregnancy status, caregiving responsibilities, race, religion, language, nationality, disability, or mental health conditions).

6.3 Annual performance bonus targeted at two months of basic salary, subject to company performance and individual review. Equity grant of 25,000 restricted share units vesting over four years on the standard 1-year-cliff / quarterly-thereafter schedule, with the cliff measured from the original contractor engagement start date of 1 January 2026 in recognition of prior service, subject to the execution of a definitive grant agreement within thirty (30) days of the Commencement Date, which shall include standard double-trigger acceleration of vesting upon a change of control, and provide for accelerated vesting of the cliff portion if the Employer terminates the employment without cause or the Employee resigns for good reason prior to the cliff date.

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	Annual Leave Entitlement
Less than 1 year	Pro-rated (7 days in Year 1)
1 year	7 days
2 years	8 days
3 years	9 days
4 years	10 days
5 years	11 days
6 years	12 days
7 years	13 days
8 years and above	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. Upon termination of employment for any reason, the Employer shall pay the Employee for all accrued but untaken annual leave at the Employee's final 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 but less than 4 months	5 days	15 days
4 but less than 5 months	8 days	30 days
5 but less than 6 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 medical consultation fee when the Employee is granted paid sick leave by a registered medical practitioner from a public medical institution or an employer-designated clinic, in accordance with Section 89(8) of the Employment Act 1968.

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, subject to the Employment Act). Any government-paid portion for eligible employees 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 paid childcare leave per year (with government reimbursement varying in accordance with the CDCSA depending on the child's birth order). An employee with a child below seven (7) years of age who does not meet the CDCSA criteria is entitled to two (2) days of employer-paid childcare leave per year in accordance with the Employment Act.

(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) In recognition of the Employee's prior service, there shall be no probationary period, and the Employee is deemed confirmed upon the Commencement Date.

(b) [Not applicable as the Employee is deemed confirmed and no Probationary Period applies]

(c) [Not applicable as the Employee is deemed confirmed and no Probationary Period applies]

13. Termination and Notice

(a) After confirmation, either Party may terminate this Contract by giving the other **2 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 continue to receive full salary and benefits (including the continued vesting of any equity or variable pay) but may be required not to attend the workplace or contact clients or colleagues.

(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 material breach of the terms of employment which, if capable of remedy, remains unremedied after fourteen (14) days' written notice from the Employer.

(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 may retain their personal contacts, personal calendars, and documents relating to their own personal tax, compensation, and benefits.

(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) working 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.

(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.

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.

(b) The Employee waives all moral rights in Employee Works to the extent permitted by law, solely to the extent necessary to allow the Employer to exploit the Employee Works in the ordinary course of its business.

(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 apply to any pre-existing intellectual property owned by the Employee prior to the Commencement Date, nor does it 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.

16. Post-Employment Restrictions

(a) **Non-Competition.** For a period of **6 months** after termination, the Employee shall not, without the Employer's prior written consent, be engaged in, own (excluding passive holdings of less than 5% in any publicly listed company), manage, operate, or consult for any business within Singapore that directly competes with the specific parts of the Employer's business in which the Employee was materially involved during the last twelve (12) months of employment, provided that the duration of this restriction shall be reduced by any period during which the Employee was placed on garden leave pursuant to Clause 13(a).

(b) **Non-Solicitation of Clients.** For a period of **12 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, provided this restriction shall not prohibit the Employee from accepting unsolicited business from such clients.

(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 management employee of the Employer with whom the Employee had material working contact during the last twelve (12) months of employment, provided this restriction shall not apply to general public recruitment advertisements or responding to unsolicited approaches.

(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 necessary to protect the Employer's legitimate proprietary interests, including trade secrets, confidential information, and established client connections, and that their scope, duration, and geography are reasonable.

17. 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 reasonably necessary employment-related purposes as notified to the Employee from time to time.

(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.

18. 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.

19. 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.

20. Execution

For and on behalf of Employer	Employee
Velora Health Pte Ltd	Tan Mei Ling
By: Dr. Cheong Kar Wai (Chief Executive Officer)	NRIC/FIN/Passport: S7234567E
Signature: _____	Signature: _____
Date: _____	Date: _____

21. 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	Velora Health Pte Ltd
2	Full name of employee	Tan Mei Ling
3	NRIC number / FIN / Passport number	S7234567E
4	Job title, main duties and responsibilities	Senior Counsel (Main duties as set out in Clause 2)
5	Date of commencement	2026-07-01
6	Normal working hours per day / week	8 hours per day / 40 hours per week
7	Number of working days per week	5

#	Key Employment Term	Details
8	Rest day	Sunday
9	Salary period	Monthly
10	Salary payment date	25th day of each calendar month
11	Basic monthly salary	S\$15,000.00
12	Fixed monthly allowances	Nil
13	One-off / non-monthly allowances	Nil
14	Fixed deductions	Nil (beyond statutory deductions)
15	Other salary components	Variable bonus: Annual performance bonus targeted at two months of basic salary, subject to company performance and individual review. Equity grant of 25,000 restricted share units vesting over four years on the standard schedule.
16	Overtime pay rate	Not applicable (non-Part IV employee)
17	Probationary period	0 month(s)
18	Notice period (post-probation)	2 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.