



ARTARY SG PTE. LTD. (201531881C)
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INDEPENDENT CONTRACTOR AGREEMENT

This Contract is between the 'Contractor' and **ARTARY SG PTE. LTD.** (the 'Client').

1 **WORK AND PAYMENT**

1.1 Project. The Client is hiring the Contractor to provide one (1) person teaching services according the following requirements set by the Client:

- Compliant to assigned work schedule and work location
- Compliant to the “**Staff Manual**”
(<http://artary.sg/staff-manual/>)
- Possess at least a diploma/degree in Arts or Design related fields

1.2 Schedule. The Contractor will begin work upon signing of this agreement and the work is ongoing. This Contract can be ended by either Client or Contractor at any time, pursuant to the terms of Section 6, Term and Termination.

1.3 Payment. The Client will pay the Contractor a rate of \$18.00 (SGD) per session (up to 90 minutes teaching per session, and thereafter up to 15 minutes after teaching) as specified in the assigned schedule.

1.4 Expenses. The Client will not reimburse the Contractor's expenses.

1.5 Penalties. The Contractor shall be liable to pay penalties due to poor work performance or quality, including but not limited to:

- Late reporting or early dismissal (based on Client's sign in and sign out data recording facilities) for assignments: Per-minute prorated deduction **AND** penalty of \$6.00 per violation applied on monthly payment
- Not attending accepted scheduled assignments (“NO-SHOW”): Penalty of \$35.00 per session applied on monthly payment. Penalty shall be waived if **EMAIL** notice for cancellation is provided 24 hours before the assignment, or when medical certificate is presented within 72 hours from the assignment
- Not providing accurate sign in and out data: Penalty of \$6.00 per sign in or sign out data, up to maximum of \$12.00 per day applied on monthly payment

To ensure fairness in the workplace, these penalties will be applied automatically by Client's human resource software to all Contractors without prejudice. Penalties may be revised and published on “**Staff Manual**”.

1.6 Invoices. The Contractor will invoice the Client monthly. The Client agrees to pay

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the amount owed within 30 days of receiving the invoice.

- 1.7 Support. The Contractor will not provide support for any deliverable once the Client accepts it, unless otherwise agreed in writing.

2 OWNERSHIP AND LICENSES

- 2.1 Client Owns All Work Product. As part of this job, the Contractor is creating “work product” for the Client. To avoid confusion, work product is the finished product, as well as drafts, notes, materials, mockups, hardware, designs, inventions, patents, code, and anything else that the Contractor works on—that is, conceives, creates, designs, develops, invents, works on, or reduces to practice—as part of this project, whether before the date of this Contract or after. The Contractor hereby gives the Client this work product during the project. This means the Contractor is giving the Client all of its rights, titles, and interests in and to the work product (including intellectual property rights), and the Client will be the sole owner of it. The Client can use the work product however it wants or it can decide not to use the work product at all. The Client, for example, can modify, destroy, or sell it, as it sees fit.
- 2.2 Contractor's Use Of Work Product. Once the Contractor provides the work product for the Client, the Contractor does not have any rights to it. The Contractor does not have permission to use the work product for any purpose. The Contractor is not allowed to sell or otherwise use the work product for profit or non-profit or for any other use. The Client is not allowed to take back this license, even after the Contract ends.
- 2.3 Contractor's Help Securing Ownership. In the future, the Client may need the Contractor's help to show that the Client owns the work product or to complete the transfer. The Contractor agrees to help with that. For example, the Contractor may have to sign a patent application. The Client will pay any required expenses for this. If the Client can't find the Contractor, the Contractor agrees that the Client can act on the Contractor's behalf to accomplish the same thing. The following language gives the Client that right: if the Client can't find the Contractor after spending reasonable effort trying to do so, the Contractor hereby irrevocably designates and appoints the Client as the Contractor's agent and attorney-in-fact, which appointment is coupled with an interest, to act for the Contractor and on the Contractor's behalf to execute, verify, and file the required documents and to take any other legal action to accomplish the purposes of paragraph 2.1 (Client Owns All Work Product).
- 2.4 Contractor's IP That Is Not Work Product. During the course of this project, the Contractor might use intellectual property that the Contractor owns or has licensed from a third party, but that does not qualify as “work product.” This is called “background IP.” Possible examples of background IP are pre-existing code, type fonts, properly-licensed stock photos, and web application tools. The Contractor is not giving the Client this background IP. But, as part of the Contract, the Contractor is giving the Client a right to use and license (with the right to sublicense) the background IP to develop, market, sell, and support the Client's

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products and services. The Client may use this background IP worldwide and free of charge, but it cannot transfer its rights to the background IP (except as allowed in Section 11.1 (Assignment)). The Client cannot sell or license the background IP separately from its products or services. The Contractor cannot take back this grant, and this grant does not end when the Contract is over.

- 2.5 Contractor's Right To Use Client IP. The Contractor may need to use the Client's intellectual property to do its job. For example, if the Client is hiring the Contractor to teach, the Contractor may have to use the Client's teaching materials. The Client agrees to let the Contractor use the Client's intellectual property and other intellectual property that the Client controls to the extent reasonably necessary to do the Contractor's job. Beyond that, the Client is not giving the Contractor any intellectual property rights, or to use it for purpose other than in performing the Client's job, unless specifically stated otherwise in this Contract.

3 **COMPETITIVE ENGAGEMENTS**

The Contractor won't work for a competitor of the Client, or offer the same services as an independent or independent company, until this Contract ends. To avoid confusion, a competitor is any third party that develops, manufacturers, promotes, sells, licenses, distributes, or provides products or services that are substantially similar to the Client's products or services. A competitor is also a third party that plans to do any of those things. If the Contractor uses employees or subcontractors, the Contractor must make sure they follow the obligations in this paragraph, as well.

4 **NON-SOLICITATION**

Until this Contract ends, the Contractor won't: (a) encourage Client employees or service providers to stop working for the Client; (b) encourage Client customers or clients to stop doing business with the Client. The Contractor promises that it won't do anything in this paragraph on behalf of itself or a third party.

5 **REPRESENTATIONS**

- 5.1 Overview. This section contains important promises between the parties.
- 5.2 Authority To Sign. Each party promises to the other party that it has the authority to enter into this Contract and to perform all of its obligations under this Contract.
- 5.3 Contractor Has Right To Give Client Work Product. The Contractor promises that it owns the work product, that the Contractor is able to give the work product to the Client, and that no other party will claim that it owns the work product. If the Contractor uses employees or subcontractors, the Contractor also promises that these employees and subcontractors have signed contracts with the Contractor giving the Contractor any rights that the employees or subcontractors have related to the Contractor's background IP and work product.
- 5.4 Contractor Will Comply With Laws. The Contractor promises that the manner it does this job, its work product, and any background IP it uses comply with applicable Singapore and foreign laws and regulations.

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- 5.5 **Work Product Does Not Infringe.** The Contractor promises that its work product does not and will not infringe on someone else's intellectual property rights, that the Contractor has the right to let the Client use the background IP, and that this Contract does not and will not violate any contract that the Contractor has entered into or will enter into with someone else.
- 5.6 **Client Will Review Work.** The Client promises to review the work product, to be reasonably available to the Contractor if the Contractor has questions regarding this project, and to provide timely feedback and decisions.
- 5.7 **Client-Supplied Material Does Not Infringe.** If the Client provides the Contractor with material to incorporate into the work product, the Client promises that this material does not infringe on someone else's intellectual property rights.

6 **TERM AND TERMINATION**

This Contract is ongoing, until ended by the Client or the Contractor. Either party may end this Contract for any reason by sending an email or letter to the other party, informing the recipient that the sender is ending the Contract and the date the Contract will end. The Contractor understands that project commitment is core during the provision of the project, and must provide at least two (2) months notice before ending the project as stated in Section 1 (Work and Payment). The Client may end the Contract immediately. The Contractor must comply to the Contract end date as soon as it receives the notice, unless the notice says otherwise. The party that is ending the Contract must provide notice by taking the steps explained in Section 11.4. The Client will pay the Contractor for the work done up until when the Contract ends and will reimburse the Contractor for any agreed-upon, non-cancellable expenses. If the Contractor fails to provide the required two (2) months notice for to end the Contract, or fails to provide the required work stated in Section 1 (Work and Payment), the Contractor must pay a penalty of THREE HUNDRED DOLLARS (S\$300.00) within seven (7) days, or authorise the Client to withhold any outstanding payments so as to pay towards the penalty. The following sections don't end even after the Contract ends: 2 (Ownership and Licenses); 3 (Competitive Engagements); 4 (Non-Solicitation); 5 (Representations); 8 (Confidential Information); 9 (Limitation of Liability); 10 (Indemnity); and 11 (General).

7 **INDEPENDENT CONTRACTOR**

The Client is hiring the Contractor as an independent contractor. The following statements accurately reflect their relationship:

- The Contractor will use its own equipment, tools, and material to do the work. Additional materials may be provided by the Client to do the work.
- The Contractor is responsible for determining who and how it will carry out the work, but will need to take into consideration the feedback provided by the Client on a day-to-day basis.
- The Client may not provide the Contractor with any training.
- The Client and the Contractor do not have a partnership or employer-employee relationship.

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- The Contractor cannot enter into contracts, make promises, or act on behalf of the Client.
- The Contractor is not entitled to the Client's benefits (e.g., group insurance, retirement benefits, retirement plans, vacation days).
- The Contractor is responsible for its own taxes and any required insurance
- The Client will not make payments for disability insurance, unemployment insurance, or workers compensation for the Contractor or any of the Contractor's employees or subcontractors.

8 **CONFIDENTIAL INFORMATION**

- 8.1 Overview. This Contract imposes special restrictions on how the Client and the Contractor must handle confidential information. These obligations are explained in this section.
- 8.2 The Client's Confidential Information. While working for the Client, the Contractor may come across, or be given, Client information that is confidential. This is information like customer lists, business strategies, research & development notes, statistics about a website, and other information that is private. The Contractor promises to treat this information as if it is the Contractor's own confidential information. The Contractor may use this information to do its job under this Contract, but not for anything else. When this Contract ends, the Contractor must give back or destroy all confidential information, and confirm that it has done so. The Contractor promises that it will not share confidential information with a third party, unless the Client gives the Contractor written permission first. The Contractor must continue to follow these obligations, even after the Contract ends. The Contractor's responsibilities only stop if the Contractor can show any of the following: (i) that the information was already public when the Contractor came across it; (ii) the information became public after the Contractor came across it, but not because of anything the Contractor did or didn't do; (iii) the Contractor already knew the information when the Contractor came across it and the Contractor didn't have any obligation to keep it secret; (iv) a third party provided the Contractor with the information without requiring that the Contractor keep it a secret; or (v) the Contractor created the information on its own, without using anything belonging to the Client.
- 8.3 Third-Party Confidential Information. It's possible the Client and the Contractor each have access to confidential information that belongs to third parties. The Client and the Contractor each promise that it will not share with the other party confidential information that belongs to third parties, unless it is allowed to do so. If the Client or the Contractor is allowed to share confidential information with the other party and does so, the sharing party promises to tell the other party in writing of any special restrictions regarding that information.

9 **LIMITATION OF LIABILITY**

Neither party is liable for breach-of-contract damages that the breaching party could not reasonably have foreseen when it entered this Contract.

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10 **INDEMNITY**

- 10.1 Overview. This section transfers certain risks between the parties if a third party sues or goes after the Client or the Contractor or both. For example, if the Client gets sued for something that the Contractor did, then the Contractor may promise to come to the Client's defense or to reimburse the Client for any losses.
- 10.2 Client Indemnity. In this Contract, the Contractor agrees to indemnify the Client (and its affiliates and its and their directors, officers, employees, and agents) from and against all liabilities, losses, damages, and expenses (including reasonable attorneys' fees) related to a third-party claim or proceeding arising out of: (i) the work the Contractor has done under this Contract; (ii) a breach by the Contractor of its obligations under this Contract; or (iii) a breach by the Contractor of the promises it is making in Section 5 (Representations).
- 10.3 Contractor Indemnity. In this Contract, the Client agrees to indemnify the Contractor (and its affiliates and its and their directors, officers, employees, and agents) from and against liabilities, losses, damages, and expenses (including reasonable attorneys' fees) related to a third-party claim or proceeding arising out of a breach by the Client of its obligations under this Contract.

11 **GENERAL**

- 11.1 Assignment. This Contract applies only to the Client and the Contractor. The Contractor cannot assign its rights or delegate its obligations under this Contract to a third-party (other than by will or intestate), without first receiving the Client's written permission. In contrast, the Client may assign its rights and delegate its obligations under this Contract without the Contractor's permission. This is necessary in case, for example, another Client buys out the Client or if the Client decides to sell the work product that results from this Contract.
- 11.2 Arbitration. As the exclusive means of initiating adversarial proceedings to resolve any dispute arising under this Contract, a party may demand that the dispute be resolved by arbitration in accordance with its commercial arbitration rules.
- 11.3 Modification; Waiver. To change anything in this Contract, the Client and the Contractor must agree to that change in writing and sign a document showing their contract. Neither party can waive its rights under this Contract or release the other party from its obligations under this Contract, unless the waiving party acknowledges it is doing so in writing and signs a document that says so.
- 11.4 Notices.
(a) Over the course of this Contract, one party may need to send a notice to the other party. For the notice to be valid, it must be in writing and delivered in one of the following ways: personal delivery, email, or certified or registered mail (postage prepaid, return receipt requested). The notice must be delivered to the party's address listed at the end of this Contract or to another address that the party has provided in writing as an appropriate address to receive notice.
(b) The timing of when a notice is received can be very important. To avoid confusion, a valid notice is considered received as follows: (i) if delivered

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personally, it is considered received immediately; (ii) if delivered by email, it is considered received upon acknowledgement of receipt; (iii) if delivered by registered or certified mail (postage prepaid, return receipt requested), it is considered received upon receipt as indicated by the date on the signed receipt. If a party refuses to accept notice or if notice cannot be delivered because of a change in address for which no notice was given, then it is considered received when the notice is rejected or unable to be delivered. If the notice is received after 5:00pm on a business day at the location specified in the address for that party, or on a day that is not a business day, then the notice is considered received at 9:00am on the next business day.

- 11.5 Severability. This section deals with what happens if a portion of the Contract is found to be unenforceable. If that's the case, the unenforceable portion will be changed to the minimum extent necessary to make it enforceable, unless that change is not permitted by law, in which case the portion will be disregarded. If any portion of the Contract is changed or disregarded because it is unenforceable, the rest of the Contract is still enforceable.
- 11.6 Governing Law. The laws of Singapore govern the rights and obligations of the Client and the Contractor under this Contract.
- 11.7 Entire Contract. This Contract represents the parties' final and complete understanding of this job and the subject matter discussed in this Contract. This Contract supersedes all other contracts (both written and oral) between the parties.

THE CONTRACTOR HERETO AGREE TO THE FOREGOING AS EVIDENCED BY THEIR PARTICULARS ON THE BOTTOM OF EACH PAGE.

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