



Physiobile Malaysia Hq,
No27-G, Indah Alam Condominium Shoplot, Jalan
Jubli Perak 22/1, 40300 Shah Alam, Selangor Darul
Ehsan.

07th JAN 2019

Dear MUHAMMAD ZULFIKHAR BIN MD ZAIN.

OFFER OF CONTRACT AS PHYSIOTHERAPY OFFICER AT PHYSIO MOBILE MALAYSIA .

On behalf of **Physiobile Malaysia**, we are pleased to offer you a contract position as above. You will undergo the training period at **Physiobile Malaysia Shah Alam HQ** from **08.01.2019**. This training period will be conducted for 1 or 3 months. (Depends on your performance)

In this position, your compensation will be:

BASIC	: RM 1,200.00
EFFECTIVE DATE	: 08.01.2019

2. PROBATION PERIOD

After you pass your training period, you will undergo probation period for 6 months at **Physiobile Malaysia Shah Alam**. In this position, your compensation will be:

BASIC	: RM 1,400.00
BENEFIT	: REFER NO.4

3. CONTRACT PERIOD

After the probation period has passed, the contract as Physiotherapy Officer will be effective for **TWO YEARS**. You will be offered a new contract before the contract ends. in this position, your compensation will be

BASIC	: RM 1,500.00
BENEFIT	: REFER NO 4.

4. BENEFIT

Under the term of Physiomobile Malaysia's benefits plan and policies, you will be eligible for company benefits. Other than all of the compensation, you also entitle for:

- a) **PERKESO** *starts from day 1 training
- b) **EIS** *starts from day 1 after training
- c) **KWSP** * starts from day 1 training
- h) **Over Time** : Refer Policies
- i) **Petrol Claim** : RM 0.50/km *starts from day 1 probation
- j) **Touch n Go Claim** : Based on travel *starts from day 1 probation
- k) **House call Commission** :20%ofTransportationCharge.*starts after probation
- m) **Yearly Basic Salary Increment** (Based on Yearly Appraisal)

5. WORKING DAYS (During TRAINING & PROBATION) - 8 HOURS PER DAY

- 9.00am -6.00pm
- Off Days: Every Friday
- 3 Days of Night Shift 8.00pm -10.00pm (OT rate) *Appointment basis
- Based on monthly working schedule

6. WORKING DAYS (After Probation)- 8 HOURS PER DAY

- 9.00am -6.00pm
- 5 day/week and 6 days/week alternately
- 3 Days of Night Shift 8.00pm -10.00pm (OT rate) *Appointment basis
- Based on monthly working schedule

7. CONTRACT TERMINATION

Upon termination of the contract, both parties may terminate this employment contract by giving one (1) month notice or by paying a salary of (1) month in lieu of notice. The company has the right to terminate your service without notice and you will be asked to pay a PEN charges if:

- Absent from work without leave; OR
- Found guilty of major offenses; OR
- Denied or found to have violated any instructions issued by the Head of the Department Division or the Company's Authorities; OR
- Rm5,000.00 compensation will be charged on you if your termination of services is less than **TWO YEARS**

**Any changes in term of working schedule will be noticed by the company and depends on Physiomobile Malaysia's rules and regulations.*

8. JOB SCOPE

Duties and responsibilities of Physiotherapy Officers as discussed by the company are as below: I-

BEFORE TREATMENT:

- Remind patient on treatment appointment a day before.
- Properly wearing company's attire
- Ensure all equipment are well equip before going for housecall
- Know about patient condition before treatment start.
- Always update on patients condition to ensure treatment are based on Evidence-Based Practice (EBP).
- Preparing INVOICE/RECEIPT before start treatment.

II-DURING TREATMENT:

- Correctly determine patient problems.
- Know thoroughly about patient's condition and its safety measure.
- Follow S.O.P of treatment and giving at least 60% manual intervention.
- Have a good communication with patients with full respects.
- Correctly prescribe exercise to patients with a proper guide.
- Telling the truth to the patients about their conditions and our treatment plan for them.
- Fully explain about the treatment package and rehabilitation plan for patient's progression.

III- AFTER TREATMENT:

- Ensure patient's log book are completely filled
- Give treatment card to patients and well explain about package and current promotion that suit for their condition
- Book next appointment for patients
- Ensure patients get their receipt after every payment done.
- Ensure no equipment is left before going back from house call session.
- Daily update payment with accountant.

**Any changes on jobs and responsibilities will be update time to time. You are advised to consult your manager in anything regarding your duty.*

9. ANNUAL LEAVE AND EMERGENCY LEAVE

Refer to company policies that will be given on your first day of training.

10. KWSP, SOCSO & EIS

As stated above you are entitled for KWSP, SOCSO & EIS. KWSP contribution is 11% employee contribution and 13% employers' contribution.

Welcome to Physiobile Malaysia and we hope with your presence our team will be outstanding to give more value to the community.

Your Sincerely



(MUHAMAD SAIFUL ZHAFRI)
CEO PMMY GROUP SDN BHD

Yang Sincerely,



(MUHAMMAD NIDZAM YATIMI)
COO PMMY GROUP SDN BHD

Agreement of Acceptance :

MUHAMMAD ZULFIKHL B MO ZAIN..... IC NO 971007-43-5165..... Accept the offer above and
willingly to abide the company's rule and policy.

Signature :



Company Stamp

Date : 9/11/2018

Stamp :