

PRIVATE AND CONFIDENTIAL

Date : 15th December 2016

Khor Sze Min
I/C: 930428-07-5304
No 92,Lorong 2,Kampung Siburan,Batu 17,
Jalan Kuching-Serian,
94200 Kuching,Sarawak.

Dear Khor Sze Min,

LETTER OF APPOINTMENT

We are pleased to offer you an employment opportunity with our Company based on the following terms and conditions, Appendices 1 and 2.

1. Salary

You will be paid a salary as stated in Appendix 1, with the statutory deductions of EPF, SOCSO & Income Tax according to the prevailing scales.

2. Annual Leave / Public Holiday

You will be entitled of annual leave as stated in Appendix 1.

Leave must be taken at times convenient to the Company and subject to approval from the Management. No leave may be carried forward. Unless as otherwise stated in the Company Handbook.

You shall observe the company's assigned 12 (16 for Sarawak & Sabah) gazetted public holidays. There is to be no accumulation of public holidays or off days unless there is prior instruction/approval be the Human Resource Department.

3. Probation

You will be required to serve a probationary period of 3 months and extendable up to 6 months , during which time the appointment may be terminated by either party

at any time without notice or indemnity in lieu of notice.

While on probation:-

- (a) you shall not be entitled to Annual Leave;
- (b) confirmation of your employment shall be in writing.

4. Working Hours

- a) You will be required to work 46 hours per week.
 - . Mondays and Fridays - 9am to 6pm
 - . Saturdays - 9am to 3pm
- b) The working hours are subject to change at the discretion of the Management or when operational need and dateline demands may necessitate variations in working days/hours.

5. Duties And Responsibilities

The detailed outline of your job duties and responsibilities are as stated in the attached **Appendix 2** and other job specifications which may be assigned to you from time to time.

6. Rules, Regulations And Confidentiality

- a) You are required, at all times, to observe and carry out faithfully and diligently the duties and responsibilities that are assigned to you. In performing your duties, you are required to apply your personal qualities of honesty, imagination, drive and integrity.
- b) You are required to maintain a high standard of work and your capacity for hard work must continually be displayed.
- c) You shall not, at any time during your employment with this Company or afterwards, make public, divulge or disclose to any person and/or company any information as to business dealings or affairs of the Company or any of its clients or to any matters concerning the Company or its clients which may come to your knowledge in the course of your employment with this company.
- d) You shall observe all company's rules and regulations in accordance to the Company policy procedure and Employment Handbook, and other regulations/memorandums as may be made known to you from time to time during your employment.

Any violation of the above mentioned is deemed to be a breach of this agreement and the Company reserves the right to terminate without notice.

7. Transferability

In accepting employment with us, it is understood that you may be transferred and may be required to work from time to time in any department and other places of work within the Company or its related companies depending on the exigencies of service at the absolute discretion of the Company.

8. Termination of Services

The letter of employment may be terminated by either party giving the other party three (3) month written notice or one (3) months salary in lieu of notice. Notwithstanding the aforementioned, the Company shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following events :-

1. If you shall in the opinion of the Company be guilty of dishonesty, misconduct or negligence in the performance of your duties;
2. If you have, after showing cause in writing, been found to have committed any serious breach or continual material breach of any of your duties or obligations under this appointment;
3. If you are found to have made illegal monetary profit or received any gratuities or other rewards (whether in cash or kind) out any of the Company's affairs or any of its related companies;
4. Your employment shall be terminated if you have been continuously absent from work for more than two (2) consecutive days without reasonable excuse acceptable by the Company.

9. Medical Leave

You will be entitled to annual leave as stated in **Appendix 1**.

You are entitled to a medical leave during the term of service and all sick leaves must be supported by medical certificate from registered general medical practitioners or hospitals, without which it will be considered as no-pay leave at the discretion of the Management.

10. Medical Benefits

You will be entitled of medical benefits as stated in **Appendix 1**.

11. Salary Review /Annual Increment

Your performance shall be subjected to an annual review and increment will be at the discretion of the company.

12. Discretionary monthly Bonus / Commission

In addition to your basic salary, you will be eligible to receive a monthly discretionary bonus/commission per month upon the first month of your employment when the clinic achieve a gross targeted income per month.

The bonus/commission will be contingent on the clinic's overall target income per month and your personal attitude and performance in the company. The company reserve the right to amend or withdraw the bonus/commission, at its absolute discretion in the event if;

- . One late attendance in the month
- . One customer complaint against your service
- . One emergency leave in the month
- . One disciplinary action for misconduct
- . Any one breach of the terms and condition stipulated in this contract

13. Bonding

Should the Company send you for related training or seminars, overseas or within Malaysia, you will be bonded for a period determined by the Management. Should you leave the Company for whatever reasons other than termination of this contract during this period, you shall reimburse the Company the training cost incurred (pro-rated).

14. Retirement Age

Your retirement age shall be 60 years of age. Thereafter the Company reserves the right to engage you on a year to year basis.

15. Non-Soliciting

You are not to solicit any client/customer and anyone associated with the Company that you have come in contact with any time during or after the tenure of employment with

the Company.

After the termination of your employment, you will not at any time or for any purpose use the name of the Company and associated entities or any of its related Companies in connection with your own or any other name in any way calculated to suggest that you are or have been connected with the Company's businesses nor in any way hold yourself out as having or had such connection.

16. Conflict of Interest

You shall not during the continuance of this contract, except with the knowledge and consent of the Company engage or interest yourself, whether for reward or gratuity in any activities which would interfere with the performance of your duties with the Company or which to your knowledge would constitute a conflict of interest with the business of this Company.

17. Binding Terms

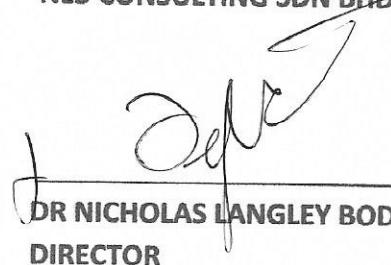
In addition to this letter of offer, you are hereby bound and obliged to observe all terms and regulations stipulated in the Company Handbook which may be amended from time to time.

Please confirm that the terms and conditions of employment stated herein are understood and accepted by you by signing in the space provided below and returning the duplicate copy of this letter to us.

Yours faithfully,

On behalf of

NLB CONSULTING SDN BHD



DR NICHOLAS LANGLEY BODEN
DIRECTOR

JOB DESCRIPTION

Position : PHYSIOTHERAPIST

Report To : DR NICHOLAS LANGLEY BODEN

Company : NLB CONSULTING SDN BHD

Location : KUCHING

The following is job description for the above designation, BUT not limited to the following:

Responsibilities

As a physiotherapist, you will need to :

- work with some patients and their families/carer over a period of weeks or months to identify and treat their physical problem ;
- develop and review treatment programmes, along with patients themselves, that encourage exercise and movement by the use of a range of techniques ;
- assist patients with joint and spinal problems, including following surgery;
- help patients rehabilitation following accidents, injury and strokes;
- assist in the supervision and education of student and junior physiotherapists and physiotherapy support workers ;
- write patient case notes reports and collect statistics ;
- educate patients and their carers about how to prevent and/or improve conditions ;
- keep up to date with new techniques and technologies available for treating patients ;
- communicate with a wide range of patients, carers and health and social care team members ;
- liaise with other healthcare professionals to exchange information about the background and progress of patients, as well as to refer patients who require other medical attention ;
- be legally responsible and accountable ;
- be caring, compassionate and professional at all times ;

APPENDIX 1

1	Name	KHOR SZE MIN
2	NRIC/Passport	930428-07-5304
3	Date Join	3rd JANUARY 2017
4	Position	PHYSIOTHERAPIST
5	Company	NLB CONSULTING SDN BHD
6	Salary	RM1700.00 per month
7	Location	KUCHING
8	Annual Leave	14 DAYS
9	Medical Leave	12 DAYS

ACKNOWLEDGEMENT

I, Khor Sze Min NRIC NO: 930428-07-5304 confirm that I fully understand and accept the terms and conditions for employment as stated above and in accordance with the attached job description.

Signature: 

Dated: 3/1/2017

End of Document