

Ref No : PIRS/HR/LOA/1602/4536.nhaz  
Date : 23<sup>rd</sup> February 2016

**Private & Confidential**

**Muhammad Nur'Ariff Bin Zanifol Nizam**  
**No.29, Lorong Pasak 10,**  
**Taman Pasak Indah,**  
**81900, Kota Tinggi,**  
**Johor Darul Takzim**

Dear Muhammad Nur'Ariff,

**LETTER OF APPOINTMENT AS A SPORT TRAINER**

Referring to your extended contract of appointment as a Rehab Assistant dated 15<sup>th</sup> August 2015, herewith the management is offering you a permanent position as a Sport Trainer with Pantai Integrated Rehab Services Sdn Bhd with effect from **17<sup>th</sup> February 2016** with the following terms and conditions: The management will consider your contract period as your probation period and the commencement date of your employment will be starting from **17<sup>th</sup> August 2015**.

**1.0 REPORTING**

You will report to the Team Leader or to any other person so directed. You will be located at the Pantai Integrated Rehab Services of the Company or at any other location as the Company thinks fit and convenient to discharge your duties.

**2.0 JOB SCOPE**

In general your duty is to carry out in all Sport Trainer. It includes, and not limited to the following:

- a. To be professionally and legally accountable for all aspects of own work including planning and carrying out Sport Trainer Operational Activities.
- b. To be able to consistently communicate effectively and give feedback in timely manner by using department communication system.
- c. To ensure Professional discretion and confidentiality is always maintained and adhere to Personal Data Protection Act and other relevant law.
- d. To respect all patients regardless gender, race, religion and understand Patient and family Rights.

**Pantai Integrated Rehab Branches**

Pantai Hospital Kuala Lumpur Block B 1st Floor, No 8, Jalan Bukit Pantai, 59100 Kuala Lumpur, Malaysia.  
Pantai Hospital Ampang Ground Floor, Jalan Perubatan 1 Pandan Indah, 55100 Kuala Lumpur, Malaysia.  
Pantai Hospital Klang Ground Floor, Lot 5921 Persiaran Raja Muda Musa, 41200 Klang, Selangor Malaysia.  
Pantai Hospital Ayer Keroh 2nd Floor, 2418-1 KM 8, Lebuhraya Ayer Keroh, 75450 Ayer Keroh, Melaka Malaysia.  
Pantai Hospital Batu Pahat 5th Floor, No 9S Jalan Bintang Satu, Taman Koperasi Bahagia, 83000 Batu Pahat, Johor, Malaysia.  
Pantai Hospital Penang Ground Floor, No 82 Jalan Tengah Bayan Baru, 11900 Bayan Lepas Penang, Malaysia.  
Pantai Hospital Ipoh 3rd Floor, No 126 Jalan Tambun, 31400 Ipoh, Perak Malaysia.  
Gleneagles Penang 3rd Floor, No 1 Jalan Pangkor, 10500 Georgetown Penang, Malaysia.  
Pantai Hospital Cheras 4th Floor, No.1, Jalan 1/96A, Taman Cheras Makmur, 56100 Kuala Lumpur, Malaysia.  
Pantai Hospital Sungai Petani Ground Floor, No.1, Persiaran Cempaka Bandar Amanjaya, 08000 Sungai Petani, Kedah, Malaysia.

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- e. Monitor and guide individual treatment programme with ability to feedback to Supervising Clinician with sound knowledge of Evidence Based Practise and Clinical Reasoning Skill to ensure appropriate progression of Rehabilitation and Treatment Programmes.
- f. To mitigate, identify and aware of clinical risk when with patient.
- g. To be an active member of the on-call team during weekend and public holiday to assist Professional Staff in continuity of treatment with access and supervision of Professional Staff.
- h. To be responsible for the safe and competent use of all electrotherapy equipment, gym equipment and patient appliances and aids.
- i. To always uphold a high standard of efficiency and quality so as when decided the company will achieve its standardisation certification such as MSQH or any other globally recognised quality certification.
- j. Wiling to travel as and when required.
- k. **Any other jobs / duties as assigned by the immediate superior as and when required**

### **3.0 SALARY**

Your basic salary is RM 1,800.00 per month. For the purpose of security and convenience your salary and allowances, if any, will be paid through a bank or a finance institution appointed by the Company. However, under certain situations the Company may make such payment in cash or cheque. This clause is treated as acceptable and as your consent in this matter when you sign this offer letter.

### **4.0 PROBATION**

None

### **5.0 INCREMENT / BONUS / ALLOWANCE**

Salary increment, annual bonus and incentive shall be at the sole discretion of the Company, these will be largely dependent upon your performance measured against key results achieved as defined earlier in this letter of appointment and the performance of the Company as a whole.

### **6.0 ANNUAL LEAVE**

On the completion of twelve (12) months of continuous service, you shall be entitled to a paid annual leave of sixteen (16) days; however you may be granted earned leave prorated there from.

### **7.0 MEDICAL LEAVE**

As per Employment Act 1955 (Act 265) Section 60F.

## **8.0 MEDICAL BENEFITS**

**Outpatient** : You and your children below age of eighteen (18) years old shall be provided with outpatient medical benefit at the Company's expense for consultation and treatment of any illness or sickness or injury suffered up to limit of RM1,200.00 per year.(pro-rated according to the number of months worked)

This medical benefit will be provided through the **Pantai Group's Medical Officers or resident doctors / clinics only**.

**Hospitalisation:** In the unfortunate event that you require hospitalisation, you will be provided as per Company's hospitalisation plan.

## **9.0 GROUP PERSONAL ACCIDENT POLICY**

You shall be covered under the Company's Group Personal Accident Policy with 24 hours coverage in respect of death or total disability arising from the accident.

## **10.0 TERMINATION OF EMPLOYMENT**

Upon confirmation or thereafter, your employment may be terminated by either party giving two (2) month notice in writing or two (2) month's salary in lieu of notice.

## **11.0 TRANSFER**

Every employee of the Company is subject to transfer and / or relocated from one department to another within the Company or from the Company to its Holding Company or its Holding Company's subsidiary or any associated company or from one location (station) to another.

## **12.0 NON-CONFLICT OF PERSONAL AND COMPANY'S BUSINESS INTEREST**

You shall not, without the prior written consent of the company either directly or indirectly during the continuance of this Terms and Conditions, be engaged in any capacity in any trade, business or occupation whatsoever other than being in the employment of the Company. "Occupation" shall include membership of Parliament or State Assemblies or any other public or private work which in the opinion of the Company may interfere with the performance of your duties whilst in the employment of the Company.

### 13.0 OTHER TERMS AND CONDITION

The company will produce a SOP and / or administrative letters on Term and Conditions of Employment and / or service regulation. These serve as guide and they are applicable to you on items which are not specifically mentioned in this offer letter.

If you are in agreeable to the above terms and conditions, kindly confirm your acceptance of this offer by signing in the space provided below and returning the second copies of this letter.

Yours sincerely,

**PANTAI INTEGRATED REHAB SERVICES SDN BHD**



**HANNAH PEARSON**  
Chief Executive Officer

C.c. Nor Haliza Bt Abdul Halim  
Specialist Physiotherapist, Southern Regional Supervisor

Payroll and Personal File

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I hereby acknowledge the acceptance of the offer with the terms and conditions as stated above.

Signature: 

Date this.....<sup>14</sup>.....day of .....<sup>2</sup>.....2016

Name : MUHAMMAD NUR ARIFF

I/C No : 940708-04-5541

Witnessed by : 

Name : Tan Hwee Ling

I/C No : 840214-01-5710

Ref No : PIR/HR/SA(COLA)-3/1604/4736.nhaz  
Date : 15<sup>th</sup> April 2016

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**Muhammad Nur'Ariff Bin Zanifol Nizam**  
**Pantai Hospital Kuala Lumpur**  
**Emp No : L000432**  
**-Present-**

Dear Muhammad Nur'Ariff,

**RE: COST OF LIVING ALLOWANCE FOR KLANG VALLEY, PENANG, KOTA KINABALU**  
**AND MEDINI.**

Following the 1<sup>st</sup> Special Salary Adjustment that has been paid in September 2014 and second Special Salary Adjustment has been paid in 1<sup>st</sup> April 2015. Please be informed that third Special Adjustment is Cost of Living Allowance (COLA) will be effective from 18<sup>th</sup> April 2016.

Please be informed that the cost of living allowance will be granted to employees who work in areas with high living costs i.e. Klang Valley, Penang, Medini and Kota Kinabalu.


You will be paid a Cost of living Allowance of RM 200.00 a month. This allowance will be pro-rated to total number of days worked and shall be paid together with your monthly salary. The allowance is dependent on where you are working and will be withdrawn if you no longer work in the designated centres.

We recognize you as an important individual member of our team and we hope you see Pantai Integrated Rehab offers a positive future and firm commitment towards your continued career development within our organization.

We look forward to continuing to work together to further improve Pantai Integrated Rehab's service to all our patients.

Thank you.

Yours faithfully,  
**PANTAI INTEGRATED REHAB SERVICES SDN BHD**

  
**HANNAH PEARSON**  
Chief Executive Officer

C.c : Payroll and Personnel File

**Pantai Integrated Rehab Branches**

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