

**Ref: VT/SB/Staff/001/17/Contract**  
**Date: 1-9-2017**

**PRIVATE AND CONFIDENTIAL**

Nornadhirah Binti Roslan  
F 115 Apartment Ruby,  
Jalan Matahari U5/117 Sek U5,  
Bandar Pinggiran Subang,  
40150 Shah Alam, Selangor.

Dear Nornadhirah Roslan,

### **OFFER OF EMPLOYMENT (CONTRACT PHYSIOTHERAPIST)**

We are pleased to offer you employment as Physiotherapist of VT Global Physiotherapy Centre ("the Company").

The terms and conditions of your employment are as follows:

**1.0 Commencement**

Your employment will commence on 1-9-2017(Friday).

**2.0 Reporting**

You will report directly to management leader in VT Global Physiotherapy Centre, Subang

**3.0 Job Scope**

Your job scope and responsibilities will be outlined below; however, it will not in any way whatsoever preclude any future responsibilities that may be assigned to you.

- 3.1 Plan and carry out all work, assignment, physiotherapy, and/or operational activities as directed by the senior or manager.
- 3.2 Carry out work and assist each team members in providing first class physiotherapy and rehabilitation services to achieve excellent customer or client satisfaction.
- 3.3 Develop and maintain administrative procedures and record for all activities within your responsibility to achieve smooth operations of the company's service
- 3.4 Assist the manager in ensuring all equipment and apparatus in the centre are properly maintained for safe usage.
- 3.5 Provide all physiotherapy work with care, professionalism and responsible in fulfilling the required regulatory standard practice of a physiotherapist.
- 3.6 Act upon any instructions or assignment given with regards to Company activities.
- 3.7 Fully participate and contribute in all official activities of the company including providing ideas and solutions for short and long term improvement; and be physically present at various official events of the Company.
- 3.8 Any other jobs or duties as assigned by the Management, your immediate superior or the head of physiotherapist as and when required.

**4.0 Contract Salary**

Your contract salary is **RM 650.00 (Ringgit Malaysia Six Hundred Fifty only)** per month. It will be credited directly to your bank account or in the form of a cheque from the Company.

**5.0 Contract Renewal**

Your employment will be subject to a 6 months renewal, commencing with the First day of your employment. The contract period may be extended and you shall only be deemed confirmed upon receipt of a confirmation letter from the company.

## 6.0 Bonus

Any bonus paid is solely at the discretion of the Company, and you shall only be entitled to bonus (if any) if you are a confirmed employee.

## 7.0 Professional Skills Allowance (not applicable)

Professional Skills Allowance of RM100-00 (Ringgit Malaysia One Hundred Only) per month shall be provided to you upon your successful completion of a recognized International Professional Course (maximum 1 per annum). Prior approval may be required before any Professional Allowance is entitled.

## 8.0 Management of Clerical Work Allowance

Not applicable

## 9.0 EPF / SOCSO (not applicable)

EPF & SOCSO will be provided according to the latest statutory requirements.

## 10.0 Leave (not applicable)

### 10.1 Your Annual Leave entitlement is as follows:

Years of Service	Annual Leave
3 years or less	14 Days
More than 3 years to 10 years	16 Days
More than 10 years	20 Days

If you join the Company on a partial year, the above will be calculated on a pro-rata basis.

### 10.2 Your Medical Leave entitlement is as follows:

Where no hospitalization is required:

Years of Service	Medical Leave
Less than 2 years(24 months from the first day of joining)	14 Days
2 years or more & Less than 5 years (24+ months and less than 60 months from the first day of joining)	18 Days
5 years or more(60+ months from the first day of joining)	22 Days

Where hospitalization is necessary

The total number of paid medical leave (inclusive of days utilized in clause 10.2) shall not exceed 60 (sixty) days in aggregate.

There shall be no payment of unused sick leave nor allowed to be carried forward to the next year. Where total medical leaves exceed the number of sick days provided, the accrued holiday leaves will be deducted accordingly.

A Medical Certificate from a Registered Medical Practitioner or a registered dentist must be submitted to the Management immediately upon returning to work.

## 11.0 Medical and Dental Benefits (on Reimbursement basis) and Group Insurance

You shall be provided with our Outpatient Medical benefit at the Company's expense for consultation and treatment by a registered medical practitioner only for any illness or sickness or Injury incurred up to the maximum of MYR300-00 (Ringgit Malaysia Three Hundred Only) per annum, in addition to our Dental Treatment benefit up to the maximum of MYR100-00 (Ringgit Malaysia One Hundred Only) per annum. All reimbursement is subject to submission of official receipts as per the normal reimbursement procedures in place within the company.

You shall be provided with our Group Personal Accident and Hospitalization & Surgical Insurance.

## 12.0 Retirement

The retiring age for all employees shall be 60 years (upon attaining age 60 years old) or in accordance to the prevailing statutory requirement.

## 13.0 Notice of termination

During the contract period, either party can terminate the Employment Contract by giving the other party thirty (30) days advance notice or payment of salary in lieu of notice.

Upon confirmation, either party can terminate the Employment Contract by giving the other party three (3) months advance notice or payment of salary in lieu of notice.

## 14.0 Internal Transfer

You may be transferred, assigned or seconded from one department, branch, company, subsidiary or associate company to another and may also be required to undertake additional duties, apart from the normal duties of the post to which he/she is appointed

## 15.0 Conflict of Interest (not applicable)

You shall not engage in any business or activity that conflict with the interest of the Company or which interferes with the employee's ability to act in the best interest of the Company. You shall avoid any conflict between their personal affairs and in dealing with suppliers, distributors, agents, advertisers and all other individuals or organizations doing or seeking to do business with the Company.

## 16.0 Other Terms and Conditions

For any other Terms and Conditions which are not covered in the Offer of Employment, all parties are advised to refer to the Company Employee Handbook for further clarification.

Please signify your acceptance of this offer of employment by signing below and returning a duplicate copy to our office within 7 days (seven days) from the date of this letter.

Yours faithfully,  
For and on behalf of VT Global Physiotherapy Centre



**TAN SOON YING**  
Manager

I, NORNADHIRAH BINTI ROSLAN, NRIC/Passport No.: 950515-03-5018 hereby confirm the acceptance of the above offer of employment and the terms and conditions stated above.

Signature: 

Date : 28/8/17