



## KIWANIS KIDNEY DIALYSIS & STROKE FOUNDATION

(Co. No. 315515-X)

(Tax Exemption No. JHDN. 01/35/42/51/179-6.4224)

PRIVATE & CONFIDENTIAL

15<sup>th</sup> January 2020

**Patron**

YB. Dato'  
Chua Jui Meng  
S.I.M.P.

**Ms. Darchaini A/P Sandrasakaran**

No.16, Jalan Nagasari 36/9c,  
Taman Desa Latania,  
Seksyen 36 Shah Alam 40470, Selangor.

**Council Members**

**President**  
Eddie Heng

Dr. Chee Chee Pin

Dr. Khor Geok Lin

Lim Kian Leong

Lim Fung Yin

Lim Chia Fook

**Hon. Secretary**  
Lillian Hoh

**Hon. Medical  
Advisor**

Dr. Chua Chin-Teong,  
MB BS, FRCPEd

**Dear Ms. Darchaini,**

**Re: Appointment for the Post of Physiotherapist**

We are pleased to appoint you the position of **Physiotherapist** with our firm with effect from **01-01-2020**. Listed below are the terms and conditions governing your service. If you find them acceptable, please sign and return the duplicate letter to us immediately.

**Terms and Conditions of Employment**

- (1) Position : **Physiotherapist**
- (2) Salary : **RM 2,400.00 per month.**
- (3) EPF : Contribution will be 13% and 11% by the employer and employee respectively.
- (4) Public Holidays : 11 Gazetted Public Holidays four of which shall be National Day, Agong Birthday, State ruler birthday Workers day and Malaysia Day (Section 60D(1)).
- (5) Annual Leave : 11 days per year.
- (6) Termination : One (1) month's notice, or salary in lieu of such notice.
- (7) Working Hours : **Monday to Friday – 9.00a.m. to 4.00p.m.**  
**(Lunch Break shall be 1.00p.m. to 2.00p.m.)**  
Notwithstanding the above, you may be required to work at other working hours at the Firm's discretion.
- (8) Location of Work : **Rehabilitation Centre**  
**62, Jalan Gasing, 46000 Petaling Jaya,**  
**Selangor Darul Ehsan, Malaysia.**

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Office : HGH Convention Centre. Lot 475, Jalan Peach Avenue, Sentul, 51000 Kuala Lumpur.

Tel : 603-4045 6166 Fax : 603-4041 7497 Mobile: 012-330 4747

Rehabilitation Centre : 62, Jalan Gasing, 46000 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

Tel: 603-7960 5309



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- (9) Transfer : The Firm may at its discretion transfer you to another location, section, department, division, branch, subsidiary or associate from where your services are required. The Firm shall reimburse you for expenses incurred in locating to outstation location.

- (10) Code of Conduct : You shall be required to observe and adhere to the following:-

At all times faithfully and diligently to perform such duties and accept such responsibilities as may from time to time be assigned to you by the Firm and at all times to promote and advance the interest of Firm.

To obey and to comply with all orders and directions given to you by the Firm and faithfully, to observe all the rules, regulations, procedures, practices and policies of Firm, whether expressed or implied, for the management of the Firm's business in all respects.

If called upon to do so and without any further remuneration than is herein provided, perform your duties there under not only in respect of the Firm but also in respect of any corporation which deemed to be related to the Firm or any associate firm as may be required from time to time in any location in Malaysia in which the Firm operates.

Not any time during the continuance of your employment with the Firm to engage directly or indirectly in any other business or occupation whatsoever whether as principal, agent, servant, broker or otherwise or to engage in any activity to the detriment, whether direct or indirect, of the Firm's interest, including the interest of any firm of business associated with or related to the firm provided that you may acquire or hold shares in any quoted public company.

Not at anytime to be guilty of any act or conduct causing or calculated to cause damage to the Firm, its property, reputation of general interest and in all respect and at all times conduct yourself with propriety and decorum. Not anytime during the continuance of or after the termination your employment with the Firm except by the direction or with the express approval of the Firm, divulge either directly or indirectly to any person or firm, knowledge or information which you may acquire during the course of or incidental to your employment by the Firm concerning the affairs or property of the Firm or its associated or related firm may be or may have been concerned interested.

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(11) Summary of  
Dismissal

: The firm reserves the right to dismiss an employee for serious misconduct including drug abuse and dependency, dishonesty, insubordination, gross neglect or duty, criminal conviction, bankruptcy or any other default, without notice, salary or other forms or compensation.

Yours faithfully,

**Datuk Eddie Heng Hong Chai** P.M.W  
President

I have read and fully understand and agree to accept the terms and conditions of my service with the firm.

Signature: .....

Name : .....

DARCHAINI Y.P. SANDRAKARAN

Date : .....

11/2/2020

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