

Ref No : PIR/HR/LOA/1608/4893.nhaz
Date : 2ND August 2016

Private & Confidential

**Fatin Izzati Binti Noorlene,
No.76, Jalan Bunga Raya Besar,
Majidee Baru,81100,
Johor Bahru,Johor.**

Dear Fatin Izzati,

LETTER OF APPOINTMENT AS A PHYSIOTHERAPIST

Referring to your contract of appointment as a Physiotherapist dated 5th November 2015, herewith the management is offering you a permanent position as a Physiotherapist with Pantai Integrated Rehab Services Sdn Bhd with effect from 4th July 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 4th January 2016.

1.0 REPORTING

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

2.0 JOB SCOPE

You are responsible to the Team Leader or any other person as he / she so assigned from time to time. Basically you are to strategically plan, implement and carryout all physiotherapy operational activities of the Company. These include but are not limited to the following:

- a. Plan and carry out all physiotherapy operational activities as directed by the Team Leader or Senior Physiotherapist.
- b. Develop and maintain administrative procedures and record for all activities within your responsibility to achieve smooth running of the Company's Rehabilitation Services.
- c. To carry out work and assist the Team Leader in the affair of running the Integrated Rehabilitation Services to achieve customers / clients satisfaction.
- d. To assist the Team Leader and to carry out activities ensuring proper upkeep, maintenance and decoration of the premises of the Integrated Rehabilitation Services.

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 1 Raja Muda Musa, 47200 Klang, Selangor, Malaysia.
Pantai Hospital Ayer Keroh	2nd Floor, 2418-1 KM 8, Lebuh Ayer Keroh, 75450 Ayer Keroh, Melaka, Malaysia.
Pantai Hospital Batu Pahat	5th Floor, No.9S Jalan Bintang Satu, Taman Koperas Batu Pahat, 83000 Batu Pahat, Johor, Malaysia.
Pantai Hospital Perak	Ground Floor, No.82 Jalan Tengah Bayan Baru, 1900 Bayan Lepas, Penang, Malaysia.
Pantai Hospital Ipoh	3rd Floor, No.125 Jalan Tambun, 31400 Ipoh, Perak Malaysia.
Genecies Penang	3rd Floor, No.1 Jalan Pangkor, 10500 Georgetown Penang, Malaysia.
Pantai Hospital Cheras	4th Floor, No.1, Jalan 1/36A, Taman Cheras Makmur, 56100 Kuala Lumpur, Malaysia.
Pantai Hospital Sungai Petani	Ground Floor, No.1,Persiaran Cempaka Bandar Amanjaya, 08000 Sungai Petani, Kedah, Malaysia.

- e. To assist the Team Leader in ensuring all equipments and apparatus in the Integrated Rehabilitation Services are kept in proper maintenance and for safe usage.
- f. To carry out physiotherapy work with care, professionalism and responsibility fulfilling the required regulatory standard governing the practice of a physiotherapist and committing to continuing your personal professional development.
- g. Receive and act upon any instruction of assignment pertaining to the Company activities.
- h. 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 certifications
- i. Participate and contribute fully in all official activities of the Company include provision of ideas and deeds for short and long term improvement; and be physically present at various official events of the Company.
- j. To lead, motivate and supervise all personnel put under your subordination and assist and cooperate with others as necessary.
- k. Any other jobs or duties as assigned by the immediate superior as and when required.

3.0 SALARY
Your basic salary is **RM 2,800.00** 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 dependant 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 paid annual leave of eighteen (18) days. However you may be granted earned leave pro-rated as required.

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 relocation 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. Please inform us of the exact date of which you will be officially reporting for duty.

Yours sincerely,
PANTAI INTEGRATED REHAB SERVICES SDN BHD



HANNAH PEARSON ABDULLAH

Chief Executive Officer

C.c Sandran A/l Arumugam

Principal Physiotherapist, Team Leader Pantai Hospital Kuala Lumpur

Payroll and Personnel File

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

Signature:  Date this..... 20

Name : FATIN IZZATI BINTI NOOR LENEE

I/C No : 911221 01 6084

Date this..... 8 day of 2016

Witnessed by : 

Name : Tan Hwee Ling

I/C No : Q40214 - 01 - 5710