

LO SPINE & SPORT PHYSIOTHERAPY SDN BHD

RE: LETTER OF APPOINTMENT:

Name: : Lim Mei Qi

I/C No: 921114-02-5510

We have pleasure in making you an offer of employment on the following terms and conditions:-

Employment position	Physiotherapist
Place of practice	ADVENTISH MEDICAL CENTRE & OH PHYSIOTHERAPY
Commencement Date	13-03-2017
Salary	Monthly Salary: RM 2500.00
Period of probation	You will be required to undergo the probationary period of three (3) months from the date of your commencement of employment to determine your suitability to the job in respect for confirmation of your employment. The probationary period of employment may be extended for a period of three (3) months at the absolute discretion of the company, and you will be informed in writing prior to or upon expiry of the probation period.
Annual leave	You will be given Fourteen (14) days annual leave per annum after your confirmation.
Rest day	You will be given one and half rest day in a week.
Compassionate leave	You will be entitled to compassionate leave in the event of the death of the following:

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Spouse, parents, children, grandparents and parents in-law.

The leave will be for a continuous period of not more than three (3) working days at any one time and at the discretion of the management and further subject to a maximum of ten (10) working days in any calendar year.

**Maternity leave**

On completion of 12 months continuous service, you shall be eligible for two (2) month maternity leave.

The maternity leave may only commence on the completion of the eight (8) month of pregnancy and any absence from work during the first eight month of pregnancy or related illness shall be considered as medical leave

**Responsibilities**

You shall be responsible for practicing according to your skill and knowledge, to provide quality physiotherapy treatment for your patients. You must practice according to the profession's work ethic.

**Discipline**

If you conduct yourself inappropriately or are guilty of misconduct, you may be discharged without notice, or paid a month's salary in lieu of notice. Misconduct includes drunkenness, theft, fighting, gambling, possession of weapons, practicing unethical management to patient within the centre's premises, dishonesty, absence without leave or reason for two (2) consecutive days, habitual medical leave or any conduct that is likely to bring the company or its employees into disrupt.

**Company's property**

You shall exercise reasonable care in handling company's equipment or property.

**Confidential information**

You may have access to secret or confidential information of the company and the patients of the centre in the



course of your assigned duties. All such information are confidential and are the sole property of the company and shall not be disclosed to any third party nor taken out of the company. Breach of this rule can result in disciplinary action against you.

**Medical benefit**

The associate will be insured with a hospitalization insurance after confirmation. Out-patient treatment for acute diseases will be provided by provided the total cost of medications provided do not exceed RM 500.00 per annum.

**Retirement age**

The normal retirement age for employees is SIXTY (60) years.  
(Subject to extension)

Should the terms and conditions contained in this letter of offer be acceptable to you, please initial and sign in full below and return the duplicate copy to us.

Any subsequent change in any of the terms and conditions will be notified to you in writing.

We hope you will have along and happy association with us.

A handwritten signature in black ink, appearing to read 'J. S. S.'

Lo Chi Hiung  
Principle Director

I, Lim Mei Qi. 921114-02-5510 . NRIC No. have understood and accept the above appointment as detailed in this letter of offer.

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Signature of Physiotherapist  
Name : Lim Mei Qi

Date : 13/03/2017

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LO SPINE & SPORT PHYSIOTHERAPY  
S/B  
LO CHI HIUNG  
Principle Director