

Ref: Rehab/ 021/ 19
Date: 2-8-2019

PRIVATE AND CONFIDENTIAL

John Mong Guo An
44, Jalan ss2/48,
47300 PJ.

Dear John Mong,

OFFER OF EMPLOYMENT

We are pleased to offer you employment as Physiotherapist of Apple Physio Rehab Sdn Bhd ("the Company").

The terms and conditions of your employment are as follows:

- 1.0 Commencement**
Your employment will commence on 2-9-2019 (Monday)
- 2.0 Reporting**
You will report directly to management leader in Apple Physiotherapy (KL).
- 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 Basic Salary**
Your basic salary is **RM2400.00 (Ringgit Malaysia Two Thousand four Hundred only)** per month. It will be credited directly to your bank account or in the form of a cheque from the Company.
- 5.0 Probation**
Your employment will be subject to an initial 6 (six) months probationary period, commencing with the First day of your employment. The probation period may be extended and you shall only be deemed confirmed upon receipt of a confirmation letter from the company.

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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 probation 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

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. The company have the right to add or remove any terms and conditions when necessary.

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 Apple Physio Rehab Sdn Bhd



TAN SOON YING
Director