

PRIVATE & CONFIDENTIAL

Our ref.: KMC/HR/Rec. 04 Vol.5 (459)

Date : 21 November 2017

Mohd Haris Bin Hussin
Lot 5092, Jalan Gang Penaga,
Kg Gong Penaga, 22000 Jertih,
Terengganu.

Dear Mr. Mohd Haris,

APPOINTMENT AS PHYSIOTHERAPIST AT KUANTAN MEDICAL CENTRE SDN BHD (KMC)

With regard to the above, we are pleased to offer you the position of **Physiotherapist** on **contractual basis** with effect from **05th February 2018** to **31st December 2018** subject to you agreeing to the following Terms and Conditions:

Terms and Conditions of your appointment are as follows:

1. **JOB GRADE, SALARY & ALLOWANCES**

Grade	: Executive 3 (E3)
Basic Salary	: RM 1,720.00
Non Clinical Allowance	: RM 60.00 (will be lifted when basic salary reached RM2000.00)
Laundry Allowance	: RM 20.00
Total	: <u>RM1,800.00</u>

Your salary will be credited into your bank account.

2. **DUTIES AND RESPONSIBILITIES**

You will be reporting to the **Head of Department, Rehabilitation** of KMC with regards to your duties and responsibilities that are revisable from time to time.

You are to give total support and assistance to your immediate superior to ensure the smooth running of the Company.

3. **WORKING DAYS AND HOURS**

You are required to work according to regulated hours within your department subject to changes from time to time.

4. **TRANSFER**

As and when needed, you may be transferred/seconded to any department within the Company or, to any company within TDM Group.

5. **MEDICAL EXAMINATION**

You are required to fulfill the medical report on your fitness by the Company's Doctor before commencing your duties and your appointment is subject to the doctor's recommendation. You are to bear the examination charges.

6. **FRINGE BENEFITS**

Annual Leave

Your annual leave entitlement will be according to Company's Policy and/or Scheme of Service, starting with **sixteen (16) days** per year duration and to be calculated on prorated basis.

Medical

The company provides medical attention for normal illness to the employee in accordance with the Company's Scheme of Service.

Employee Provident Fund (EPF), Social Security Organization (SOCSO) And Income Tax Contribution

The contributions towards EPF are as follows:

- By employee : 11% (subject to statutory change)
- By employer : 13% (subject to statutory change)

The Company will contribute to SOCSO as provided under the Employee's Social Security Act, 1969.

In accordance with Section 83 (5) of the Income Tax Act 1967, should you be liable to pay Income Tax, this will be **deducted** by the Company from your monthly salary.

Other Benefits

All other benefits and conditions not stated herein shall be in accordance with the prevailing Company Policy and/or Company's Scheme of Service and any amendment thereto as they may apply from time to time. You are required to abide by all expressed and implied conditions of employment with this company.

7. **CONFIDENTIALITY AND LIABILITY**

All information obtained in the course of your work with this Company shall be strictly confidential. You **shall not** divulge such information to any outside party.

You are fully responsible to carry out everything under your line of duty and shall be fully liable to bear the cost incurred due to any mistakes, non-compliance, errors, misjudgments and at any situation arising from such nature.

8. **RULES AND REGULATIONS**

You shall abide by all existing rules and regulations and any other rules and directives that may be issued and enforced by the Company at any time.

9. **CONTRACT END**

The contract will end on the specified date for its expiry, as stated above, unless previously terminated in accordance with the below notice with the below notice provision or gross misconduct or gross negligence occur, due inquiry.

10. **TERMINATION OF SERVICE**

During the above tenure, you may terminate your service with Company by giving at least three (3) months written notice or, three (3) months salary in lieu of notice.

11. **GENERAL**

You are to fully observe and abide by the Company's secrecy rules.

Kuantan Medical Centre Sdn. Bhd.
Appointment: Physiotherapist – Mohd Haris Bin Hussin

Should the above terms and conditions are acceptable to you, please sign the duplicate copy of this letter and return to the Human Resources Department within **seven (7) days** from the date of this letter.

Failure to return your acceptance duly signed within **seven (7) days** from date of this letter, the offer is treated **invalid**.

Thank you.

Yours sincerely,
KUANTAN MEDICAL CENTRE


NIK ZAINON YUSSOFF
Chief Executive Officer

I, Mohd Haris Bin Hussin (NRIC: 930905-11-5445), ***agree / do not agree** to accept the above post as offered together with its conditions. I will start working on _____.

Signature: _____

Date: _____

** Cancel where appropriate*