

**ASIA LEGACY MALAYSIA SDN. BHD. 202501032765 (1634176-H)** ☎ +6014 208 1205  
NO.39, JALAN BAYU TINGGI 1A  
BANDAR BUKIT TINGGI 1  
41200 KLANG, SELANGOR

asialegacymalaysia@gmail.com  
Private & Confidential

4) **Employee Provident Fund / Socso / Employee Insurance Scheme (EIS)**

Monthly contributions will be made based on the respective statutory rates of contribution.

5) **Income Tax**

A deduction for your income tax, based on the Schedular Tax Deduction issued by the Government's Inland Revenue Board, shall be made on your monthly salary and remitted to the Inland Revenue Board by the Company.

6) **Working Hours**

You shall follow the working hours set by the Management

Monday - Saturday 9:00 am to 6:00 pm  
Sunday: 9:00 am to 3:00 pm  
Lunch Break: 1:00 pm to 2:00 pm

*\*The working hours and lunch break stated above may be revised as needed. You may be required to work extended hours to ensure your responsibilities are fulfilled. Actual working days and hours may differ from those stated in the offer letter, as the monthly duty roster will be determined by your department's superior.*

7) **Gazetted Public Holiday**

You will be entitled to the following gazetted public holidays observed in Selangor:

- Labour Day
- National Day
- Malaysia Day
- Birthday of the Yang di-Pertuan Agong
- Birthday of the Sultan of Selangor
- New Year's Day
- Chinese New Year (2days)
- Hari Raya Aidilfitri (2days)
- Hari Raya Haji
- Deepavali
- Christmas Day

Public holidays will be observed by the official gazette issued by the Government of Malaysia and the State of Selangor.

**8) Medical Benefits**

You will be provided with outpatient treatment through the Company's appointed clinics for consultation and treatment. The medical benefit is subject to a maximum of RM50.00 (Ringgit Malaysia: Fifty Only) per visit and a maximum annual expense of RM500.00 (Ringgit Malaysia: Five Hundred Only). *The medical benefits do not include obstetrics, general medical tests and surgery*

**9) Sick Leave & Hospitalization**

To receive paid sick leave, you must be certified unfit for work by a registered medical practitioner and must inform your superior immediately.

Below are the entitlements of sick leave.

- a) 14 days in the aggregate in each calendar year if the employee has been employed for less than two years.
- b) 18 days in the aggregate in each calendar year if the employee has been employed for two years or more but less than five years.
- c) 22 days in the aggregate in each calendar year if the employee has been employed for five years or more.

\*Where hospitalization is required, sixty (60) days in the aggregate in each calendar year.

**10) Annual Leave & Special Leave**

You will be entitled to paid annual leave as follows:

- a) **8 days** if the employee has been in employment for a period of less than two years;
- b) **12 days** if the employee has been in employment for a period of two years or more but less than five years; and
- c) **16 days** if the employee has been in employment for a period of five years or more.

**Birthday Paid Off Day Policy**

As part of our commitment to employee well-being and appreciation, **Management will approve one (1) special paid-off day** for each employee in celebration of their birthday.

**Key Details:**

- This paid-off day must be taken **on your birthday date**, *subject to approval*.
- Requests should be submitted via the usual leave application process at least **7 days in advance**.
- This day will be considered **paid leave** and will not be deducted from your annual leave entitlement.

Let's celebrate YOU — enjoy your special day!

*\*You shall only be entitled to take the annual leave after the confirmation of service on a pro rata basis. Any approved leave application during probation shall be considered as unpaid leave.*

**11) Additional Benefits**

- a) **A one-time allowance of RM100.00** will be credited to employees in their birthday month's salary. This allowance applies to all **confirmed employees**.
- b) **Attendance Allowance:** RM100.00 per month, awarded for full attendance (excluding Medical Leave, Absence, and Emergency Leave) and maintaining punctuality with no more than 15 minutes late or early leave within the month.
- c) **Mileage Claim:** RM0.50 per KM for work-related travel, subject to prior approval from Management.
- d) **Toll Claim Policy:** Claims must be related to work-related travel and require prior approval from Management. The original receipt must be submitted along with the claim for reimbursement.
- e) **Commission Sharing:** RM5.00 per session after reaching 156 sessions in a month, provided the target is met.
- f) **Product Selling Commission:** 5% of the selling price per product.
- g) **Treatment Package Lock Commission:** 10% of the price of the sold package.

*\*Please note that these benefits are subject to future review and may be revised based on the company's progress and business needs.*

**12) Duties & Transfers**

You are required to fulfil the responsibilities assigned to you by the company. You are to be transferred or relocated to another location, division, branch, subsidiary, associate, or related Company within the Group to achieve its business goals. The decision to transfer and the conditions related to it are in the sole discretion of the Company Asia Legacy Malaysia Sdn Bhd.

**13) Annual Review**

At every anniversary of your offer letter start date with Asia Legacy Malaysia Sdn Bhd, your pay will be reviewed depending on your performance.

**14) Conflicts of Interest**

You must strictly not venture into any activities that may conflict with our interests. You will strictly need to get our prior approval before assuming other employment or business opportunities for financial gain whilst within our employment.

**15) Statutory Enactment**

For your information, the contents of these terms & conditions are subject to the provisions of all relevant statutory enactments affecting your employment with us currently in force or from time to time introduced or modified. Should there be any discrepancy between the contents of these Terms & Conditions and the provisions of the statutory enactments, the provisions of the statutory enactments shall prevail.

**16) Termination, Notice Period & Compensation of the Employment Contract**

During the probationary period, either party may terminate employment by providing four (4) weeks' written notice or payment in lieu of such notice. Upon confirmation, either party may terminate employment by providing two (2) months' written notice or payment in lieu of such notice, calculated based on the employee's last drawn salary. In the event an employee fails to serve the required notice period or absconds without proper notice, the Company reserves the right to deduct from any outstanding wages an amount equivalent to the shortfall in notice period, in accordance with Section 24 of the Employment Act 1955 and the terms of this contract.

However, in respect of termination of employment due to misconduct, no notice of termination or salary in lieu of notice is required to be given. In the event of a resignation that does not comply with the notice period stipulated in your offer letter, the management reserves the right to withhold the equivalent of thirty (30) days' salary as compensation.

*\*Before leaving the company, all files (hardcopy or electronic) will have to be handed over to your manager.*

**17) Prohibition Against Other Employment**

Unless otherwise specifically stated in the letter of employment, the appointment of all employees is full-time, and you shall use your best endeavours to promote the interests and welfare of the Company. You shall not, during the continuance of your employment, accept and take up directly or indirectly any other employment or carry out any business whatsoever in nature, alone or jointly with others or whether full-time or part-time, without the prior written consent of the President / Managing Director.

**18) Confidentiality Information**

It is required that all dealings and matters related to our business and operations are maintained in strict confidence. They shall be treated as our trade secrets, and you are not to disclose any of them to any unauthorized party.

Further, the details of this employment contract or your additional benefits are not to be revealed to anyone else in the Company except your other managers (if, later on, you have other managers). Any such disclosure of the terms of this agreement or your benefits will result in termination.

**18) Liability for Damages**

If any damage or loss to company property occurs during duty due to the employee's negligence or misconduct, and is confirmed by management through proper investigation, the employee shall bear the cost of repair or replacement. Deductions may be made from salary in accordance with **Section 24 of the Employment Act 1955**.

**19) Retirement**

The employment of an employee may be ended upon the employee attaining 60 years of age.

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**20) Rules & Regulations**

All employees must comply with the existing Company's Policy, Rules & Regulations and any other subsequent amendments or additions thereof.

If you **agree** to the above terms and conditions, please sign and return the duplicate copies to signify your **acceptance** of this offer.

We take this opportunity to give you a warm welcome.

Your faithfully,

ASIA LEGACY MALAYSIA SDN. BHD.




HEMA MALAR A/P PATMANATHAN  
DIRECTOR, ASIA LEGACY MALAYSIA SDN. BHD.

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**Acknowledgment**

I, NURDAMIA AQILAH BINTI MOHD TAVFIK NRIC 040127-14-0390

Hereby accept the offer based on the above terms and conditions stipulated.

  
Signed & Dated: 31/12/2020.