

REHAB BEE PLT (LLP0025053-LGN)

30, Jalan Bunga Tanjung 8A, Taman Muda,
Cheras, 56100 WP Kuala Lumpur.
Tel: 018-2042551 Email: rehabbee.physio@gmail.com

28th December 2023

Shawna Chiew Zhi Shuen

66, Jalan BK 5/9 Bandar Kinrara,
47180 Puchong, Selangor, Malaysia

Dear Ms Shawna,

LETTER OF OFFER

We are pleased to offer the position of **Physiotherapist** with our company effective from **1st March 2024** under the following terms and conditions:

Remuneration

- You will be placed on a probation period up to three (3) months during which your work and conduct will be assessed. The period may be extended at the discretion of the Management. Upon confirmation, you will be notified by a letter of confirmation.
- Your basic salary is RM3,000.00 per month
- Upon confirmation, your basic salary will be increased to RM3,200.00 per month with commission
- Commission structure would be RM10 on each treatment session from 41st session onwards on monthly basis
- EPF and SOCSO will be included in your salary

Working Hours

- Current working hours will be 10.00am to 7.00pm, Monday to Friday, 10.00am to 4.00pm on Saturday, 6 days a week with one hour lunch time in between (up to 45 hours as per labour law of Malaysia)

Annual Leave

- You will be eligible for 12 days of annual leave for every twelve months of continuous service. Such leave must not be taken without prior notification and obtaining consent from your Superior. Application for annual leave should be submitted for approval one week (6) working days in advance. Such leave shall be granted at the Physiotherapy Center's discretion and it should be taken within the next twelve months.
- You are also entitled for 1 day Birthday leave which only applicable in your birthday month.

Public Holidays

- You will be entitled to leave on the total number of 11 gazette public holidays provided that the actual day or days of your leave shall be as decided by the Physiotherapy Center
- Should you be required to work during public holiday, replacement leave will be provided

Sick Leave, Medical Benefit and Maternity Leave

- Medical benefits: up to RM500 per year with our panel clinic (claim basis)
- Sick leave: up to fourteen (14 days) full pay sick leave per calendar year
- Hospitalisation leave: up to 60 days per calendar year

- Maternity leave: up to ninety eight days (98) days maternity leave (female staff only)
- Compassionate leave: up to three (3) working days consecutively to immediate family only
- Marriage leave: up to three (3) working days consecutively

Training Allowance

- Training allowance amounting to RM1,000 a year to be provided subject to approval with immediate supervisor on the training course selected
- Claw back on training allowance will occur in full should the employee resign within 3 months after training attendance

Termination of Service

- Termination of employment at any time during the probationary period, initial or extended as the case may be, or on expiration thereof can be effected by either party giving to the other one (1) month's notice or payment in lieu. Upon confirmation, termination of employment can be effected by either party by giving to the other written notice of two (2) months or payment in lieu thereof

Patient Confidentiality

- You shall not disclose, reveal or make available directly or indirectly, to third parties any confidential information concerning the information of patients

Safeguard on Company Interest and Information

- You are not allowed to expose any information relating to the company from any unauthorized persons, firms or corporations unrelated to the Company during the period of your employment with the Company. Breach of this requirement constitutes grounds for immediate cessation of employment
- In view of you being accessed to confidential trade information while under the employment, you are not allowed to operate your own business and/or join another similar physiotherapy/trade company within a radius of 5.0km for a period of 12 months from your last day of employment

The terms and conditions of service may be reviewed and amended by the Company as and when necessary and you will be informed accordingly.

If you wish to accept this offer, please sign and return the duplicate copy by 30th Dec 2023.

Your sincerely,

CHOW JER MEI
MANAGING DIRECTOR
REHAB BEE PLT

ACKNOWLEDGEMENT

I, Chiew Chi Shuen, have read, understood and hereby confirm acceptance of all the terms and conditions of employment. I also authorize the Company to credit my monthly salary into my bank account.

Signature : Chiew Chi Shuen

Date : 29/12/2023