



AERO HEALTHCARE GROUP SDN BHD

202101011436 (1411735-T)
No 22A, Jalan SS 25/34, Mayang Industrial Park
47301 Kelana Jaya, Petaling Jaya, Selangor
Hotline: **+6012 512 1170**
Email: admin@aerohealthcareservices.com

Reference No.: AHCS/HRD-02/007/22

Date:2022

Dear

Offer of Employment with AERO HEALTHCARE GROUP SDN BHD

We are pleased to offer you employment with our Company subject to the following terms and conditions below:

1. Position & Commencement Date

Your official designation with our Company shall be determined as the **Physiotherapist** and you shall perform such duties and accept such responsibilities as per the letter of this employment date by the Company.

You will report to the assigned Operations Manager according to the organization chart or as determined by the Company from time to time.

Your employment with our Company shall commence on **1st August 2022**.

2. Salary & Allowance

Your commencing gross basic salary will be **RM2,000** (Ringgit Malaysia: Two Thousand Ringgit Only) per month payable arrears at the end of each month. Please note that confidentiality of employee salary should be maintained at all times. Your monthly remuneration will be paid directly through a bank appointed by the Company or by the Company official cheque.

3. Travel & Mileage Reimbursement

Employees who are authorized/permited to use their motorcars on official duty shall be eligible to claim mileage reimbursement and toll expenses. Mileage for the employee's car will be reimbursed at the current Company rate which is RM500 per month. The rate of toll expenses using Touch & Go card is RM150 per month. The staff must fill in the Claim Form and the claim must be supported by original receipts or by certification.

4. Job Description (Physiotherapist):

- 4.1) Provide holistic assessment to patients & potential patients.



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- 4.2) Responsible for overseeing all administrative tasks and ensuring daily office operations are performed seamlessly and efficiently.
- 4.3) Form trusting relationships with patients to encourage them to work towards recovery and leading a healthy lifestyle.
- 4.4) Provide sound and safe treatment to patients according to needs and requirements.
- 4.5) Prepare and compile the findings/records on patients and their progress to develop treatment plans and exercises to best improve patients' health.
- 4.6) Guide, educate, and communicate clearly with the caregiver and relatives on the required treatment based on the patient's condition.
- 4.7) Establish a pool of referrals for and maintain high customer service standards in all aspects of work for customer / patient retention.
- 4.8) Involve in marketing and promotional activities organised by the company.
- 4.9) Undertake any other duties that may be assigned from time to time.
- 4.10) Staying up to date with developments in treatments.
- 4.11) Other duties will be notified otherwise in writing.

5. Increment & Bonus

Increment and bonus shall be rewarded at the full discretion of the Management and based on your performance as well as the Company's performance during the preceding year.

6. Probationary Period

Your employment with us will be subject to successful completion of six (6) months probationary period. At the end of the probationary period, your performance shall be reviewed by the Company who reserved the right to confirm or terminate your employment or to extend your probationary period.

In case of any misconduct or any willful breach of the condition of the contract of service, the Company has the right to terminate your service as per Malaysia Employment Act 1955 and Industrial Relation Act 1967.

7. Confirmation



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A Performance Appraisal will be conducted upon reaching the end of the probationary period. The Company shall have absolute discretion in determining the confirmation of employees. The confirmation of service is subject to the performance of his/her work in a satisfactory manner and suitability to be employed by the Company as per the criteria in the Employment Confirmation Appraisal.

8. Termination of Service

Your employment may be terminated by either party, by giving the other party notice in writing which shall not be less than two (2) months' notice or equivalent payment of salary in lieu of such notice.

During the probationary period, your service with the Company may be terminated by either party, by giving the other party notice in writing which shall not be less than fourteen (14) days, or payment of salary in lieu of such notice.

The Company shall reserve the right to terminate this Employment Contract on grounds of willful breach of contract or gross misconduct by the employee. In such cases, no further notice period will be served by the Company to you.

Outstanding leave entitlement may not be used to offset the period of notice, except with the agreement of the Company.

9. Transfer

Depending on the needs of the Company, all employees are liable to be transferred from one post to another within the Company, to any other places where the Company may have operations or business dealing, to any subsidiary Company in existence now or that may establish in the future.

10. Working Hours

The working hours are 9am – 6pm (Monday to Friday). 9.00am – 1.00pm(Saturday), 1 days off per week.

You may be required from time to time to work outside the normal working hours and/or during weekends and Public Holidays, as and when deemed necessary by the Company. As a token of appreciation, all extra working hours beyond office hours will be considered Overtime and the compensation will be payable according to Malaysian Employment Act 1955 and Industrial Relation Act 1967.

The Management has the prerogative to change the working hours without further notice.

11. Annual Leave



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Once your employment is confirmed, you are eligible for **14 days of annual leave** with full payment for each completed year of service. Your annual leave is pro-rated according to your commencement date, and you will be eligible to use earned annual leave accordingly.

Such leave must be taken at times convenient to the Company and subject to approval from the Head of Department. No annual leave can be carried forward to the following year without written permission from the Management. Prior consent must be obtained seven (7) working days in advance before going on leave (other than emergency leave). Any absence for more than two (2) days without giving any verbal or written notice shall be deemed as cessation of employment.

12. Examination / Study Leave

You shall be eligible for **14 days of examination / study leave in a year** inclusive of the examination days while pursuing courses that are approved by the company. To obtain approval from the Management, please submit the offer letter issued by the university.

You shall be required to produce documentary evidence of examination registration and examination schedule at least 7 days in advance from the intended date.

Upon receiving the academic results for each semester, you are to forward the results to the Management for verification and review. If your results do not meet the requirements or are not satisfactory, an explanation letter is compulsory to put forward. If you are unable to complete your studies, the number of days of examination / study leave taken should be replaced.

13. Medical Benefits

Upon commencement, you will be entitled to outpatient claims at any registered medical clinic. You may submit claims for reimbursement of medical expenses supported by original receipts up to RM100 per month.

Any claims exceeding the said RM100 shall be reimbursed to you at the Company's sole discretion. It is expressly agreed that medical claims do not include dental, general medical tests, obstetrics, and cosmetic surgery.

You are entitled to a maximum of 14 days' medical leave for non-hospitalization per full calendar year. This entitlement will not be carried over from year to year. All claims for medical leave must be supported by a medical certificate. Any medical leave taken in



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excess of these 14 days will be deducted from your annual leave. If you have utilized the 14 days of annual leave, it will be subject to the Company's sole discretion.

Where hospitalization is necessary, you will be entitled to paid sick leave not exceeding sixty (60) days per full calendar year, including the days taken up in the above. To qualify for these benefits, the illnesses that require hospitalisation or surgery must be on the recommendation of a certified medical practitioner and are not caused by your misconduct or negligence. Hospitalisations leave in excess of this limit will be granted at the discretion of the Company.

Maternity Leave will be subject to the Malaysia Employment act entitlement.

14. Insurance Coverage

You will be covered under the Social Security Organization (SOCSO) as per the Employee Social Security Act 1969.

Notwithstanding all the above insurance coverage, you will be subjected to the Terms and Conditions of the Master Policy of the current year.

15. Statutory Contributions or Deductions

In accordance with the government regulation, both you and the Company will contribute to the Inland Revenue Board, the Social Security Organization ("SOCSO"), and the Employee Provident Fund ("EPF").

Contribution to Employee Provident Fund ("EPF") shall be made as follows:

Employees: 11%

Employer: 13%

Retrenchment, lay-off, termination benefits, any traveling allowance or the value of any traveling concession, gratuity, overtime payment, retirement benefits, and any other remuneration or payment are exempted from EPF deduction.

16. Conflict of Interest

You shall devote yourself full time to the Company and are not permitted to take part-time or other employment nor have a personal business without the written consent of the Human Resource Manager.

You must not be involved in any activity that is in conflict or competition with the business of the Company or the business of the Company's client that you have been assigned to at any time.



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Breach of this condition may result in disciplinary action being taken against you that may result in your dismissal and you shall have no claims against the Company.

17. Confidentiality/Secrecy

During your employment, you will observe the following terms: -

16.1 You shall not disclose or divulge to anyone any information or knowledge obtained or disclosed by you during your employment relating to financial information, processes, formulae, or trade secrets of the Company and the clients/patients of the Company. On termination of employment, you will return (without keeping any copies) all programs, file passwords, files, and documents in any form, including but not limited to electronic form, related to the business of the Company and its clients.

16.2 You will at all times keep and maintain the Company's records and all clients' information under a high degree of secrecy and confidentiality. You will also at all times conduct yourself with integrity and not cause detriment to the Company's reputation, interest, or image.

18. Other Terms and Conditions

You consent to the Company making the following background employment checks on you. The returns on the results must be satisfactory to the Company.

1. Checks with referees
2. Background screening

All appointments are based on the information furnished in the course of applying for the post with the Company. Hence, any false statement or information during the application stage might lead to dismissal without notice.

The Company expects all employees to adhere to and fully participate in the management decisions and practices. The Company reserves the right to take any action it deems fit to ensure compliance.

You are subject to the current terms and conditions of the Company, which may be changed.

Please indicate your acceptance of the terms and conditions of the contract by signing in the space provided below on both copies of this letter. Please return the signed duplicate copy to reach the Human Resource Department within 5 working days, after which the conditional offer will lapse. The original is for your retention.

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If you do not report for work on the commencement date as stated in this letter, your contract of employment will automatically terminate.

Yours sincerely,

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Azffanizam bin Abd Halim
Chief Executive Officer
AERO HEALTHCARE GROUP SDN BHD

I have read and understood the terms and conditions as stated above and agree to accept and abide by the terms and conditions of my offer of employment with AERO HEALTHCARE GROUP SDN BHD.

.....

Name:
NRIC:
Date: