

1 September 2022

Nabila Huda Binti Abdul Halim  
Residensi Laguna 12-01,  
Jalan PJS 9/1,  
47500 Petaling Jaya,  
Selangor.

Dear Nabila Huda

**OFFER OF EMPLOYMENT**

We wish to inform you that your request for transfer to **Alliance Parade Sdn Bhd** had been approved. You will assume the position of **Physiotherapist** with effect from **1 September 2022**. Thus, your last working day with **Sunway Medical Centre Sdn Bhd** will be on **31 August 2022**. Your period of service with the Company since **4 May 2020** will be recognized as continuous for all intents and purpose.

Your employment is subject to the following terms and conditions:

**1. COMMENCEMENT DATE**

Your date of employment shall commence on **1 September 2022**.

**2. SALARY**

You shall be paid a monthly basic salary of **RM3,480.00** and will be placed on the job grade of **EG2**. Salaries are normally reviewed annually on 1<sup>st</sup> January of every year, at the sole discretion of the Company. Salary increment, where applicable is granted based on merit and performance in accordance to our Company's pay policy.

Please note that confidentiality of staff salary should be maintained at all times.

For the purpose of security and convenience your salary and allowances, if any, will be paid through a bank or a financial institution appointed by the Company. However, under certain situations the Company may make such payment in cash or cheque. This clause is treated as agreeable and has your consent if / when you sign this offer letter to accept this offer.

**3. WORKING HOURS**

Your working hours and days shall be determined by the department which you are assigned to, and your total working hours shall not be more than 48 hours a week.

However, due to the nature of the Company's line of business, you are required to avail yourself for work or perform your duties outside the official working hours, as and when the occasion demands it. In addition, you shall be liable to be placed on staggered hours or shift duties as and when prescribed by the Company.

**4. PERFORMANCE OF DUTIES**

In the performance of your duties, you will be required to report directly to the **Head of Clinical Services** and /or other representative as may be assigned by the Management from time to time. A copy of your job description is herein enclosed for your reference.

**5. PROBATIONARY PERIOD / NOTICE OF TERMINATION**

The probationary period of **six (6) months shall not apply** to you and therefore you are deemed to be a confirmed employee of the Company.

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**ALLIANCE PARADE SDN BHD** 199201006107 (237611-X)

3106, Lebuh Tenggiri 2, Pusat Bandar Seberang Jaya, 13700 Perai, Pulau Pinang.  
Tel : +603-7491 9191/5566 9191 Fax : +603-7491 8181  
[www.sunwaymedicalpenang.com.my](http://www.sunwaymedicalpenang.com.my)

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You are required to give **two (2) months'** written notice or **two (2) months'** salary in lieu of notice. However, the Company reserves the right to require you to serve the full notice period at the time of resignation and will pay you the outstanding balance of leaves, if any. Hence, the Company reserves the right to cancel any annual leave applied and approved prior to your resignation date.

**6. PRE-EXISTING MEDICAL CONDITION**

You are also required to honestly declare all pre-existing medical condition(s) and infirmities that you may be suffering from. Otherwise, providing false statements can discontinue you from our employment.

**7. TRANSFER**

At the discretion of the Management and depending on the exigencies of the Company's business, employees shall be liable to be transferred to any departments within the Company, or to the subsidiaries, branches, divisions and/or any subsidiary or related companies within the Sunway Group, in Malaysia or to any of the Sunway Group's overseas operations.

**8. ANNUAL LEAVE**

Your leave entitlement will be in accordance with the Company's annual leave entitlement as specified in attached "Executive Benefits Package". Such leave must not be taken arbitrarily without prior notification to and consent by your Immediate Superior. All applications for annual leave must be submitted for approval at least seven (7) days in advance. For further details, kindly refer to Annual Leave Policy.

**9. PUBLIC HOLIDAYS**

The Company recognizes all Public Holidays gazetted by the Federal Government and by the State Government where you are employed. If a gazetted Public Holiday falls on your rest day, the next working day will be the replacement public holiday for Office Hours staff (work from Monday to Friday) or one replacement public holiday shall be granted to Non-Office Hours Staff (work on shift duty). No replacement shall be granted for public holiday that falls on your off day.

**10. REST DAY**

Each employee shall be granted one rest day in a week. For staff who works on office hours (Monday to Friday), the rest-day will be on Sunday. However, for staff who works on shift duty, the rest-day will be scheduled according to their duty roster.

**11. MEDICAL LEAVE**

On recommendation of a Company Doctor, you will be granted paid medical leave in each year as follows:

| Years of Service             | No. of Days |
|------------------------------|-------------|
| Below 2 years of service     | 14          |
| 2 – 5 years of service       | 18          |
| More than 5 years of service | 22          |

Where hospitalization is required, your total medical leave entitlement shall be extended to a maximum of sixty (60) days, inclusive of medical leave taken in any one calendar year.

**12. EMPLOYEES PROVIDENT FUND (E.P.F), SOCSO AND EMPLOYEE INSURANCE SCHEME (E.I.S)**

Both you and the Company will contribute to E.P.F, SOCSO and E.I.S according to the prevailing statutory rates.

**13. INCOME TAX**

You shall be responsible for your own Personal Income Tax.

In accordance with Section 83 of the Income Tax Act 1967, the Company will withhold any monies due to you on termination of employment until clearance has been received from the Inland Revenue Board.

**14. RETIREMENT AGE**

It is the Company's policy that all employees retire on the 60th anniversary of their birth. In the absence of a birth certificate, the date of birth as shown in your identity card shall be deemed to be the date of birth for the purpose of determining the retirement age. If your identity card contains only the year of birth, 31st December shall be considered the date for this purpose.

**15. RETURN OF COMPANY PROPERTY/EQUIPMENT**

Upon resignation/termination of your contract of employment with the company, you shall return to Human Capital Department on your last day of work all company property, equipment, uniforms, staff identification tags etc which are entrusted to you during the course of your employment with the company.

**16. NON-DISCLOSURE OF CONFIDENTIAL INFORMATION AND TRADE SECRETS**

Without the prior consent of the Company or except as authorized or required in the course of the performance of your duties, you shall not disclose, reveal or make available, directly or indirectly to third parties any confidential operations, processes or dealings, any trade secrets or any information concerning the business, finances, transactions or affairs of the Company, or its parent Company or any of its subsidiaries or associate companies, which may come to your knowledge during your employment with the Company and you shall keep with complete secrecy all confidential information and matters entrusted to you and shall not use or attempt to use any such information in any manner which may injure or cause loss either directly or indirectly to the Company or its business or may be likely so to do.

This restriction shall continue to apply after your cessation of employment with the Company without limit in point of time but shall cease to apply to information or knowledge which may come into public domain.

Upon cessation of your employment with the Company, you shall hand over to the Company, all documents, data or other requisites, confidential or otherwise, obtained or made by you during the course of your employment with the Company, pertaining to the business of the Company.

**17. CONFLICT OF INTEREST DECLARATION**

You are expected to commit yourself fully to the business of the Company. As a condition of your employment, you shall not engage in any business or work that may conflict directly or indirectly with the business of the Company or Group.

In this regard, you must declare any business interest, if any, that you or your spouse or children (below 18 years of age) are shareholders to. The Conflict of Interest Declaration form is attached. You are also expected to update this declaration should there be a change in status **within 2 weeks period** of the change. Kindly refer to the current conflict of interest policy practiced by the Group. By accepting this appointment, you have declared that you fully understand and agree to the clauses in the policy.

**18. INFORMATION TECHNOLOGY POLICY**

Employees are strictly prohibited from installing any pirated or illegal software. Should one be found doing so, the Company will not hesitate to take appropriate disciplinary action against the employee including employment termination or legal action.

**PROBATIONARY PERIOD / NOTICE OF TERMINATION**

The probationary period of six (6) months shall not apply to you and therefore you are deemed to be a confirmed employee of the Company.

**19. INTELLECTUAL PROPERTY**

The Company encourages you to be inventive and innovative as it's part of your normal duties and responsibilities. Any intellectual properties including but not limited to copyrights, patents, trade secrets, and other intellectual property rights associated with any concepts, works of authorship, discoveries, inventions, techniques, processes, writings, creations, programs, product improvements, plans, designs, products, manuals, documents, materials, ideas, computer programs, results of technological researches, trademarks, registered designs and confidential information that were created and / or developed by you, in the course of the employment and / or by using the Company's resources, shall become the sole and exclusive property of Company.

You should not, without prior written consent of the Company, reproduce, adapt, modify, use or disclose intellectual properties or inventions or any information relating thereto to any person whomsoever except to the Company's duly authorized parties as instructed or notified by the Company.

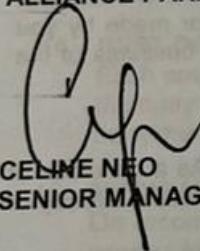
**20. OTHER TERMS, CONDITIONS AND FRINGE BENEFITS**

The terms and conditions of employment stipulated in this contract of employment are subject to change as and when deemed necessary by Management and any changes shall be applicable forthwith to all employees concerned of the Company. Further details on HR related policies and employment benefits shall be updated from time to time at the Human Capital knowledge management portal.

We welcome you into Alliance Parade Sdn Bhd and look forward to your long term career development with us. Please signify your acceptance of this Offer of Employment by signing and returning the duplicate of this letter to us no later than seven (7) days from the date of this letter, failing which this offer of employment shall lapse.

Yours sincerely,

**ALLIANCE PARADE SDN BHD**



**CELINE NEO  
SENIOR MANAGER, HUMAN CAPITAL**

**ACKNOWLEDGEMENT**

I have read, understood and hereby confirm acceptance of the above terms and conditions of employment including the terms and conditions stipulated in the Appendices listed below:

- Appendix I      Executive Benefits Package
- Appendix II     List of Acts of Misconduct
- Appendix III    General Exclusion List

I also authorize the Company to deduct **RM3** from my salary being my monthly **Kelab Sosial Sunway** subscription and to pay my first month wages and last month wages (in the event of termination of employment by either party) by way of cheque / cash.

I hereby also consent that a copy of the confidential report on the medical findings from the pre-employment medical screening be submitted to the Human Capital Department.

  
Nabila Huda Binti Abdul Halim

Date: 19/9/2022