

12 Jun 2024

Name: **muhamd hazrin zakaria**

## LETTER OF APPOINTMENT

We are pleased to offer you employment on a full-time basis with **NAORUTECH** (herein called 'the Company') subject to the following terms and conditions

### 1. APPOINTMENT

You will be appointed to the position of a therapist and commencement date of employment will be **6/19**

Job scope includes but not limited to;

Understand the needs of our Japanese massage shop customers and conduct activities to create a system to promote efficient sales and usage.

Specifically, the following tasks will be implemented

- Treatment

-General reception

-cleaning and shopping

-Including other miscellaneous tasks

In addition to these duties, you may be required to undertake other duties given to you from time to time at our discretion.

### 2. WORKING PLACE

Your normal place of work is Malaysia. You agree to travel for business as may be required by the Company for the proper performance of your duties under this Agreement.

### 3. SALARY

Basic salary : **RM3,500/month**. Training period of 3month will be given a salary of **RM3,000**.

Other benefit : Incentive will be given based on sales.

Fixed Transport Allowance : RM150/month

Other benefit : can be

### 4. HOURS OF WORK

Your working hours shall be 5 days in a week, 10:00am to 7:30pm with one and half hours breaks.

The 30 minutes before 10:00am and 30 minutes after 7:30pm shall not be constructed as overtime work and is not subject to overtime pay.

### 5. TERMINATION

Either party reserves the right to terminate this contract of service by giving either party two (2) month notice in writing, or pay in lieu thereof.

### 6. ANNUAL LEAVE

After confirmation, you shall be entitled to twelve (12) days paid annual leave for employment of less than two year, fourteen (14) days paid annual leave for employment of more than two years but less than five years, and sixteen (16) days paid annual leave for employment of more than five years, each complete year of service with the company, such leave accruing on a pro rata basis throughout such year.

### 7. MEDICAL LEAVE

After confirmation, you will be entitled to fourteen (14) days of medical leave per annum if no hospitalization is involved for employment of less than two year and sixty (60) days per annum if hospitalization is necessary (follow Employment Act 1955 and Employment Amendment Act 2022). It is important to note that employees who take sick leave must provide a medical certificate (MC) from a registered medical practitioner or a government hospital. Per Section 60F (1) of the Act, employees must be declared unfit by a panel-appointed doctor to get paid sick leave.

All information obtained in the course of work with us shall be deemed to be strictly confidential. No such information shall be divulged to any outside party.

### 8. RULES & REGULATIONS

You shall observe all rules and regulations imposed by the Company. The rules and regulations referred to herein would include and relate to general work habits. Working instructions of superiors, routine working orders, procedures of the Company, attitude towards work and any conduct in which the Company shall in its sole discretion deem to be detrimental to its interest.

9. **TIME, ATTENTION AND DUTIES**

- a. You shall during the term of your employment devote your whole time, attention and skills exclusively to the business of the Company and you shall not perform, indulge or be concerned or interested either directly or indirectly in any business or work other than that of the Company.
- b. You will diligently and faithfully perform all your duties and act in all aspects according to the instructions and directions given to you through the Company's duly authorized officers.

10. **NON-COMPETE**

In the event that you cease at any time to be employed by us, you:

- a. Shall not for a period of six (6) months after such cessation of employment with us solicit or entice away or seek to entice away any of our employee or offer employment of engagement to any of our employee; and
- b. Shall not directly or indirectly for a period of six (6) months after such cessation of employment with us, work with our competitor, engage in any business arrangements or hold any material interest in any business which is or shall be wholly or partly in competition with us.

11. **LOSS AND DAMAGE**

You also agree that if you breach any of terms and conditions stipulated in this Agreement, you will be liable for any loss or damage suffered directly or indirectly by the Company as a result of your action.

12. **AMENDMENT**

The Company shall be at liberty to amend the whole or any part of this Agreement after its execution if it considers it necessary and reasonable and shall be expressed in written notice duly given to you informing you of the proposed amendment(s).

The terms and conditions contained in this letter of appointment are some of the specific terms and conditions of your employment with us.

If you accept the above terms and conditions of service, please countersign the enclosed copy of this letter and return it to us immediately.

We take this opportunity to welcome you to our organization, and wish you all the success in your career with us.

Yours sincerely,

\_\_\_\_\_  
**Atsuki Saito**

**Managing Director**

**ACCEPTANCE OF OFFER**

I confirm the acceptance of the offer stated above.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_