

1st Feb 2024

Loo Sin Wen
NRIC: 990602-02-5236

Dear Loo Sin Wen,

RE: LETTER OF APPOINTMENT

We are pleased to offer you an employment at the company, Yuro Physio, as a Physiotherapist and Pilates Instructor under the following terms and conditions:

Date of Commencement: 1st Febuary 2024

Job Description : You will be required to carry out duties and job functions such as rehabilitating individuals with movement difficulties or pain, teaching Pilates exercises, or as may be instructed from time to time by the company or persons acting on behalf of the company.

Monthly Salary : The following are the information regarding the basic salary, bonuses, and commission

Probation allowance (Around 3 months): RM 2,400.00

Basic Salary (Once passed probation): RM 2,800.00

Variable/commission:

If you treat or teach more than eighty (80) hours per month, the following hours will be calculated at a rate of RM 20.00 per hour.

If you treat or teach more than one hundred (100) hours per month, the following hours will be calculated at a rate of RM 40.00 per hour.

Overtime:

In the event you are required to treat or teach clients before or after your working hours, you will be accorded RM20.00 per hour treat or taught as your additional remuneration (excluding the Variable Rate e.g. RM10 + RM20 or RM15 + RM20 per hour). Overtime hours will be capped at 10% of total hours.

Promotion as Branch manager will be offered if candidate able to handle task provide effectively

EPF & SOCSO : You will be entitled to statutory contributions in accordance with the Employee Provident Fund and SOCSO Contribution Rules based on Fixed Salary only as per discussed and agreed by you.

Bonus / Increment : The bonus / annual increment thereafter will depend upon your performance in your duties and at the absolute discretion of the company. An annual increment of RM100

will be provided starting on the second year of service when the achievement for KPI is more than an average of 90 hours a month from the previous year itself.

Working Hours : The company working hours are as herein appearing in Schedule 1 which can be obtained upon request.

You will be working only on:

- Monday to Wednesday: 8am – 8pm

- Sunday : 8am – 6pm

Entitled to take an hour off for lunch and/ dinner depending on your appointments and schedule for each days.

Key performance Index:

- Treatment and Teaching Hours: 80 hours minimum per month or average 240 per quarter.
- New Clients Acquisitions: 4 per month or 12 per quarter (client will be provided and will be adjusted reasonably during Management meetings)
- Client Testimonial: 2 per month
- Respond to Prospects, Clients, Vendors and Management's sms, call, or email within 1 business day.

Benefits : Medical & Insurance
Out-patient Treatment
The Company will bear the cost of your medical treatment and medicines prescribed subject to not more than RM100.00 per year. This shall exclude optical and dental treatment.

Group Hospitalization and Surgical Insurance

The Company has contribute to Social Security Organization (SOCSO) which give social security protection in terms of cash and benefits in case of workplace injuries, emergencies, occupational sickness, and death.

Workshops and Courses

Workshops or courses sponsored by the Company will depend on the availability of company fund and your performance. You are responsible to send the course information to the company to be reviewed as soon as possible to allow sufficient time and discussion among the management team.

Public Holidays : You shall be entitled to all gazetted holidays recognized by the Federal Government of Malaysia and all public holidays applicable to the Selangor.

Leave Entitlement :

Annual Leave	i. Ten (10) working days leave per annum. ii. Employees must apply for the leave at least five (5) working days in advance
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	iii. During festive season, (Chinese New Year, Deepavali and Hari Raya Puasa), annual leave application must be submitted 14 working days in advance. Priority will be given to employee who celebrates the particular festive season. iv. In the event that the employee did not completely take annual leave for the said year, the Company will allow them to bring forward their balance leave up to a maximum five (5) days leave only. And this may only be accumulated for a period not exceeding two (2) years and shall be taken in full in the year immediately following the accumulated period. If the accumulated leave is not taken as agreed, it shall be forfeited. v. The employee will be accorded replacement days of annual leave if you are required to work on the off days or public holidays for conducting or attending training courses
Medical Leave	i. Ten (10) working days leave per annum.
Study Leave	i. Five (5) working days leave per annum (Subject to change depending on the situation) ii. Employees must apply for the leave at least five (5) working days in advance
Maternal leave	i. 60 days leave per annum.
Compassionate Leave	i. Paid compassionate leave of will be granted in the event of Critical illness or death of your husband, children, parents, grandparents, brothers, sisters or parents-in-laws. ii. Such leave when granted shall not exceed three (3) days at any one time or more than ten (10) working days in any one year.

Attendance : You shall report for work in accordance with the agreed working hours herein appearing in this letter of appointment.

Termination of Service: Upon confirmation of employment, one (1) months' notice in writing or one (1) months' basic salary in lieu will have to be given by yourself in the case of termination of employment on the same day if termination of service was provided by you.
The Company reserves the right to terminate your employment with immediate effect without serving the required notice or compensation in the event you are found guilty of any gross misconduct.

Address:

9, Jln Eco Sanctuari 8/1C, Eco Sanctuari, 42500 Telok Panglima Garang, Selangor, Malaysia

Opp. Hour : (Weekdays) 8am – 8pm
(Weekends) 8am – 6pm
Closed on Public holidays

Email : yurophysio@gmail.com

Tel. : + 6018 – 221 4681

Retirement Age : As a matter of Company's policy, you are to retire from the company once you reach the age of 60 years old. Subsequently, reemployment if any is subject to the sole discretion of the company.

Additional Remark : You shall comply with all statutory and other legal requirements set by the employment law of Malaysia and the company with all applicable terms and conditions of employment contained in the employee Handbook issued by the Company from time to time. You shall not bind, nor shall you have the authority to bind, the Company to any contracts, commitments, expenses or other obligations. All usage of facilities, company confidentialities, company's intellectual property, conflict of interest, rules and regulation, individual independence and objectivity, and so on shall be comply from time to time to facilitate effectiveness in workplace conduct.

Schedule : Terms and condition of employment can be found in schedule 1 which can be obtain upon request.

The terms and conditions as expressed herein constitutes the entire agreement between the parties in relation to your employment by the Company and shall supersede all previous appointments, agreements, understandings, representations or warranties relating thereto unless otherwise advised in writing.

We look forward to your co-operation and support and hope you will render us your full dedication. Should you find the abovementioned terms and conditions acceptable, kindly sign on the duplicate of this employment agreement and return the same to us.

Yours faithfully,

YURO PHYSIO RESOURCES
202103284720 (CT0093849-D)
9-G JLN ECO SANTUARI 3/1C
ECO SANTUARI 42500 TELOK
PANGOLIMA GARANG SELANGOR
T/P: 018-2214681

Hairjindar Kaur A/P Anup Singh

Designation: Employer

Date: 1st Feb 2024

I, hereby confirm, understand, and accept the above terms and conditions and agree to be employed in this organization



Employee Name: Loo Sin Wen

NRIC: 990602-02-5236

Date: 1st February 2024