



Star Physio Service
Mobile Physio

STAR PHYSIO SERVICE

(SA0502814-V)

Lot E1-05-06 Tamarind Square

63000 Cyberjaya, Selangor.

star.physio07@gmail.com

Tel : 018-9191977 / 011-12930653

PRIVATE & CONFIDENTIAL

APPOINTMENT LETTER

Reference: SPS (01-03-2022)

Date : 01, MARCH, 2022

Siti Raudhah Binti Mohd Fadzli

980502-10-6574

No 5, Jalan Rotan Segi,

18/26, Seksyen 18,

40200, Shah Alam,

Selangor Darul Ehsan.

Dear Siti Raudhah Binti Mohd Fadzli,

Re: APPOINTMENT LETTER AS PHYSIOTHERAPIST

We are pleased to offer you the position of physiotherapist with effect from 1 MARCH 2022 on the following term and condition :

1. SALARY

The monthly salary will be RM1,600.00

2. EMPLOYEES PROVIDENT FUND

In accordance with the requirement of the Employees' Provident Fund Act, the company will contribute to the Employees' Provident Fund according to the prescribed rate. The current rate 13% contributed by the employer and 11% by the employee.

3. PROBATION PERIOD

Upon appointment, it would be necessary for you to undergo a probation period of three (3) months. This period may be extended at the Company's discretion in which case you will be informed in writing before the expiry of the said three (3) months.

4. CONFIRMATION

Your performance and suitability for confirmation of your employment will be reviewed throughout your probation period. On satisfactory completion of your probation period or earlier, you will be informed in writing of your confirmation.

5. TERMINATION OF SERVICE

During the probation period, termination of the service can be effected by either party by serving a written notice of one (1) month or payment of salary in lieu of notice. After confirmation, termination of service can be effected by either party serving to each other written notice of three (3) months or payment of salary lieu of notice. No reasons need to be given by Management for any such termination of service you will be required to repay to the company any monies due to the Company and return any Company property in you possession.

6. TRANSFER

Depending on exigency of service, you may be required to serve anywhere in Malaysia or elsewhere either within the company or in any one of the subsidiaries or related companies.

7. ANNUAL SALARY INCREMENT

Your salary will be reviewed annually and the salary increment and the amount thereof will be at the discretion of the company and shall depend on the performance of your assigned duties.

8. SALARY DEDUCTION

The Company has the right to deduct from your salary any sums, as required by Malaysia Law, which you may owe the Company as a result of your negligence or breach of the Company's rules.

9. PAYMENT OF BONUS

Bonus payment may be made from time to time at the absolute discretion of the Company and will be dependent on your performance

10. OVERTIME POLICY

Overtime is only paid to no-executive staff with a basic salary of RM1,500.00 and below per month. The rate of overtime will be as per the Labor Laws.

11. ANNUAL LEAVE

Upon Confirmation, your annual leave entitlement after completion of one year's service will be as follows :

1 - 5 years service	> 6 - 10 years service	> 10 years service
13 days	16 days	22 days

This annual leave has to be applied for and approve at least five (5) days working days before the date of commencement. Annual leave is taken during the year in which it accrues and should not be carried forward to a subsequent year, except in special situation when written approval from the management has to be obtained.

12. METERNITY LEAVE

Female employees will be entitle to 60 days of maternity leave with pay for each confirmation in accordance with the Employment Act 1995. For an employee to be qualified for such leave, they must have worked minimum one year. Maternity leave shall not commence earlier then period of thirty (30) days immediately proceeding the confirmation or later than the day immediately following the confinement. Provided that if doctor certifies that the female employees as a result or her advance stage of pregnancy is unable to perform her duties satisfactorily, leave may commence earlier.

13. COMPASSIONATE LEAVE AND MEDICAL LEAVE

I) Compassionate Leave

Upon confirmation, employee's may be permitted up to five (5) working days compassionate leave per years subject to approval of the Management in the following case -:

- A) Hospitalization of employee's child where the parent is required to be present.
- B) Death of the employee's family (spouse, child, parents of the employee or the spouse).

An employee will be required to refurnish the relevant supporting document.

II) Medical leave

< 2 years service	2-5 years service	5 years service
14 days	18 days	22 days

Where hospitalization is necessary, staff will be entitle to sixty (60) days (inclusive of number of medical leave taken) in each year.

III) Employees Marriage Leave

Upon confirmation, employees may be permitted up to six (6) days of marriage leave.

14. UNPAID LEAVE

All leave taken other than state above will be treated as unpaid leave and corresponding salary deduction will be made in respect of such excess leave. Such leave must be applied for at lest one (1) week in advance subject to the approval of the Management such unpaid leave will not be give unless all annual leave has been exhausted.

15. MEDICAL BENEFIT

I) Medical Benefit

Upon confirmation, you will be entitled to claim medical expenses for yourself (including prescribed medication) up to a maximum RM 50.00 per medical claim (supported by medical bill or receipt) per visit to a registered practitioner at any time during the employment, subject to a maximum claim of RM 300.00 per years.

II) SOCSO

In accordance with the Employee's Social Security Act 1969, both employer and employee will contribute to SOCSO provided the Employee' salary is less the RM 3000.00 per month. There is no cover for those whose salary is more than RM 3000.00 per month unless they have previously contributed to SOCSO.

16. STANDARD WORKING HOURS

Day	Time
Wednesday - Sunday	9.30 a.m. to 5.30 p.m.
Tuesday	1.30 a.m. to 5.30 p.m.
Monday / Public Holiday	Closed
Lunch Break	1.00 a.m to 2.00 p.m.

Adjustment to the working hours on a daily or weekly basis may be made with the approval the management.

17. CONFIDENTIALITY

You must not disclose any trade secrets or others information of a confidential nature relating to the Company or any the Company's clients or their business or in respect of which the Company owes an obligation of confidence to any third party during or after your employment except in the proper course of your employment with the Company.

You must not remove any document, or tangible item which belong to the Company or which contain any confidential Information from the Company's premises at any time without prior authorization.

You must return to the Company upon request and, in any event, upon the cessation of your employment, at all document and tangible items which belong to the Company which contain or refer to any confidential information and which are in your possession or your control.

18. GENERAL

You shall during the term of your employment with the Company do all in your power to promote, develop and expend the business activity of the Company, its associated companies and / or its subsidiaries, including but not limited to the business or activity in accordance with the Company's direction.

In discharging and performing your duties and responsibilities in the Company, you shall conform and comply with all laws, rules and regulation including directives and instruction of any relevant authorities and /or governmental bodies for the time being exiting.

You shall comply and adhere to all reasonable and lawful directives, instruction and responsibilities toward the Company with due care and diligence and with utmost professionalism without compromising the Company's position and / or business activities.

19. CHANGES TO TERM AND CONDITION OF SERVICE

The Company reserves the right to make reasonable changes to any of your terms and condition of employment from time to time. You will be notified of any changers in detail either by way of an individual notice or general notice to all employees and any such changes (s) shall taken effect from the date specified in the notice.

Kindly sign below and return the same should you accept and agree to the above term and conditions.

Thank You.

Yours truly,



Muhammad Fadlie Redzuan Bin Mohammed Thani
(Manager Director)

ACCEPTANCE OF EMPLOYMENT

I SITI RAUHANI (NRIC No: 980502106574) hereby confirm acceptance of this employment offered herein on the terms and conditions above stated.

I certify that I have never been convicted in a court of law of any criminal offence and I understand that I am liable for immediate dismissal if it is found that I have made false representation of facts.


.....
Signature

1 March 2022
.....
Date