



Bliss Kids Educare Sdn Bhd (1145648-T)

H-08-01, Block H, Setiawalk, Persiaran Wawasan, Pusat Bandar Puchong, 47160 Puchong, Selangor.
Tel: 018-2422926

PRIVATE & CONFIDENTIAL

Date: 1st January 2023

Name: Nabilah Binti Mohd Nazri

Employee ID: 2015010

New I/C Number: 920117-01-5786

Address: Lot 28 B-1, Kampung Petaling Bahagia Batu 5 ½, Jalan Puchong, 58200 Kuala Lumpur.

Dear Madam Nabilah Binti Mohd Nazri,

It is a great pleasure that you continue your full-time employment as Senior Special Education Teacher cum Physiotherapist in Bliss Kids Educare Sdn. Bhd. We are now pleased to offer you a commencing basic salary of Ringgit Malaysia 3,100, travel allowance of Ringgit Malaysia 300 and full attendance allowance of Ringgit Malaysia 100. In this position, you will report directly to the principle, Ms. Jeen Lim.

The provisions of our offer of employment can be found on the following pages.

We look forward for your contributions to our team by showing your best effort.

Yours Sincerely,

For and behalf of

Bliss Kids Educare Sdn Bhd

Jeen Lim

Director / Principal



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This letter states our offer to you for regular full-time employment as **Senior Special Education Teacher cum Physiotherapist** in Bliss Kids Educare Sdn. Bhd., effective **1st January 2023**.

The main terms of your employment are set out below. Please note however that prevailing Bliss Kids Educare Sdn. Bhd. company policies, guidelines and personnel manuals apply to you as well. Bliss Kids Educare Sdn. Bhd. may issue workplace policies, guidelines and personnel manuals from time to time and these may be subject to change. You will be required to comply with any such policies, manuals and guidelines that apply at any time during your employment with Bliss Kids Educare Sdn. Bhd.

1. REMUNERATION

Effective on 1st January 2023 according to this letter offer, your salary will be basic salary of Ringgit Malaysia 3,100, travel allowance of Ringgit Malaysia 300 and full attendance allowance of Ringgit Malaysia 100.

It is agreed upon that the allowances will work in such way.

a. Travel allowance

In the event of any occasion of absent from work due to sick leave / hospitalization leave / unpaid leave that cause the travelling of the employee reduced, the company has the right to deduct traveling allowance proportionally.

b. Attendance allowance

Attendance allowance is aimed to reward employee who shows good attendance records. Employee will get the attendance allowance if they have 100% full attendance and be punctual at work during the month. In the event of any occasion of absent from work due to sick leave / hospitalization leave / unpaid leave / emergency leave / annual leave, the employee will not be entitled for this allowance.

ANNUAL BONUS

Annual bonus will be based on your position, business results and the contribution you make to the business. Annual bonus payments are generally distributed in 2 portions at the first quarter and second quarter of the year. Bliss Kids Educare reserves the rights, in its sole discretion, to amend, suspend or terminate the annual bonus at any time, should future events indicate that this is advisable.



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EPF, SOCSO, EIS, PCB

The employer will contribute the Employer's portion in accordance with Bliss Kids Educare Sdn. Bhd.'s practices for local employees towards the Employees Provident Fund, SOCSO, EIS and PCB.

2. HOURS OF WORK

The official working hours for this position is as follows:

Monday to Friday: 8:30am to 3:30pm

Saturday: 9:00am – 12:30pm (Work from home or as when required)

Lunch Break: 1pm to 2pm

However, working days and hours may vary depending on work demand. Other than the working hours stated above, there is a 1 hour per week which the employee may need to fulfill on specific days during the week to meet with operating requirements.

Bliss Kids Educare Sdn. Bhd. may change this work schedule to meet with operating requirements when necessary.

3. ANNUAL LEAVE / MEDICAL LEAVE

You will be eligible for annual leave and medical leave under the Bliss Kids Educare Sdn. Bhd.'s leave policy. Details relating to the leave entitlements are set out in the Bliss Kids Educare Sdn. Bhd. Employee Handbook.

4. PROBATION

This is a continuation of employment. No probation is required.

5. NOTICE PERIOD AND TERMINATION

Upon confirmation, either party may terminate your employment by giving two-months notice in writing or payment of the two-months' reference salary in lieu of notice. In the event that the termination is initiated by the employee, at Bliss Kids Educare Sdn. Bhd.'s discretion, this requirement for the notice period or payment in lieu of notice may be waived.



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Bliss Kids Educare Sdn. Bhd. reserves the right to terminate your employment forthwith without notice for cause. Cause includes, among other things, dishonesty, misconduct, any violation of company policies and/or failure to perform your job satisfactorily.

6. TRANSFER

The company reserves the right to transfer you to other departments/locations or subsidiaries or associate companies when it deems necessary.

7. CONFIDENTIAL INFORMATION

The employee shall not, whether during the currency of this agreement or after its termination for whatever reason, use, disclose or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this agreement, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of performing your services under this agreement. This includes, but is not limited to, information in relation to financial and marketing operations, customer data base, syllabus and teaching materials, and Bliss Kids Educare Sdn. Bhd.'s terms conditions and/or any other information, confidential or otherwise.

8. NON-COMPETITION/RESTRAIN OF TRADE

You agree that for a period of 12 months following the termination of your employment for the circumstances stated below, you shall not either personally, or as an employee, consultant, director or otherwise for any company entity, carry on business directly or indirectly in competition with any business or activities of Bliss Kids Educare Sdn. Bhd. within 5 kilometers from any of the Bliss Kids Educare Sdn. Bhd.'s business outlet locations.

- Solicit the services, work or contribution of any person, firm or corporation who or which at any time during the last year of your employment with Bliss Kids Educare Sdn. Bhd. shall have been a supplier, or customer of Bliss Kids Educare Sdn. Bhd.
- Endeavour to entice away from Bliss Kids Educare Sdn. Bhd. any person who is at any time an employee, director or consultant
- Be placed in such a position that requires or might involve a reasonable likelihood of requiring you to disclose or make use of any confidential information of Bliss Kids Educare Sdn. Bhd. in order properly to discharge your duties or to further your interest in such person, firm, venture or company.



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9. FORCE MAJEURE

No party shall be liable for, nor shall such party be considered in breach of this Agreement due to, any failure to perform its obligations under this Agreement as a result of a cause beyond its control, including, without limitation, any act of God; earthquakes; fires; floods; storm; pandemics disease; wars; civil or military disturbances; acts of terrorism, strikes; riots; change in any law or regulation, or other like area lockdown or any other cause, whether similar or dissimilar to any of the foregoing, which could not have been prevented by such party with reasonable care (each, a "Force Majeure Event") within 24 hours of the occurrence of a Force Majeure Event, the affected party shall notify the other party of the occurrence by sending either i) an email message, or ii) a phone message, to the other party. In addition, the affected party shall provide to the other party within seven (7) days of determining the cause of the Force Majeure Event a written explanation concerning the circumstances that caused the Force Majeure Event. The time for performance required of the affected party shall be extended by the period of such delay provided the party is exercising diligent efforts to overcome the cause of such delay. In the event if the company is not able to operate due to the Force Majeure Event, and in the event if you are not able to perform the duty due to the Force Majeure Event, the company shall not be liable to pay any salary or compensation during the non-performance period.

10. FRUSTRATION

In the event of this contract being frustrated whether by Force Majeure or by any other supervening event which may occur independently of the will of the parties, the performance of the contract of employment becomes impossible, or substantially different from that which the parties originally contemplated at the time of entering into it, this Agreement shall automatically terminate without fault of either party.

11. BLISS KIDS EDUCARE SDN. BHD. BUSINESS CONDUCT GUIDELINES

Bliss Kids Educare Sdn. Bhd.'s employees are required to comply with Bliss Kids Educare Sdn. Bhd.'s Business Conduct Guidelines. We, in Bliss Kids Educare Sdn. Bhd. value and respect good business ethics, hence the compliance to these guidelines is utmost importance; the violation of which may lead to dismissal from the organization.

As a special education teacher, you are required to comply with Bliss Kids Educare Sdn. Bhd.'s Employee Handbook, Job Descriptions and Standard Operating Procedures at all time.



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You are responsible for your general conduct and behavior, and put the students' safety at its most priority

We look forward to your acceptance of this offer and welcome you to our organization. If you have any questions, please do not hesitate to contact me.

Your Sincerely,
Bliss Kids Educare Sdn. Bhd.

Acknowledged & receipt of the
above mentioned

Jeen Lim
Director

Name:
Date:

Witnessed by,

Name:
Date: