



Atri Medical Group(M) SDN BHD, 31-A  
Ground Floor Jalan Bakar Arang 08000  
Sungai Petani Kedah Malaysia.

11<sup>th</sup> OCTOBER 2022

**PRIVATE & CONFIDENTIAL**

**NAME: KANCHANA A/P  
SURENNARAINA**

**NRIC NO: 891231-02-5670**

**RE: LETTER OF APPOINTMENT**

On behalf of ATRI MEDICAL GROUP (M) SDN BHD, we are pleased to offer you the position of  
"Physiotherapist"

**1. COMMENCEMENT DATE**

You will commence work on 01/11/2022. This contract will continue in force unless and until this contract is terminated in accordance with its terms

**2. REMUNERATION**

Basic salary: RM2000.00 <Ringgit Malaysia Two Thousand> per month  
House visit RM10-RM20 depends on location  
40% commission for extra part

You are required to open a standing arrangement for transfer funds which your salary will be paid direct into your bank account. The salary may be revised upon confirmation of your employment at the discretion of the homecare.

**3. DUTIES & RESPONSIBILITIES**

You will be required to undertake such duties as would be assigned to you either express or implied in the proper performance of your employment. Plans as well as administers medically prescribed physical therapy treatment for patients suffering from injuries, or muscles, or nerve, joint bone diseases to restore function, relieve pain and also prevent disability. Responsible for the development of treatment plans; contributing to case management and also providing quality patient care. Maintain positive level of interaction with clients and responsible to enhance client relations.

**4. PROBATION PERIOD**

You shall undergo a probationary period of three (3) months from the Commencement Date. Such probationary period may, at the discretion of the Atri Medical Group(M)SDN BHD, be extended for a further period based on your performance.

## **5. WORKING HOUR**

Your working hours for normal shifts are Sundays to Fridays from 9.00am to 6.00pm.

## **6. ANNUAL LEAVE**

You shall make your application to your superior for annual leave at least fourteen (14) days in advance by completing the "leave record card" and you shall not commence your annual leave without prior written approval. Any leave taken without prior written approval will be treated as unpaid leave.

## **7. MEDICAL LEAVE**

If you are absent on account of illness or incapacity, you must apply for paid sick leave by notifying your superior before the beginning of your normal working hours or, if you fail to do so, within two (2) hours after the commencement of your working hours. You shall produce a medical certificate to your superior which is either issued by doctor of government hospital on the next day you return to work.

You shall be entitle to full pay in respect of the said sick leave provided that the number of days of sick leave in the calendar year shall not exceed the following: -

Below two (2) years of continuous service – fourteen (14) days per annum.

ii.

Between two (2) to five (5) years of continuous service – eighteen (18) days per annum.

Sick leave in excess of the above shall be regarded as unpaid leave or annual leave. If hospitalization is necessary, the number of days of sick leave can be extended up to sixty (60) days per calendar year at Athris Physio discretion.

## **8. EMPLOYEE PROVIDENT FUND (EPF)/ SOCSO & EMPLOYMENT INSURANCE SCHEME (EIS) CONTRIBUTIONS**

Socso payment coverage will be started at one (1) month after the date of receiving the offer letter, and EPF payment coverage will be started at three (3) months after the date of receiving the offer letter.

## **9. INCREMENT/ BONUS**

Increment and bonus will be awarded at the absolute discretion of the Atri Medical Group(M)SDN BHD based on your performance and/or any other factors which the Athris Physio may think fit to be taken into account.

## **10. TERMINATION OF EMPLOYMENT**

At any time during the probation period, your appointment may be terminated either by yourself or Atri Medical Group(M)SDN BHD by giving one (1) month written notice or payment in lieu, without any reason being assigned for such termination. Upon confirmation of employment, either party may terminate this employment by giving three (3) months written notice or payment in lieu of such notice. Not with standing the above, your services may be terminated immediately without notice, indemnities and compensation in the event of any breach of contract or due to misconduct on your part.



If you are absent from work for more than two (2) consecutive working days without prior approval from the Atri Medical Group(M)SDN BHD and without informing or attempting to inform the Atri Medical Group(M)SDN BHD shall be deemed to have terminated your contract of service unless you have a reasonable excuse for such absence.

#### **11. ATRI MEDICAL GROUP(M)SDN BHD PROPERTIES**

The Atri Medical Group(M)SDN BHD properties which you require during operation is under your care and you are expected to take care of it. Whenever the Atri Medical Group(M)SDN BHD properties you are operating is out of order or is not performing properly of safety, you are responsible for informing your superior. You shall not operate any equipment unless you are authorized or trained to do so. In the event of breach, you hereby agree to indemnify the Atri Medical Group(M)SDN BHD from all losses, damages and claims.

#### **12. RETIREMENT AGE**

You shall retire upon attaining the age of sixty (60), or earlier depending on your health condition and the validity of the terms and conditions stated herein shall be deemed to expire on such date.

#### **13. CONFIDENTIALITY**

You shall not at any time, either during the continuance of your employment there under or there after divulge any of the affairs or secrets, transaction or information of the Atri Medical Group(M)SDN BHD, information of patient to any third party, person or person without the previous consent in writing from the Atri Medical Group(M)SDN BHD nor use or attempt to use any information which you may require in the course of your employment in any manner which may injure, or cause to, or be calculated to injure or cause loss to the Atri Medical Group(M)SDN BHD. This clause shall survive the termination of employment herein.

#### **14. CODE OF CONDUCT**

Atri Medical Group(M)SDN BHD believes in Professionalism, discipline and integrity at work. You shall adhere strictly to the Code of Conduct, all the safety measures, work rules and Standard Operating Procedures set out in manual or documents issued and amended by the Homecare from time to time and you are forbidden to solicit, request or receive presents, commission, tips, gratuity or money from any of parties which includes but not limited to the Atri Medical Group(M)SDN BHD's supplier, agents, contractor, advertisers, vendors, patients, other customers and colleagues

#### **15. CONFLICT OF INTEREST**

You shall not, during the continuance of this contract, except with the knowledge and written consent of Atri Medical Group(M)SDN BHD, embark, engage or interest yourself, whether for reward or gratuitously in any activity, business or employment which would interfere with the performance of your duties with this Atri Medical Group(M)SDN BHD which to your knowledge, would constitute a conflict of interest with the business of this Atri Medical Group(M)SDN BHD.

#### **16. CESSATION OF SERVICE**

Upon cessation of service with Atri Medical Group(M)SDN BHD, you shall return all the Atri Medical Group(M)SDN BHD properties of whatever description or form belonging to the Athris Physio.

#### 17. RE-EMPLOYMENT

No person(s) who have been dismissed from the Atri Medical Group(M)SDN BHD on the grounds of misconduct, fraud and dishonestly will be re-employed by the Athris Physio.

#### 18. PERSONAL DATA

The Atri Medical Group(M)SDN BHD is required to obtain, store and process data from employees, by accepting this offer, you gave your consents to us, storing and using your personal data AND disclosing your personal data to the relevant government authorities/ third parties where required by law or necessary by reason of your employment here.

#### 19. AMENDMENTS

The Athris Physio reserves the right to amend, annul, modify or vary any of the aforesaid benefits, condition and terms as and when it deems necessary and such amendments shall apply forthwith

#### 20. OTHERS TERMS AND CONDITIONS

You are subject to such other terms as shall from time to time be imposed by the Atri Medical Group(M)SDN BHD.

If you agree to the above terms and conditions, please sign and return the duplicate copy of this letter in confirmation of your understanding and acceptance of your terms of employment.

Yours sincerely

KAVIARASU A/L CHANDRAN

MANAGING DIRECTOR

ATRI MEDICAL GROUP (M) SDN BHD

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#### ACKNOWLEDGEMENT AND ACCEPTANCE

I hereby accept the offer for the above mentioned position and I confirm that I fully understand and agree to the above terms and conditions.

Name:

NRIC No:

Date

*S. Jay*  
KAWIHANA A/P SURENDRAN NA  
891231-02-9670  
01/11/2022