



**UREHAB SDN BHD** (1283386-K)

No 7-1 Jalan Sri Putra 1/2,

Bandar Sri Putra Bangi, 43000 Kajang, Selangor.

Office : +603 8210 7210 Hotline : +6011 1128 1590

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Mohamad Nazim Bin Mohd Soleh

990123-08-5063

No 70 Kampung Temelong,

33400 Lenggong Perak,

**PRIVATE AND CONFIDENTIAL**

**Date: 08 August 2020**

**(Ref : URSB-PHYSIO 018)**

Dear Nazim,

**Offer of Contract for Service with URehab Sdn Bhd**

We are delighted to offer an employment with our company on contract basis with the following term and condition:

**1. Position**

Your official designation with our company shall be determined as **Physiotherapist** and you shall perform such duties and accept such responsibilities as per the letter of this employment date by the Company.

You will report to the Company Director, according to the organization chart or as determined by the Company from time to time.

**2. Commencement Date and Contract Status**

Your employment with our Company shall commence on **17 August 2020**.

The contract term is one (1) year starting from the commencement date.



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### **3. Job Description**

- i. Provide holistic assessment to patient & potential patient.
- ii. Provide sound and safe treatment to patient according to needs and requirement.
- iii. Establish and complete report of findings from the assessment and treatment that has been provided.
- iv. Educate care giver and relatives on the treatment needs that related to the patient's condition.
- v. Establish pool of referral for and provide good customer service for customer/ patient retention.
- vi. To perform any task given as per company's needs and requirement.

### **4. Salary**

At the end of each calendar month, the Company shall pay you the following:

- |                     |            |
|---------------------|------------|
| i. Salary           | RM 1400.00 |
| ii. Car Maintenance | RM 50.00   |

Please note that confidentiality of employee salary should be maintained at all the times. Payment of wedges will be paid direct through a bank appointed by the Company.

### **5. Allowance and Benefits**

You are entitled for all other allowances as stated in Company Employee Handbook. The Employee handbook will be given to you should you accept this offer.

#### **i. Insurance Coverage**

You will be covered under the Social Security Organization (SOCSO) as per the Employee Social Security Act 1969.

Notwithstanding all the above insurance coverage, you will be subjected to the Term and Conditions of the Mater Policy of the current year.

Accidents Insurance under **MAYBANK (ETIQA TAKAFUL)**

- |                   |                    |
|-------------------|--------------------|
| 1. Income Protect | RM 16.32 per month |
| 2. Takaful        | RM 32.86 per month |



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**ii. Medical Benefit**

You will entitle to make medical claims up to RM 100 per month provided that you can furnish an original official letter from medical clinics. Any claims exceeding the said RM 100 shall be reimbursed to you at the Company's sole discretion. It is expressly agreed that medical claims do not include dental, general medical tests, obstetrics and cosmetic surgery.

You are entitled to a maximum 14 days medical leave per calendar year. This entitled will not be carried over from year to year. A relevant medical certificate must support all medical leave. Any medical leave in excess of the said 14 days will be subject to the Company's sole discretion.

Where hospitalization is necessary, you shall be entitled to paid sick leave not exceeding sixty (60) days per calendar year, including the days taken up in the above.

**iii. Statuary Fund**

In accordance with the government regulation, both of you and the Company will contribute the Inland Revenue Board, the Social Security Organization ("SOCSO") and the Employee Provident Fund ("EPF").

Contribution to Employee Provident Fund ("EPF") shall made as follow:

Employees: 7%

Employer: 13%

Retrenchment, lay-off, termination benefits, any traveling allowance or the value of any traveling concession, gratuity, overtime payment, retirement benefits and any other remuneration or payment are exempted from EPF deduction.

**iv. Annual Leave**

You are eligible for 14 days annual leave with the full pay for each completed year of service. Your annual leave is **pro-rated** and you will be eligible to use earned annual leave accordingly.

Such leave must be taken at times convenient to the Company and subject to approval from a Director of the Company. No annual leave can be carried forward to the following year without written permission from the Director of Company.



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Prior consent must be obtained seven (7) days in advance before going on leave (other than emergency leave). Any absence for more than two (2) days without giving any verbal or written notice shall be deemed as cessation employment.

## **6. Working Hour**

The Working hour shall be as follows:

- 1) Normal Hour (Sunday to Thursday : 9.00am to 5.00pm)  
(Saturday : 2.00pm to 9.00pm)
- 2) Off Friday

You are required to work beyond the above stated working hours as and when deemed necessary by the Company.

The Management has the prerogative to change the working hours without further notice.

## **7. Termination**

Your Employment may be terminated by either party shall giving one (1) calendar month notice or equivalent payment in lieu thereof.

## **8. Transfer**

Depending on the needs of the Company, all employees are liable to be transferred from one post to another within the Company, to any other places where the Company may have operations or business dealing, to any subsidiary Company in existence now or that may establish in the future.



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**9. Misconduct and Conflict of Interest**

In case of any misconduct or any willful breach of the condition of the contract of service, the company has the right to terminate your service as per Malaysia Employment Act 1955 and Industrial Relation Act 1967.

The Company shall reserve the right to terminate this Employment Contract on grounds of willful breach of contract or gross misconduct by the employee. In such cases no noticed will be extended.

Outstanding leave entitlement may not be used to offset the period of notice, except with the agreement of the Company.

You shall devote yourself full time to the Company and are not permitted to take part-time or other employment nor have personal business without the written consent of a Director of the Company. If you are found to be doing so, this Employment Contract is deemed to have lapsed and you shall have no claims against the Company.

**10. Confidentiality/Security**

You shall not disclose or divulge at any time during your service with the Company or thereafter, any secrets, transactions or information in relating to the business of the Company which may come within your knowledge and/or possession in the course of your employment with the Company at that time.

**11. Others Term and Conditions**

All appointments are based on the information furnish in the course of applying for the post with the Company. Hence, any false statement or information during the course of applying might lead to dismissal without notice.

The Company expects all employees to adhere to and full participate in Management decisions and practices. The Company reserves the rights to take any action it deems fit to ensure compliance.

You are subject to the current term and conditions of the Company, which may be change.



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We are pleased to offer you this service of contract with the Company. Please indicate your acceptance/reject by signing on the space provided on this letter.

Yours sincerely,

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Mohd Rizam Bin Ibrahim

Director

URehab Sdn.Bhd

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Service of Contract Acceptance/Reject:

I..... NRIC ..... hereby has read and understood all the above-mentioned terms and conditions set forth by signing hereunder. I hereby accept/reject the offer.

.....

Signature:

Date:

*\*Delete where appropriate*