

J LITTLE KINGDOM SDN BHD (1210474-D)
LOT 2-22 SECOND FLOOR
SUNWAY VELOCITY MALL
CHERAS 55100 KL
TEL : +603 9770 1889

Date: 01 DECEMBER 2018

NUR ISZATEE BINTI ISMAIL
IC: 940213-06-5298

Dear ISZATEE,

We are pleased to inform you that you are confirmed with the position of Baby Therapist at Hippopo Baby Spa & Wellness Sunway Velocity branch with effect from 01ST December 2018.

The following has been added and amended with your confirmation as Baby Therapist;

A. TERMS OF EMPLOYMENT

1.1 SALARY

- I) You will be paid a monthly basic salary of RM 1,200.00 with RM 300.00 monthly allowance.
- II) You will receive an additional allowance if you achieve your KPI.
- III) Monthly salary is subjected to appropriate adjustment for pro-rated deductions and mandatory deductions such as Employee's Provident Fund in accordance with labour law.

1.2 COMMISSION

- I) You are entitled to 5% commission every month, in the event that you achieve your target sales which is RM 8,500.00 per month.

1.3 ATTENDANCE BONUS

You are entitled to RM 100 attendance bonus for having 100% of attendance with RM 7,500.00 sales target per month. The following will cause you to be ineligible for attendance bonus;

1. Late
2. Unpaid Leave
3. Early Off Work
4. Medical Leave
5. Annual Leave on Weekend
6. Annual Leave without 1 week prior notice

1.4 INCREMENT / BONUS

Performance related.

1.5 MEDICAL FEE

You are entitled to maximum of RM 50.00 per month for outpatient medical fee. Claims for medical fee must be substantiated by a registered doctor certificate.

1.6 NOTIFICATION OF SICKNESS / ABSENCE

If you are unable to report to work and your absence is not approved in advance by the Company, you must inform the Company the fact of your absence latest by 9:00am (morning shift) and 11:00am (afternoon shift). If your absence occur as a result of illness, medical certificate must be submitted immediately upon return from sick leave.

1.7 RESIGNATION & TERMINATION

- 1.7.1) You must serve a notice period of ONE month when you tender your resignation and its accepted by the Company.
- 1.7.2) Your service may be terminated by the Company without notice in the event of:
 - I) Absence from work for a period longer than TWO consecutive working days without reasonable excuse or prior approval from the Company;
 - II) Misconduct, dishonesty, negligence or non-performance on your job scope or Conviction by any court of law for any criminal offence whatsoever whether the same is in connection with your employment or otherwise.

Upon the cessation of your employment, you are required to return all assets and properties belonging to the company, if you failed to do so the Company reserves the right at any time in its absolute discretion to make payment of basic salary in lieu of all or any part of your entitlement to notice.

1.8 MEDICAL LEAVE

An employee shall be permitted to paid sick leave of 12 days in each calender year. Total sick leave plus hospitalization should not be more than 60 days in each calender year.

1.9 MATERNITY LEAVE

You are entitled to 60 days of maternity leave.

2.0 ANNUAL LEAVE

- I) You are entitled to **8 working days** of paid annual leave.
- II) Annual leave will be pro-rated accordingly for incomplete service during each calender year.
- III) You shall be eligible to carry forward a maximum of **5 working days** to next year but the accumulated leave must be consumed within the first quarter of the following year, otherwise, forfeited.
- IV) 2 weeks prior notice is required for annual leave application, subject to approval from the Company.

- V) You shall be eligible to apply a maximum of **2 working days** paid annual leave each month.
- VI) Taking leave on weekend (Saturday & Sunday) will be calculated on a double basis. For example, taking leave on Saturday, 2 days salary will be deducted or 2 working days annual leave will be deducted.
- VII) Taking leave on Public Holiday (even those that not stated in this letter) will be calculated as 2 days either annual leave or unpaid leave. For example, taking 1 day leave on Hari Raya Haji will be calculated as 2 days either annual leave or unpaid leave.

2.1 PUBLIC HOLIDAY

HARI RAYA (2 DAYS)
CHINESE NEW YEAR (2 DAYS)
1ST MAY LABOUR DAY
AGONG'S BIRTHDAY
31ST AUGUST MERDEKA DAY
16TH SEPT MALAYSIA DAY
DEEPAVALI
SULTAN'S BIRTHDAY (depending on location)
25TH DECEMBER CHRISTMAS DAY

2.2 CONFIDENTIALLY

- I) You shall not, without the consent of the Company, Reveal, Disclose or Share information which is deemed confidential and trade secrets by the Company to any third party. All assignments and tasks given to you by the Company shall be deemed as strictly confidential. You shall not make use of the Company's information, tools, materials and property to accomplish other than work-related tasks.
- II) You are not allowed to join other baby spa within 6 months after resignation or termination.

2.3 GENERAL

- I) The Company reserves the right to make reasonable changes to your salary, allowances and the terms and conditions of employment. You will be notified of minor changes of detail by the way of a general notice to all employees and any such changes take effect from the date of the notice.
- II) You will be given not less than ONE month written notice of any significant changes which may be given by way of an Individual Notice or a General Notice to all employees. Such changes will be deemed to be accepted unless you notify the Company of any objection in writing before the expiry of the notice period.
- III) You will be given not less than THREE working days if the Company would like to relocate for a month or less when necessary.

B. GOVERNING LAW

This agreement shall be governed by the Law of Malaysia.

C. ACCEPTANCE AND AGREEMENT

The Company reserves the right to vary or amend the terms & conditions of this contract subject to the requirements of the Company.

In accepting the aforementioned terms and conditions of this contract, I confirm that I have read, understood and accepted without reservation the terms and conditions of this Confirmation Letter as stated above, and hereby give consent to the Company to make payment of all fees in to my bank account or by cheque.

We look forward to your valuable contributions and wish you all the best for a rewarding career with the Company.

Best Regards,



JANICE LOK HUEI YIING
DIRECTOR
J LITTLE KINGDOM SDN BHD
(HIPPOPO BABY SPA & WELLNESS SUNWAY VELOCITY)

Acknowledged by,

A handwritten signature in black ink, appearing to read "Nur Iszateel Ismail", written over a horizontal line.

NAME : NUR ISZATEEL ISMAIL
IC NO : 940213065298