



PRIVATE & CONFIDENTIAL

BUVANNES A/P TANGGAVELLU
No 1090, JalanHaruan 20/1,
Taman Oakland, Fasa 3
70300, Seremban,
Negeri Sembilan

Dear Ms Buvannes,

NRIC: 910706146304

RE: LETTER OF APPOINTMENT AS DBC PHYSIOTHERAPIST

We have pleasure in offering you employment for the post of Physiotherapist on the following terms and conditions:-

1. Salary & Bonus

Your commencing basic salary shall be **RM 2800** only (Ringgit Malaysia: Two Thousand Eight hundred only) per month.

A year-end bonus may be paid dependent on the performance of the Company. The bonus quantum from time to time be adjusted based on the contribution of the individual employee.

2. Date of commencement of Service

1st August 2018 – 31st July 2020 (24 months contract) with an option to extend for another 12 months thereafter.

A handwritten signature in black ink, consisting of several stylized, overlapping loops and lines, located in the bottom right corner of the page.

3. Working Hours

The normal working days and hours shall be:-

Monday - Friday	-	09:00a.m. – 17:00p.m.	(1 hour lunch break)
Saturday	-	09:00a.m. – 13:00p.m.	

We have implemented a shift system, hence you are expected to work shift duties from Monday to Saturday. When operating at full capacity, you will be required to work on Sunday.

4. Reporting Responsibility

Your job scope entails Clinical Practice for DBC Jalan Kuching but you shall rotated within the DBC groups and centres

5. Total Commitment

During the period of your employment, you shall devote your whole time, attention, skill and knowledge to the business and affairs of the Company, do your utmost to promote, develop, attract or extend the interests, business and welfare of the Company and shall not enter into, participate directly or indirectly in or arrange any other business or transaction paid or unpaid whether on your own behalf or in conjunction with or on behalf of any person, company, firm, or other body, which may be detrimental to the interests of the Company.

6. Employees Provident Fund

You shall be required to contribute to the Employee Provident Fund and Socso at the prevailing statutory rate and the Company shall do likewise.

7. Annual Leave

You shall entitled to Fourteen (14) days of annual leave and pro-rated for any part thereof. An extra day (paid leave) may be rewarded after completing a full year of service, to a maximum of Twenty-one (21) days of total paid leave per annum. Annual leave shall be applied in advance and taken at a time when it is convenient to the Company.

8. Sick Leave

Sick leave will be allowed up to fourteen (14) days in a year.



If hospitalization is necessary, you are entitled to sick leave up to sixty (60) days per annum.

9. Medical Benefit

Normal medical benefits (except for dental and optical treatments) will be provided for you throughout your employment. The maximum outpatient claim is RM1, 000.00 per year.

10. Personal Accident & Hospital Surgical Insurance Policy

Personal Accident & Hospital and surgical benefits will be provided for you in accordance with the Company's insurance scheme upon confirmation.

11. Notice Period For Termination of Employment

The notice period for termination of employment shall be two (2) months by company. The Company reserves the right to terminate your employment without notice for any cause including negligence, insubordination, misconduct, corruption, bribery, or any dishonest acts, breach of any terms and conditions of employment or any rules and policies of the Company.

12. Education & On-going Training

The Company will provide you with training at any of the DBC Centres in this region. There will be opportunity for our physiotherapists to attend training sessions at the DBC Centre in Singapore, or you may be requested to attend further training in Finland or elsewhere overseas in future when/ if necessary.

In consideration of the monies expended by the company towards such training in the event you cease employment prior to completing your fixed term contract period of 24 months, you will be required to repay the company all expenditure incurred by the company in respect of your training. In this regard the company reserves the right to withhold your last drawn salary towards the payment of such account in the event of your premature termination of contact.

In the event the company terminates this Agreement during the subsistence of the contract period it is prejudice to its rights to claim from you monies expended towards your training. The Company recognizes the need and importance of ongoing training in order to maintain working skills and motivation. You will be encouraged to attend any local event that will add to his objective. Any registration fees will then be for the Company's account.

13. Confidentiality

Both during and after the period of your employment, you shall keep secret all information of a confidential nature relating to the business and affairs of the Company or the Group acquired by you in the course of your employment with the Company. You shall not disclose, reveal or make available to any other person, company, firm or other body except with the written permission of the Company.

If you are agreed to accepting this offer of Employment on the terms and conditions as set out herein, please sign and return the duplicate copy of this Offer of Employment. This offer is valid for one (1) week from the date of this letter.

Yours truly,

DBC ASIA HEALTHCARE SDN BHD



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Wee Hock Kee
Chief Executive Officer

----- ACKNOWLEDGEMENT -----

I, BUVANNES *IP TANGGAVELLU NRIC No. 910706-14-6304 hereby confirm that I fully understand the terms and conditions of employment and accept the above offer, I shall be able to report for duty on


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Signature

01.08.2018
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Date