

2 January 2026

Monisa A/P Kuna Seagar

No 251, Jalan Indah Permai,
Taman Saleng Indah,
81400 Kulai,
Johor.

PRIVATE AND CONFIDENTIAL

Dear Monisa

LETTER OF APPOINTMENT

Columbia Asia Sdn. Bhd. ("the Company") offers you the position of **Physiotherapist** at Columbia Asia Hospital – **Tebrau** with effect from **2 March 2026**. Your appointment will be subject to the following terms and conditions:

1. **Pre-Employment Medical Examination**

A satisfactory health report from the Company's doctors must be received on the prospective employee. The Company reserves the right to retract the said offer of employment on the account of the employee failing the said medical examinations.

2. **Compensation**

You will receive a monthly basic salary of **RM3600.00 (Ringgit Malaysia: Three Thousand Six Hundred Only)** per month.

No contractual bonus in addition to salary will be payable.

3. **Effective Date of Employment**

Your term of employment will commence on **2 March 2026** and continues thereafter subject to your termination or resignation.

4. **Probation Period**

You will be on probation for a period of three (3) months ending on **1 June 2026**. At the end of this period, your performance will be assessed. Should your performance be found to be:

- a) Satisfactory, your employment will be confirmed;
- b) Unsatisfactory, your probation period shall be extended for a further period of three (3) months or your employment shall be terminated

5. Confirmation

Employees who have satisfactorily completed the probation period shall be confirmed in their position in writing. There shall be no deemed confirmation without the Company notifying the employee in writing.

6. Working Hours

- a) You will follow the working hours set by the Company, which may be revised from time to time to meet the needs of the Company.
- b) Depending on the Department/Section that you are assigned to, you may be required to work on rotational shifts.
- c) The Company may require you to perform overtime work from time to time and you shall not unreasonably refuse to do so.

7. Termination Notice

- a) During the probationary period, your employment may be terminated at any time on either side by giving one (1) month's notice in writing or one (1) month's payment in lieu of notice without specific reason being assigned for the termination.
- b) Upon confirmation the notice period shall be three (3) months' notice in writing or three (3) months' payment in lieu of notice without specific reason being assigned for the termination.
- c) Your employment can also be terminated for reasons of misconduct or any other reasons warranting your dismissal by the Company.

8. Annual Leave

You will be entitled to annual leave in accordance with the Company's policies. The amount of leave due to you in the year in which you join the Company will be decided on a proportionate basis. Employees are able to consume their earned annual leave only upon being confirmed in their position.

9. Sick Leave

You will be entitled to paid sick leave as stated in the Employment Act 1955 and the Employee Handbook. Sick leave shall be granted on the production of a medical certificate issued by the Company's doctors.

10. Medical Benefit, Group Term Life and Personal Accident

You will be covered under the Company's Medical insurance, Group Term Life and Personal Accident Insurance plan. The terms of these plans and annual coverage amount may be revised from time to time by the Company.

11. Travel

You agree that you will be prepared to travel or reside and work in any part of Malaysia for such periods as is necessary for the proper performance and exercise of your duties in connection with this employment or as the Company shall from time to time direct.

12. Statutory Contributions

The Company and you, as required by law, will contribute at the statutory rates of contributions to all required government agencies.

13. Expenses

You will be paid according to the Company's mileage allowance for any official trips required of you. You will be reimbursed according to the Company's allowance schedule for all reasonable hotel and other expenses wholly and exclusively incurred by you in or about the performance of your duties provided that you furnish the Company with receipts and other evidence of such expenses.

14. Job Description

Your undertaking that you will carry out your duties as per your job description and/or which the Company may from time to time assign to you, to the best of your ability.
Perform other duties as assigned by Group CEO/ RCEO/ CEO as and when required in meeting the company's goals and objectives.

15. Employee Handbook and Policies and Procedures

You agree to the terms and conditions as contained in the Employee Handbook.
You agree to the other policies and procedures, directives, circulars and memorandums issued by the Company from time to time.

16. References

Your appointment will be subject to the receipt of two (2) satisfactory references from the referees named in your Application for Employment Form.

17. Other Conditions

You will not both during and after the period of your employment, divulge to any person or make use of and shall use your best endeavors to prevent the publication and disclosure of any trade secrets or confidential information concerning the business or finances of the Company and any associated companies which may be acquired or received during the course of your employment.

Your agreement not to engage in any trade, business or profession or accept any form of paid employment without the prior written consent of the Company.

Your agreement that any Intellectual Property you discover or create in the course of your work shall be the absolute property of the Company.

18. Acceptance

Your acceptance of the conditions and terms in this Letter of Appointment will constitute a legally binding agreement which shall supersede any prior agreement whether written or oral. Any such prior agreements are cancelled as at the date hereof but without prejudice to any rights which have already accrued to either of the parties.

This Letter of Appointment does not purport to be an exhaustive list of the terms of employment offered to you. If you accept the above terms and conditions, please sign this letter in duplicate and return them to us within seven (7) working days from the above date, and thereafter this offer will lapse.

Yours faithfully,

COLUMBIA ASIA HOSPITAL – TEBRAU



James Chong
Chief Executive Officer

I, _____, have read the above letter and I accept the appointment in accordance with its terms and conditions.

Signature of employee : _____

Date : _____

NRIC No. : _____