



WeAnsa Solutions Sdn Bhd (1166369-X)

Building Solutions With Passion

T1-LG-C, Subang Boulevard, Jalan SS12/1, 47500 Subang Jaya, Selangor, Malaysia

Tel: +603 5036 1123

Fax: +603 5036 1121

www.weansa.com

Date : 04/06/2025

Ms. Sharmini A/P Kumaresan

(NRIC: 020117-10-0522)

No 6, Jalan Bentara 1, Taman
Saga, Kampung Jawa, 41000
Klang, Selangor.

Dear Ms.Sharmini,

LETTER OF APPOINTMENT

With reference to the interview you had with us, we are pleased to offer you the following position at **WeAnsa Vertigo and Balance Centre (VBC)**, 52, Jalan Sri Sarawak 19, Taman Sri Andalas, 41200 Klang, Selangor, Malaysia (the "Company") on the following terms & conditions:

| | | |
|---------------------|---|--|
| Date of Appointment | : | Your appointment will be effective from 25 th June 2025 |
| Designation | : | Physiotherapist |
| Department | : | You shall be assigned to the Rehab Department |
| Reporting Manager | : | Ms. Mary Thomas |

Your appointment shall be governed by the following terms:

1. Remuneration & Benefits

Your remuneration and leave benefits shall be as per enclosed Annexure. All other benefits shall be in accordance with the Employee Handbook, a copy of which will be provided to you once it is made available.

2. EPF & SOCSO

The Company shall make the necessary deductions from your monthly salary and forward the same to the Employees Provident Fund (EPF) together with the Company's share to EPF and Social Security Organization (SOCSO) of the requisite contributions at the rate prescribed by the relevant legislation.

3. Income Tax

The Company shall be entitled to make the necessary deductions from your monthly salary and forward the same to the Inland Revenue Department in accordance with the rate prescribed by the Inland Revenue Department.



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4. Annual Salary Increment

Your salary will be reviewed periodically as per prevailing Company policy and your increments are discretionary and subject to your performance. Increments are not a matter of right and shall be given at the sole discretion of the Company.

5. Working Hours

You will be working on a 5.5 days per week with 9am to 6pm on Monday to Friday and on Saturday will be from 9am to 1pm. Working hours are subject to change at the sole discretion of the Company and you shall be given reasonable notice of such change. In the event that Company needs your service on Sunday or Public Holidays, you will be given a compensated working hours.

6. Annual Leave

Your entitlement per calendar year, or pro-rated if less than a year in service shall be Twelve (12) days which will be divided into Annual Leave – twelve (12) days. Prior approval from authorized approvers is needed before such leave is approved. Unsanctioned annual leave will be treated as absent. You should be in service with the Company for at least three (3) months to be entitled to paid annual leave. This entitlement shall be in direct proportion to the number of completed months of service on the date of leave application.

7. Medical (sick) / Hospitalization Leave

Your entitlement for sick leave per calendar year (or pro-rated if less than a year) shall be Twelve (12) days for every completed year of service and sixty (60) days if hospitalization is necessary, which includes the above 12 days. Medical leave during probation period is considered as unpaid leave.

8. Public Holidays

The Company observes eighteen (18) days in a calendar year as follows:

| | | |
|------|--|--------|
| 8.1 | Hari Raya Puasa (Aidil Fitri) | 2 days |
| 8.2 | Chinese New Year | 2 days |
| 8.3 | Hari Raya Haji (Aidil Adha) | 1 day |
| 8.4 | Awal Ramadhan | 1 day |
| 8.5 | Agong's Birthday | 1 day |
| 8.6 | Selangor Sultan's Birthday | 1 day |
| 8.7 | Prophet's Birthday | 1 day |
| 8.8 | Awal Muharram | 1 day |
| 8.9 | National Day (Merdeka) | 1 day |
| 8.10 | Malaysia Day | 1 day |
| 8.11 | New Year Day (1 st January) | 1 day |
| 8.12 | Deepavali | 1 day |
| 8.13 | Christmas | 1 day |
| 8.14 | Wesak Day | 1 day |
| 8.15 | Thaipusam | 1 day |
| 8.16 | Labor Day | 1 day |



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9. Probation

The period of probation shall be Three(3) months commencing from the date you assume duty and which period may, at the sole discretion of the Company, be extended for a further period of three (3) months.

10. Confirmation

At the end of the three(3) months probationary period or any extended period thereof as the case may be, your performance throughout the probationary period will be reviewed and if found satisfactory and having attained the company's standards of performance, your appointment will be confirmed in writing. In the event no confirmation letter is issued to you at the conclusion of the probationary period, you shall remain unconfirmed and still serving probationary service.

11. Notice of Termination

- 11.1 During the probationary period and without any reason being assigned your appointment may be terminated by either party by giving to the other one (1) month notice of termination in writing or one month's salary in lieu of notice.
- 11.2 Upon confirmation your service may be terminated by either party giving to the other two (2) months' notice of termination in writing or two (2) months' salary in lieu of notice.
- 11.3 Annual Leave balance shall not be utilized to off-set the notice period. You are required to work during the notice period to facilitate smooth hand-over of duties. Unutilized annual leave must be cleared and no claim can be made.

12. Transfer / Relocation / Secondment

During your employment with the Company, the Company may, at its sole discretion and at any time, transfer / relocate / second / depute you to any other department, subsidiary or affiliate of the Company, whether current or future incorporated, in Malaysia and abroad.

13. Retirement Age

You shall retire upon attaining Sixty (60) years of age. Your age as stated in your NRIC / Passport No. shall be deemed to be conclusive of your age. The actual date of retirement will be the last working day of the month of the year in which your 60th birthday falls.

14. Trade Union

As this is an executive level appointment, you are required to refrain from becoming a member or officer of a trade union catering for employees of the Company other than those in the executive positions.

15. General

You will strictly adhere to the policies, rules and regulations of employment as determined by Company from time to time and applicable Malaysian laws. You undertake to execute and strictly abide by this Letter of Appointment.

16. Update of Personal Particulars

You shall keep the Company informed, in writing, of any changes in your residential/ permanent address, your family status and such other personal particulars. All correspondence will be deemed to have been received by you, when sent to the address as per the latest records of the Company.



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17. Personal Information Verification

- 17.1 The Company reserves the right to carry out any verification, as it deems fit, with your previous Employers after issuance of this letter.
- 17.2 The Company, notwithstanding anything contained therein, will have the right to terminate your employment immediately, without any further obligation to you, in the event:
- any information / declaration given by you to Company, before or after execution of this Agreement, is found to be incorrect, false or misleading; and/or
 - you are found to have concealed any information which may have a direct bearing on your employment with Company or which information you ought to have revealed to Company; and/or
 - of any adverse findings on the verification reports received from your previous employers / educational institutions; and/or
 - any misconduct breach of confidentiality and breach of representation and warranties by the employee; and/or
 - On medical grounds.

18. Copies of Personal Documents

You shall arrange to submit/furnish copies of the following documents on or before joining for duty:

- Academic Certificates
- Relieving Order / letter from your previous employer
- Service and salary certificates from your previous employer
- Identity Card (front & reverse) / Passport (all pages)
- Recent Color Photographs (original) Passport Size – 1 pcs



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19. Validity of Letter of Appointment

The appointment / offer contained herein stands void should you fail to report for duty on the date prescribed unless otherwise agreed to by the Company in writing.

If the above terms and conditions are acceptable to you, kindly sign on the duplicate copy of this letter along with the Employee Agreement attached herewith as your acceptance hereof.

We welcome you and look forward to a long and fruitful association.

Yours sincerely,

For WeAnsa Solutions Sdn. Bhd.


Paul Antony
Business Development Director



ACKNOWLEDGEMENT

I hereby have read, understood and hereby agree to comply with all the terms and conditions stipulated in this Letter of Appointment. I also hereby agree for WeAnsa Solutions to verify my personal information provided by me, including verification from my previous employers.

Sharmini A/P Kumaresan

Name:

020117-10-0522

NRIC / Passport No.

Signature:



8/6/2025

Date:

Encl.: 1. Employee Agreement
2. Remuneration Package