



Private and Confidential

15th October 2022
Tea Sin Yee
No.121 Jalan 3/62
Bandar Menjalara, Kepong
62200 Kuala Lumpur

Dear Ms Tea Sin Yee,

Re: Appointment as Physiotherapist

We are pleased to offer you the position of Physiotherapist with us here at GuGuanJie where we hope you will enjoy your role and make a significant contribution to the success of the business.

Commencement Date

Your employment will commence on **1ST NOVEMBER 2022.**

Location

You will be based at GuGuanJie G03, Ground floor, Wisma Life Care, 5, Jalan Kerinchi, Bangsar South, 59200 Kuala Lumpur, Federal Territory of Kuala Lumpur Malaysia.

Or

95,97 &99, Jalan Aminuddin Baki, Taman Tun Dr.Ismail,60000, Kuala Lumpur Malaysia

You may require to work at premises at different locations to perform your duty and responsibility

Position

Physiotherapist- reporting to Supervisor, GuGuanjie Sdn Bhd

Probation

You will be required to serve a probationary of Three (3) months from the date of commencement of employment for the position of Physiotherapist .

Remuneration

Your salary is at a rate of **RM2500** per month. The monthly basic salary for the employee is payable on the last working days of the month. You shall be paid **RM30.00** monthly for the usage of your hand phone for Company's business calls. Your salary will be reviewed annually at the beginning of our financial year.

The Annual Bonus will be calculated at the end of December of each year. The Annual Bonus will be pro-rated in the year of commencement or resignation.

You may be eligible to receive a performance bonus. The award of such bonus and its amount will be at the Company's discretion after taking into account your individual and the Company's performance. Your performance bonus criteria will be established within One (1) month after your confirmation of employment.

Any performance bonus granted will

- Be paid in the first quarter of the following year and

- Only be paid to those who are still in service with the Company and NOT applicable to those who have resigned or serve notice of resignation or terminated on grounds of misconduct/disciplinary action at the time of payment.

Your performance bonus potential will be documented and communicated to you in the relevant bonus plan. The Company reserves its discretionary rights to change or revise its bonus guidelines and policies as and when it deems fit and appropriate.

Employee Provident Fund

Employee shall contribute EPF as per KWSP statutory rates and so will the company.

Annual Leave

You will be entitled to the following annual leave in each completed calendar year and on a pro-rata basis in the year of commencement.

Less than 3 years of service	: 14 days
3 to 5 years of service	: 16 days
More than 5 years	- 20 days

Sick Leave

You will be entitled to sick leave in a calendar year as follow:

Less than 3 years of service	: 14days
3 to 5 years of service	: 18 days
More than 5 years	: 22 days

All sick leave must be supported with medical certificates and must be certified by a registered medical practitioner. In the case of hospitalization, you will be entitled to an aggregate of sixty (60) days of hospitalization leave which is inclusive of the sick leave taken during the year.

Insurance Coverage

You will be covered under the Company's Group Personal Accident and Hospitalization & Surgical upon confirmation of your employment.

Compassionate Leave

Compassionate leave of two (2) days may be granted in any one (1) year in the event of the death of any member of employee's immediate family and such member shall only mean employee's grandparents, parents, parents of spouse, siblings, spouse or children

Termination of Employment

Either party is required to give two (2) weeks' notice during probation period. After confirmation, two (2) months' notice of termination in writing or Two(2) months salary in lieu of notice period.

The company may terminate this contract without prior notice if employee shall at any time:

- (i) Commit any serious or persistent breach of any of the provisions herein contained;

- (ii) Be guilty of dishonesty or misconduct or commit any act which in the opinion of the company is likely to bring the company into disrepute whether or not such dishonesty or misconduct or act is directly related to the affairs of the company, or is likely to be prejudicial to the interests of the company;

(iii) Be guilty of any grave misconduct or willful neglect in the discharge of his duties here under.

(iv) Become bankrupt or make any arrangement or composition with his creditor.

(v) Become permanently incapacitated by accident or ill-health or are prevented from performing duties under this contract, and for the purpose of this subclauses, incapacity for a period of not less than 60 consecutive days or for an aggregate period of not less than 90 days in any period of 12 months shall be deemed to be permanent incapacity;

(vi) Become of unsound mind

(vii) Not be issued or renewed employment pass by the controller of immigration, Malaysia

Hours of Work

GuGuanJie general hours of business are between 9.00am to 7.00pm. It is expected that you will work during this business hours with one-hour lunch break between Monday through Friday, 9.00am to 1pm on Saturday.

Company Policies

Your employment shall be subject to office rules and regulations and other procedures as may be made known to you from time to time.

Please sign and return the duplicate of this to the undersigned to indicate your acceptance of this appointment. The terms and conditions mentioned above are not exhaustive.

Welcome and Acceptance

Kok Chee Cheng, we would like to take this opportunity to welcome you to GuGuanJie and wish you a long and rewarding career with us.

Yours sincerely,

Prof. Dr. David Choon Siew Kit
Director, GuGuanjie

I, Kok Chee Cheng (NRIC:970316-06-5060) accept the terms and conditions of this employment.

Signed: _____

Dated: _____