CCM POLYMERS SDN BHD 199501034678 (363880-D)
(Incorporated in Malaysia)

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MM/srss/2024/contract of service (000039)

CONTRACT OF SERVICE

THIS AGREEMENT is made this **6th August 2024** between **CCM Polymers Sdn Bhd**, a company incorporated in Malaysia and having its registered office at No. 69, Jalan P10/21 Selaman Industrial Park, Section 10, 43650 Bandar Baru Bangi, (hereinafter called "the Company") of the one part and **Siti Nursyafiqah Hasyimah binti Mizan** at **G-2-08 Pangsapuri Sri Saujana, Bandar Saujana Putra, 42610, Jenjarom, Selangor Darul Ehsan** (hereinafter called the "**Employee**") of the other part.

WHEREAS BY IT IS AGREED AS FOLLOWS:-

1. APPOINTMENT

The Company hereby appoints the **Employee** and the **Employee** hereby accepts the appointment to be **Customer Care Coordinator** of the Company upon the terms and subject to the conditions hereafter provided and set forth.

2. TERM

2.1 The appointment shall be for a fixed term of Six (6) months commencing from **6th August 2024** and expiring on **6th February 2025** (hereinafter referred to as "the Term") unless terminated earlier in accordance with the provisions of this Agreement.

2.2 The **Employee's** appointment hereunder may be extended for another term or for such time as may be required on terms and conditions mutually agreed by the Parties.

3. RESPONSIBILITIES

Refer J.D attached.

4. WORKING DAYS

The normal working hour applicable to the **Employee** is from **8.30am to 5.30pm** from Monday to Friday.

5. OTHER EMPLOYMENT

The Employee shall not at any time during his or her appointment with the Company undertake, either individually or jointly with other persons, any trade, business or profession or accept any form of paid employment unless a written consent from the Company has been given.

6. BASE OF OPERATION

The **Employee** shall operate at **CCM Polymers Sdn Bhd, No. 69, Jalan P10/21 Selaman Industrial Park, Section 10, 43650 Bandar Baru Bangi** or selected area as per instruction from the management.

7. REMUNERATION & EXPENSES

7.1 During the Term of this Agreement, the **Employee** shall be entitled to a contract fee at the rate of **(Salary RM2,200)** per month.

7.2 Employees Provident Fund
Contributions will be made to the Employees Provident Fund as required by Law.

7.3 SOCSO
Contributions to SOCSO will be subject to the provisions of the Employees Social Security Act, 1969.

7.4 Personal Accident Insurance
The Employee shall be covered under the Group Personal Accident Insurance Scheme for death and permanent and total disablement that occur in the course of and arising out this contract.

7.5 Clinical Expenses
The Company shall reimburse against receipts, the cost of normal day-to-day medical attendance and of drugs, medicine or injections prescribed by a Medical Practitioner for the Employee. The Employee will be entitled to paid sick leave in accordance with the Employment Act 1955.

7.6 Hospitalisation and Surgical Insurance Scheme

The Company shall pay for the Insurance premium for the Employee to be covered under the Hospitalisation and Surgical Insurance Scheme. This scheme provides coverage for hospital charges, surgical and medical expenses, arising from hospitalization as a result of sickness and accidents. Any expenses incurred in excess of the entitlement as stipulated in the Scheme will be for the Employee's personal account.

7.7 Business Travel

The Employee agrees that he/she will be prepared to travel and work in any part of Malaysia or abroad with the Company or any of its associated companies. The Company shall pay all legitimate expenses incurred in the course of service as follows:-

7.7.1 Mileage at prevailing Company rates if the Employee is needed to travel out of base.

7.7.2 Hotel accommodation and meals at prevailing Company non-management rates if the Employee is needed to travel out of base.

7.7.3 For all other expenses (not including foods), payment shall only be made against receipts or other written records of payment.

7.8 Dental

The Company will not reimburse dental expenses.

7.9 All claims for the aforesaid expenses incurred by the **Employee** in the course of the Agreement must be submitted in a prescribed form/s not later than the end of the following month.

8. BONUS

The Employee is not entitled to Bonus.

9. LEAVE ENTITLEMENT

During the course of this Agreement the Employee shall be eligible for seven (7) working days' paid leave per six (6) months period. The amount of leave due in the year in which Employee is contracted to the Company will be decided on a proportionate basis.

The **Employee** is not entitled to apply for casual leave.

10. TAX

The **Employee** shall undertake to pay only personal taxes as required by Law.

11. SECRECY

All confidential information which comes into the **Employee's** possession or control or which is generated by him or her in the course of this Agreement and which is not in the public domain shall be held secret by the **Employee** for a period of ten (10) years from the expiry of this Agreement or any extension hereof. All documents, papers and samples in whatever form must be returned to the Company forthwith upon the termination of this Agreement.

In addition, the **Employee** should know that from time to time, the Company or any associated companies may be required to undertake Government work involving matters which must not be disclosed. There are laws which apply to all concerned, however remotely, with such activities and, if it is ever intended that the **Employee** should undertake work of this kind, these laws and methods of handling of the information involved will be explained to him or her at the appropriate time. If, however, he or she should accidentally be brought into contact with any such Government work, or information relating thereto, he or she must in no circumstances communicate it to anyone without authority and at the outset he or she should go directly to his or her Head of Department for full information about the manner of handling this work or information.

12. TERMINATION

12.1 The period of notice of normal termination on either side will be one (1) month or pay in lieu of notice.

12.2 Forthwith upon the termination of this Agreement, the Employee shall deliver up to the Company all correspondence, files, papers, records and any other documents or property belonging to the Company or pertaining to his or her responsibilities stated under Clause No.3.

13. INTERPRETATION AND ARBITRATION

This Agreement shall be governed by the laws of Malaysia and in the event of any conflict between the **Employee** and the Company, the said conflict shall be referred to arbitration by one or otherwise by two arbitrators, one to be appointed by either party and in either case in accordance with the subject to the provisions of the Arbitration Act 1952.

14. MISCELLANEOUS

14.1 Inventions/Patents

The **Employee** agrees that any invention he or she makes in the course of his or her work and any patents arising therefrom will be the property of the Company and he or she will be required to sign the necessary papers thereto. Any monetary reward will be considered only in special circumstances.

14.2 Non-competition

The **Employees** agrees that he/she will not within Malaysia and for the period of three (3) years after cessation of his/her appointment with the Company, without the prior written consent of the Company, either alone or jointly with or as manager, agent, consultant or employee of any person, firm or company directly or indirectly carry on or be engaged in any similar or related activity or business which shall be in competition with the business of the Company.

14.3 The **Employee** agrees that he or she will abide by the Company / Factory Rules, Safety Rules & Regulations, currently in force.

14.4 Severability

If any one or more of the provisions contained in this Agreement or any document executed in connection herewith shall be invalid, illegal or unenforceable in any respect under the applicable law, the validity legality and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired.

14.5 Any notice approval or request required to be given under this Agreement shall be in writing in the English Language and shall be deemed to be duly given when it shall have been delivered to the applicable party at such party's address as specified above or any other address as either party may specify in writing.

14.6 (i) This Agreement or any part thereof shall not be assigned by the **Employee** but is personal to the **Employee** only.

(ii) The Company may for the purposes of liquidation, reconstruction or amalgamations assign this Agreement or any part thereof to any one or more of its related or associated companies and in the event of such assignment the assigning party shall notify the other of such assignment.

14.7 Time wherever mentioned shall be of the essence of this Agreement.

14.8 The **Employee** undertakes that he or she will abide by the Company's policies on Insider Trading and code of Business Ethics.

14.9 This Agreement supersedes any prior agreements between the parties whether written or oral and any such prior agreements are cancelled as at the date of commencement of this Agreement but without prejudice to any rights which have already accrued to either of the parties.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands on the day and year first above written.

SIGNED BY

For and on behalf of)
)
) **MAZNAH BINTI MAHADZIR**
) Senior Manager, Human Resource & Admin

In the presence of: -)
)
) **KENNETH NGEW**
) Senior General Manager, Commercial

SIGNED BY)
)
) **SITI NURSYAFIQAH HASYIMAH BINTI MIZAN**
) Customer Care Coordinator

In the presence of:)
)
) **SHARIFAH RODZIAH BINTI SYED SAGAP**
) Executive HR Admin