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

No. 69, Jalan P10/21, Selaman Industrial Park,
Section 10, 43650 Bandar Baru Bangi, Selangor, Malaysia.
Tel: +603-8922 1828 Fax: +603-8926 9323
*www.ccmberhad.com*

10 July 2024

NAQIYYATUL 'AQILAH BINTI NAZRI
483-A Jalan Kelapa Hijau
Segambut Bahagia
Segambut
61200 Kuala Lumpur
United Kingdom

Dear Aqilah,

**INTERNSHIP WITH CCM POLYMERS SDN BHD**

We are pleased to offer you internship from 15 July 2024 to 15 October 2024. You are required to report to HR Admin Department at No 69, Jalan P10/21, Selaman Industrial Park, Section 10, 43650 Bandar Baru Bangi, Selangor Darul Ehsan on Monday, 15 July 2024 at 8.30am.

We wish to draw your attention to the following:

(a) Your internship hours will be from **8.30am to 5.30pm** from Mondays to Fridays. You may have to work overtime should your supervisors feel it to be of benefit to your training in which case you will be informed accordingly.

(b) Your internship progress will be reviewed regularly and should your conduct or progress be unsatisfactory, the Company will terminate without notice the internship before the allocated period is over.

(c) You must abide by the **Works Rules**, which would be explained to you. The internship may also be terminated without notice by the Company in the event the intern fails to comply with or breaches any of the expressed or implied term of the internship.

(d) Please be advised that you will <u>not</u> be entitled to most of the benefits normally available to our employees.

(e) The Company will pay you an allowance of **RM800.00** per month.

(f) You are to undertake, both during the period of your internship and at all times after the termination thereof, to keep the secrets of the Company and you will not (except in the normal course of the Company's business) publish any literature, deliver any lecture or make any communication to the Press relating to the Company's products, or to any matters that the Company may be concerned, unless you have previously applied to and obtained the written permission from the appropriate authorities in the Company.

(g) You agree that the Company is entitled to process your personal data including but not limited to information obtained from you by the Company prior or during your employment for record purposes, legal compliance and to process the same for human resource, administration and management purposes including but not limited to subscription of payroll system, EPF subscription, insurance subscription, audit verification and tax assessment. Your information may be disclosed to the Company affiliates, group of companies, representatives, service providers and/or agents for the abovementioned purposes. Your information may be kept for a reasonable period of time after you cease to be employed by us in accordance with legal requirements.

If you agree to the conditions listed in this letter, you are requested to sign in the section given below, on both the copies and return a copy to us, retaining one for yourself.

Yours sincerely,
For **CCM POLYMERS SDN BHD**

**MAZNAH MAHADZIR**
Senior Manager HR Admin

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I have read, understood and agree to the terms and conditions stated above in respect of CCM Polymers Sdn Bhd offer to accept me as an intern.

Signature : .....
NAQIYYATUL 'AQILAH BINTI NAZRI

Date : 15/7/2024

IC No: 990106-56-5698