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

STRICTLY PRIVATE & CONFIDENTIAL

Ref: CAA/srss/2022/apptmt(000062)

1 November 2022

MUHAMMAD ZULFADHLI BIN SHAHRUR FAZLEY
Lot 6070 Jalan Nazir
Kampung Sungai Ramal Dalam
43000 Kajang
Selangor Darul Ehsan

Dear Zulfadhli,

OFFER OF APPOINTMENT

We are pleased to offer you an appointment as **Production Technician** in CCM Polymers Sdn Bhd with effect from 1 November 2022. You will be based in CCM Polymers Sdn Bhd located at No. 69, Jalan P10/21 Selaman Industrial Park, Section 10, 43650 Bandar Baru Bangi. You will be directly reporting to Manager II Purchasing & Technical.

The conditions and terms of employment in addition to those stipulated in the relevant employee manual and Company notices and guidelines issued from time to time, are as follows:

1. CONDITIONS OF APPOINTMENT

Your appointment will be subject to:

1.1 The receipt of a satisfactory report on your health from the Company's doctors, following a medical examination including HIV test and chest x-ray.

1.2 The receipt of two (2) satisfactory references. We shall contact the two (2) referees named in your Application for Employment form and who are acceptable to us.

1.3 Your undertaking, both during the period of your employment and at all times after the termination thereof, to keep the secrets of the Company and any associated companies and that 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 or any associated companies' products; or to any matters with which the Company or any associated companies may be concerned, unless you have previously applied to and obtained written permission from the Secretary of the Company or any associated companies.

In addition, you 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 you should undertake work of this kind, these laws and the methods of handling of the information involved will be explained to you at the appropriate time. If, however, you should accidentally be brought into contact with any such Government work, or information relating thereto, you must in no circumstances communicate it to any one without authority and at the outset you should go direct to your Head of Department for full information about the manner of handling this work or information.

1.4 Your agreement not to undertake on your own account or with other persons any trade, business or profession or accept any form of paid employment unless you have previously obtained the written consent of the Company.

1.5 Your agreement that any invention you make in the course of your work and any patents arising therefrom will be the property of the Company and you will be required to sign the necessary papers in regard thereto. Any monetary reward will be considered only in special circumstances.

1.6 Your undertaking that you will abide by the Company's policies on Insider Trading and Code of Business Ethics. A copy of the Code of Business Ethics is enclosed.

1.7 Your agreement that you will be prepared to travel or reside and work in any part of Malaysia and overseas while employed by CCM Polymers Sdn Bhd or any associated company.

1.8 Your agreement that you are prepared to be transferred to any part of Malaysia while employed by CCM Polymers Sdn Bhd or any associated company, whether incorporated, acquired or merged before or after your commencement of employment with the Company.

1.9 Your agreement that you are prepared to be transferred to any part of the CCM Polymers Sdn Bhd or overseas, whether incorporated, acquired or merged before or after your commencement of employment with the Company.

1.10 Your undertaking that you will abide by the Company's policies on employment and assignment of spouses and relatives. A copy is enclosed.

1.11 Your agreement 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.

2. TERMS OF SERVICE

2.1 Your starting salary will be at the range of RM1800.00 per month, exclusive overtime.

2.2 No contractual bonus in addition to salary will be payable.

2.3 Your working hours is as below:

Monday – Friday	: 8.30 am to 6.00 pm
Saturday	: 8.30 am to 3.00 pm
Sunday	: Rest Day

2.4 It is understood that your engagement is on a probationary basis in the first instance for a period of six (6) months, which the Company may, if considered necessary, extend at its discretion. The probationary period is solely for the purpose of considering whether or not you are suitable in all respects for permanent employment. During the period of probation, your employment can be terminated at any time on either side by giving one (1) month's notice in writing or pay in lieu without specific reason being assigned for the termination.

On satisfactory completion of your probation, initial or extended as the case may be, your appointment will be confirmed in writing and will then become subject to one (1) months' notice in writing or pay in lieu by either party to the other.

2.5 You will be covered under the Company's Group Health Plan.

2.6 You will be entitled to fourteen (14) working days annual leave per annum. Leave in respect of the year in which you join the Company will be granted in proportion to the number of months of service which you will have completed by the end of that calendar year.

2.7 It is compulsory that you contribute to the SOCSO and to the Employees Provident Fund.

2.8 You are required to open an account in Malayan Banking Berhad at a branch most convenient to you.

2.9 You will retire at the age of 60 years.

3.0 You will be required to be medically examined by the Company's doctors annually / biennially, at the Company's expense.

This letter does not purport to be an exhaustive list of the terms of employment offered to you, but will guide you on the main points. If you are in agreement with its contents, please sign on the space provided in the duplicate copy of this letter to signify your acceptance and return it to us within seven (7) days from the date of this letter, failing which this offer shall lapse.

Yours sincerely
for CCM Polymers Sdn Bhd

AA CHONG
Manager
Human Resource & Administration

Encl.

I have read the above letter and hereby accept the employment offered to me in accordance with its contents.

Signature : ..... Date : 1/11/2022
(Muhammad Zulfadhli bin Shahrur Fazley)

cc Salaries Section
Personal File