OFFER OF EMPLOYMENT

CENTENNIAL INSIGHT SDN BHD

Lot 15555 (PT10480),
Lumut Port Industrial Park,
32200 Lumut Perak,

Office +605.6920823
centennial@centennialinsight.com

PRIVATE & CONFIDENTIAL

XX XXX 2024

xxx
xxxxx
xxxxx
xxxxxPerak
(NRIC: xxxxxx-xx-xxxx)

Mr xxx,

OFFER OF EMPLOYMENT

It is with great pleasure that we hereby offer you a position of **xxx** in Centennial Insight Sdn Bhd, *xxx Department.* You will be based at our office in **Lot 15555 (PT 10480), Lumut Port Industrial Park, 32200 Lumut Perak, Malaysia,** commencing on the **05 April 2024**. Please note the following working hours, effective immediately:

Mondays to Saturdays: 8.00a.m. to 4.30p.m.;

Sunday: Rest Day;

Lunch hour: 12.30p.m. to 1.30p.m.

Your gross salary on commencement will be **RMxxxx.xx** per month.

Our salary payment is on 30th of each calendar month following the work period, or latest by 7th day of following month. In the case of public holidays or on weekend, payment maybe postponed to the adjacent working day. All salary pays in the form of direct deposit, and it will be deposited into employees' bank accounts designated by the Employer. In addition, you are eligible to participate in the various benefit plans available to all Centennial Insight employees, which may change from time to time. Besides, you are eligible for overtime pay if you have completed overtime work with the permission of your supervisor / manager.

In additional to salary, you are eligible for the following employee benefits:

BENEFIT	ENTITLEMENT	MAXIMUM LIMIT
Meals	HL Mini Mart meal report	**RM xxx** per working day
Medical	Medical receipt issued by company's panel clinics	**RM xxx** per month

*All the claims above are limited for business use only.

Centennial Insight shall provide you with uniform and cleaning tools such as mop, brush, broom etc. Meanwhile, you are required to pay **RMxxx.xx** as a housekeeping unform deposit during your probation, which will be deducted from your salary of **RMxx.00** in three (3) month (total deduction of RMxxx.00). Please note that this is **refundable** deposit upon you returned full set of uniform in good condition. Upon issuance, uniforms become the responsibility of the employee but owned by Centennial Insight Sdn Bhd. Please refer to 'Uniform Deposit Letter' for details. Damage or loss to these assets due to personal carelessness will be subject to salary deduction.

Background checks / investigation will be conducted by the Company's designated contractor(s), the purpose of which is to verify all the statements as represented by you in all documents associated with your application for / during employment with the Company, including the Employment Application Form. Please note that any untrue, or misleading, facts or information or any misrepresentation or omission of facts by you will be sufficient cause for disciplinary action by the Company, including cancelation of this Employment Offer.

In accordance with our employment practice, you will be on probation for a period of up to **six (6) months**. You may terminate your services with the Company by giving **two (2) weeks** prior notice in writing or payment of compensation in lieu of such written notice. Likewise, the Company may terminate your services by giving **two (2) weeks**' notice in writing.

You are required to observe and comply with our Company's policies which are more specifically described in the Employee Handbook (which may be revised from time to time) attached with this Employment Offer, which policies form part of the terms of your employment. Any breaches of the terms of this Employment Offer and/or any policies in the Employee Handbook is regarded as misconduct on your part and may result in the immediate termination of your employment in the matter provided in the Employee Handbook.

Please let us know immediately of you are currently holding any position (whether director or officer) in any other organisations that are unrelated to the Company. Please note that this Employment Offer is subject to management approval for you holding or engagement in such position. In the event the management does not approve your engagement in such organisation, you will be required to resign from such position prior to accepting our Employment Offer.

As an employee of the Company, you shall not divulge or communicate to any person (other than those with proper authority) any of the trade secret or other confidential information of the Company but not limited to list or details of clients of the Company and their transactions or affairs which you may acquire, obtain, or come to your knowledge during your employment with us. You should keep completely confidential information entrusted to you and shall not use or attempt to use any such confidential information in any manner which may injure or cause loss either directly or indirectly to the Company or its business. This obligation shall continue to apply after you have left the employment of the Company.

We hope you will view this Employment Offer as an opportunity to grow in an organisation which prides itself on its progressive policy of recognising highly committed and talented individual. If you accept our Employment Offer on the terms and conditions stated above, please submit the following:

(i) Sign both original of this Employment Offer and return them to the management office for our further action.
(ii) Bank account number, SOCSO, EPF and Income Tax Reference Numbers

Sincerely,

_____

xxx
General Manager

Kindly indicate your acceptance of our offer of employment and the terms and conditions of employment by signing and returning to us the duplicate copy of this letter no later than one (3) working days from the date hereof.

I, **xxxxxx (NRIC: xxxxxx-xx-xxxx)** hereby accept the position offered, on terms and conditions set out above and agree to be subject to the Company's policies and guidelines, which may apply from time to time. I acknowledge and accept that, upon finalization of the Employment Offer, my employment will be subject to the same terms and conditions applicable to other employees of the Company, and that the Company reserves the right to change these terms and conditions at any time, as it deems appropriate.

_____ _____

(Employee Signature) (Date)