Our Ref : ACI/Staff/Appn/PC/

PRIVATE & CONFIDENTIAL

Dated:

Name:
Address.

Dear,

RE: LETTER OF OFFER

We refer to the above and are pleased to offer you the position of _____ with our Company effective from _____ under the following terms and conditions:-

1. Remuneration
Basic salary : RM_____ per calendar month.

2. Notice of Termination
One (1) month's notice or the payment of one (1) month's salary in lieu of notice.

3. Hours of Work
The official working hours of the Company are as follows:-

Monday to Saturday	:	8.30 a.m. to 5.00 p.m.
Lunch break	:	11.30 a.m. to 12.30 p.m or 12.30pm 1.30pm.
Tea Break	:	3.00 p.m. to 3.10 p.m.

Working hours are subject to changes at the discretion of the Management.

4. Overtime : in accordance with Malaysian Labor law.
Normal days : salary x 1.5
Sundays / rest day : salary x 2.0
Public Holiday : salary x 3.0

5. Duration of Contract: As per renewal of work permit

6. Travelling expenses:
The travelling expenses from Dhaka, Bangladesh to Kuala Lumpur International Airport (KLIA) shall be borne by the employee and the expenses of the air passage from KLIA to Dhaka, Bangladesh shall be borne by the Employer upon completion of working contract.

Continuation of our letter ref ACI/Appn/PC/ dated _____ to _____.

---

7. Accommodation : Provided

8. Food
Workers have to buy food on their own expenses and prepare the food themselves.

9. Immediate Superior
You shall report directly to the Head of Production Department or any authorized personnel assigned from time to time.

10. Paid Annual Leave
After 12 months of continuous service, you shall be entitled to paid leave as follows:-
8 days for less than 2 years service
12 days for more than 2 years but less than 5 years service
16 days for 5 years of service on more

11. Paid Sick Leave
You shall be entitled to paid sick leave as specified accordingly in the Employment Act, 1955.

12. Medical treatment:
You personally shall be entitled to free medical treatment up to a maximum amount of RM50.00 at the Company's expense but excluding surgery, dental, optical, hospitalisation and protracted illness.

13. Yearly medical:
Yearly medical examination will be arranged as required by the Immigration Department of Malaysia.

14. Insurance
Foreign Workers Compensation Scheme (FWCS) & Foreign Workers Hospitalization Scheme (FWHS) Policy provided by Employer.

15. Deceased
In the event of any employee dies in the course of his employment the employer shall be responsible to arrange for the body of deceased to be repatriated to his next of kin in Bangladesh and necessary repatriation expense shall be borne by the employer.

16. Bonus & Increment

Bonus and increment shall be at the sole discretion of the Management basing on the Company's profitability and your performance during the year.

17. Transfer / Secondment

At the discretion of the Management, you may be transferred from one section or post to another within the Company or Group. You may also be seconded to any related Company of the Group without loss of service of seniority or reduction in remuneration and benefit.

18. Retirement

The retirement age for employees is upon attaining the age of 60 years. However, the Company may extend this age on case to case basis subject to mutual agreement.

19. Change of Status

You shall be responsible to notify the Company of any change in status concerning family, address, telephone number or latest educational attainment. This will enable the Company to maintain up-to-date records.

20. Other Conditions & Benefits

Other terms and benefits of your employment shall be in accordance with the Company's policies and procedures and/or the Employment Act currently in force.

21. Company's Regulations/ Discipline

You shall faithfully and honestly serve the Company and discharge your duties and responsibilities in an efficient and proper manner at all times. You shall abide by the Company's rules and regulations at all times, failing which may result in your immediate dismissal without any compensation.

Continuation of our letter ref ACI/Appn/PC/ dated _____ to _____.

Kindly confirm your acceptance of the above by signing and returning the duplicate copy of this letter to the Company immediately.

We wish to take this opportunity to welcome you to our Group of Companies and hope your association with us will be a happy and mutually beneficial one.

Yours faithfully,
for AFFLUENT CYCLE INDUSTRIES SDN BHD

TEOH KHIM HOW
Managing Director

Memorandum of Acceptance

I, _____, hereby confirm that I have read and fully understand the above and agree to the terms and conditions stated therein and agree to be bound by them.

…… ……
Signature Date