EMPLOYMENT CONTRACT

The Employment Contract is made and entered into force on this day **DD MM YY** between **TRANSFROM MASTER SDN BHD (Company Reg. No.: 200901041154 (884304-K))**, a company incorporated in Malaysia and having its office at **Lot P2, Lumut Port Industrial Park, Mukim Lumut, Kampung Acheh, 32000 Sitiawan, Perak** (hereinafter referred to as **"Employer"**)

AND

Mr **XXXXX** with the citizenship of **Nepal**, Passport No. **XXXXX** (hereinafter referred to as the **"Employee")**;

Both the Employer and the Employee hereby voluntarily agree to bind themselves to the following terms & conditions of the Employment Contract:

Terms and Conditions of the Employment Contract

1) EMPLOYEE'S POSITION AND PLACE OF EMPLOYMENT

Job Title / Position : XXXXX

Place of Employment : Transform Master Sdn Bhd
Lot P2, Lumut Port Industrial Park
Mukim Lumut, Kampung Acheh
32000 Sitiawan, Perak

2) SALARY

Basic Salary : **RMXXXX**

Payment of salary including overtime and any allowances shall be made monthly at the end of each calendar month and not later than 7th of the month.

3) DURATION OF EMPLOYMENT

The employment Contract shall be for a period of three (3) years from **DD MM YYYY** to **DD MM YYYY** and this contract may be extended in writing by mutual agreement and subject to the applicable approvals of all legal documents necessary from the relevant authorities such as Jabatan Imigresen Malaysia and etc.

4) Air Ticket

Upon completion of the Employment Contract, the air ticket, from place of employment to home country shall be borne by Employer. In the event the Employment Contract is to be extended after **DD MM YYYY**, the air ticket from home country to place of employment to be borne by Employer.

5) FOOD AND ACCOMMODATION

The Employee shall pay for food expenses. The Employer shall provide the Employee with accommodation complete with basic utilities, facilities and cooking utensils.

6) WORKING HOURS / DAYS

The Employee shall perform as per working hours arrangement decided and announced by the Employer in accordance to the relevant clauses of the Employment Act 1955.

7) OVERTIME

Overtime performs by the Employee shall be computed in accordance with the relevant clauses of Employment Act 1955. In general, the overtime rates are as follows:

a) On Normal Days : Hourly rate of pay x 1.5
b) On Sundays / Rest Days : Hourly rate of pay x 2.0
c) On Gazetted Public Holidays : Hourly rate of pay x 3.0

8) ANNUAL LEAVE, SICK LEAVE, HOSPITALIZATION LEAVE & PUBLIC HOLIDAYS

Annual Leave
Annual Leave of 12 days per annum. Annual Leave can be carried forward to next calendar year following the current practice of the Employer.

Sick Leave
14 days per annum, 18 days per annum and 22 days per annum depending on the years of service with the Employer and in accordance with the relevant clauses of the Employment Act 1955.

Hospitalization Leave
The Employee shall entitle to 60 days of Hospitalization Leave per annum.

Public Holidays
The Employee shall entitle to all gazetted holidays observed and announced by the Employer.

9) MEDICAL BENEFIT

Medical treatment will be provided free by the Employer subject to applicable annual limits as decided and announced by the Employer.

10) YEARLY MEDICAL CHECK-UP

Yearly medical examination shall arranged by the Employer following the requirements set by relevant authorities and the cost shall be borne by the Employer.

11) STATUTORY CONTRIBUTION AND INSURANCE

In accordance with Malaysia labour law;

a) All Employee of foreign nation shall be covered under the **Employees Social Security Act 1969.** It is the Employer responsibility to make contribution.
b) All Employee of foreign nation shall insure under Foreign Worker Hospitalization & Surgical Insurance Scheme (FWHSS) and the Employer shall pay the cost.

12) GOVERNMENT LEVY AND IMMIGRATION FEE

The Employer shall borne the levy and related fees during the period of the Employment Contract.

13) TERMINATION OF EMPLOYMENT

The Employer reserves the right to immediately terminate this Contract with the Employee on the occurrence of the following events;

a) If the Employee is convicted of any criminal offence of serious nature under the law of Malaysia.
b) If the Employee's Employment pass become invalid or failing to meet the requirements of relevant authorities.
c) If the Employee is absent from work for more than two (2) consecutive working days without reasonable excuse and incommunicable.
d) If the Employee is medically certified to be unfit for employment and of unsound mind.

SIGNED BY THE EMPLOYER :

FULL NAME :

DESIGNATION :

SIGNED BY THE EMPLOYEE :

FULL NAME :

PASSPORT NO :