

Private and Confidential

14 July 2020

Tan Yoke Kitt
Semi Senior
Business Tax

Dear Yoke Kitt,

FY20 BONUS

Thank you for your efforts during these unprecedented times. The Covid-19 situation has brought a number of challenges to our business and our operations have been impacted. Although we have been able to continue performing our client work, the company has had to take pro-active steps to conserve cash, protect the jobs of our people and ensure the sustainability of our business for the foreseeable future.

We recognize that you have contributed to the company throughout FY20 and we are pleased to inform you that based on the recent FY20 Year End Review, you will be awarded a discretionary bonus of RM3,680. Please note the said amount will be paid to you in 2 installments in the July 2020 and December 2020 payroll cycles, and both installments are subject to the bonus terms and conditions stipulated in the employee handbook.

Please ensure that you maintain strict confidentiality of your bonus information in accordance with the company's policy.

We hope that you understand the need for these measures and support the longer term vision to ensure the sustainability of our business. The Partners would like to thank you for your valuable contribution and look forward to your continuing support.

Yours sincerely,



Sim Kwang Gek
Managing Director

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