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TENANT MANAGEMENT
SATSSB

AeroDarat



PRIVATE & CONFIDENTIAL

18 November 2024
HCTA - 4278/2024
Page 1

Siti Nur Afifah Binti Mohammad Jokah
020704-01-0230

Dear Siti Nur Afifah,

OFFER FIXED TERM CONTRACT OF EMPLOYMENT
CUSTOMER SERVICE OFFICER

We are pleased to offer you a fixed term contract of employment with AeroDarat Services Sdn Bhd ("the Company") subject to you clearing our pre-employment medical check-up, security and background check

Your employment is conditional on the satisfaction of the above conditions and if all or any of those conditions are not satisfied, the Company may at its discretion rescind the offer of employment or terminate without notice

The following terms and conditions will apply

1. Date of Commencement: 15 December 2024
2. Expiry Date of Contract: Fixed term contract ending 14 December 2025
3. Duration of Contract: One (1) year fixed term contract with an option to extend for a further one (1) year at the Company's sole discretion and subject to business requirement
4. It is also agreed by all parties herein that this contract of employment is a fixed term contract and should not be treated as creating a permanent contract of employment
5. Designation: Customer Service Office
6. Job Grade: S3
7. Department: ADS - Domestic Ops Johor Bahru (EVA5DEPT81)
8. Cost Centre: 3DJHB9C400
9. Location: Johor Bahru Airport (6000JHBAP) The location of your employment is subject to change based on business requirements. In such event, due notice will be provided
10. Monthly Basic Salary: [REDACTED]
You shall not share nor disclose the amount received or make available to anyone as you have signed and acknowledge that your employment with the Company has created a duty of trust and confidentiality obligation between your good self and the Company. Failure or any breach to this confidentiality duty shall result in disciplinary action be taken against you
11. You are eligible for the payment of incentives up to a maximum of RM1100.00 per month subject to you meeting the prerequisite condition. The payment of the incentives may be granted to you at the sole discretion of the Company. Please note that this is a non-portable incentive and is given due to the job requirement. The Management reserves the right to amend or cease these incentives at any time
12. Notice of Termination: Either party may give the other party a notice of one (01) month or payment in lieu thereof to terminate this employment. Upon receipt of your notice of resignation, the Company, at its election, may require you to serve your notice period

Page 1 of 2

AeroDarat Services Sdn Bhd 201501020193 (1145529 A)
2nd Floor, Flight Management Building, Kuala Lumpur International Airport, 64000
Sepang, Selangor, Malaysia



18 November 2024
HCTA - 4278/2024
Page 2

12. Training You are required to undergo Initial Course Due to this you are required to enter into and sign the Training Bond Agreement as a condition precedent of this employment offer. The Training Bond Agreement terms require you to serve the Company for a minimum period of 1 year or equivalent to 12 months from the commencement date until the end of the contract period, whichever is earlier. Additionally, in the course of your employment and depending on the work requirements, you may be required to undergo other training and/or obtain further certification.

Pursuant to the same, you will be required to enter into a training and/or bond agreement with the Company upon being notified of the training requirement, prior to the commencement of the training /certification process as aforementioned.

In the event of you resigning or abandoning your training or your training is terminated by the Company for any cause whatsoever or you are in breach of the Training Bond Agreement, you are required to repay the Company the cost incurred in respect of your training.

13. Apart from the term and condition of employment as stated herein, your other Terms and Conditions of Employment are as stated in the Company's Group Human Capital Corporate Policy (GHCCP).
14. You may be required by the Company to be transferred or seconded to a subsidiary, affiliate, related or associate company of the Company within the Malaysian Aviation Group, whether it is currently incorporated or to be incorporated at a future date. During transfer, the terms and conditions of service of the subsidiary, affiliate, related or associate company shall apply, unless otherwise stated. In the event of a secondment, the terms and conditions of service of the Company shall apply, unless otherwise stated.
15. You shall not divulge, utilise or misuse any proprietary, privileged and/or confidential information gained throughout your employment and/or accessible from records, computer files/ programmes of the Company either directly, indirectly or by mistake to any third party, for personal gain or any purpose other than that intended by the Company. Should any disclosure or use of such information be required or become necessary, the relevant authorised personnel of the Company must be consulted, and their approval obtained in writing prior to such disclosure/use. This obligation shall continue for a further period of twenty- four (24) months from the date of cessation of your employment (for whatever reason) with the Company.
16. The Personal Data Notice in relation to the processing of your personal data is set out in Appendix V1 of this offer of employment. By accepting and signing this offer of employment, you have agreed that you have read and understood the Personal Data Notice regarding the processing of your personal data by the Company and you hereby consent to have the Company process your personal data for the purposes and to the extent stated in the Personal Data Notice set out in Appendix V1.

Kindly signify your acceptance of our offer based on the terms and conditions stated by signing and returning this letter which is attached within two (02) days from the date of this letter, after which the offer is null and void. We sincerely look forward to welcoming you to the AeroDarat Services Sdn Bhd and let us collectively pursue to achieve the objectives and goals of our Company.

Yours faithfully,
For AeroDarat Services Sdn. Bhd



DR. ESTHER LOO CHEE HONG
Senior Manager,
Group Human Capital

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18 November 2024
HCTA - 4278/2024
Page 3

ACKNOWLEDGEMENT AND CONFIRMATION

I, SITI NUR AFIFAH BINTI MOHAMMAD SOLAH, hereby acknowledge that I have read, understood and been given a copy of this offer fixed term contract of employment by AeroDarat Services Sdn Bhd and to this end confirm that I accept reject the offer



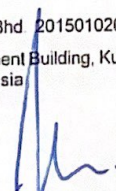
Signature

IC No 020704 - 01 - 0230

Date: 23/11/2024

(*) Please delete whichever that is not applicable

AeroDarat Services Sdn. Bhd. 201501020193 (1145529 A)
2nd Floor, Flight Management Building, Kuala Lumpur International Airport, 64000
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BHOGAWI AHMAD
Station Head Johor Bahru
AeroDarat Services Sdn Bhd (1145529-A)