

Our Ref : HR/062/2025
Date : 12 February 2025

Yong Shi Hao
Lot 312,
Jalan Banjaran Utama,
Kempas Baru Tampoi,
81200 Johor Bahru,
Johor.

PRIVATE & CONFIDENTIAL

Dear Shi Hao,

LETTER OF EMPLOYMENT

We are pleased to offer you the position of **Executive, Marketing (E2)** in **Johor Bahru Branch** with effect from **10 March 2025** with Tokio Marine Insurans (Malaysia) Berhad on the terms and conditions referred to below.

1. Remuneration

- a) You will be employed at a monthly basic salary of **RM3,000.00 (Ringgit Malaysia: Three Thousand Only)**. Salary payment for each month will be paid into your bank account and is subject to income tax and other applicable statutory deductions.
- b) The Company may, at its discretion, award a non-contractual bonus and annual increment to confirmed employees. The amount shall be at the sole discretion of the company.

2. Probationary Period, Exit Clause and Retirement

- a) You shall be required to serve a probationary period of employment of **six (6) month(s)**. This period may be extended at the sole discretion of the Company. Upon successful completion of the probationary period, the Company shall inform the employee of his confirmation in writing.
- b) During your probationary period, either party may terminate this employment by giving **one (1) month** written notice or payment in lieu.
- c) After confirmation, your service with the company may be terminated by either party by giving **two (2) month(s)** written notice or payment in lieu.
- d) Notwithstanding the aforesaid, the Company shall be entitled to terminate this contract and to dismiss the employee with immediate effect if the employee is found to be guilty of conduct inconsistent with the fulfillment of the expressed or implied terms and conditions of employment.
- e) The retirement age shall be at your attainment of the age of sixty (60) years.