

Our Ref : NMIT/HR/1-i/10/2016(001)

PRIVATE & CONFIDENTIAL

17 October 2016

Nor Aishah Binti Mahdi
No : 4 Perjiranan 10/27
Bandar Dato Onn
81100 Johor Bahru

Dear Ms Nor Aishah

APPOINTMENT FOR THE POSITION OF HEAD OF EXAMINATION UNIT

We are pleased to offer you the above position with Maritime Intelligence Sdn Bhd (MISB), the registered company for Netherlands Maritime Institute of Technology (NMIT) under the following terms and conditions of employment:-

1. Date of Commencement

Your employment begins on **1ST November 2016**.

2. Remuneration

Your remuneration will be paid monthly by credit transfer to your bank account no later than the 7th of the following month. Payment will be made to you in Ringgit Malaysia.

3. Duties

You are to perform and carry out such duties as per attached job description (Appendix A) and responsibilities as **Academic Officer** and in all respects conform to and comply with the proper reasonable directions of the **Vice President Services & Registrar** of Netherlands Maritime Institute of Technology (NMIT) or nominee.

The Company reserves the rights to change your position to other position or department in NMIT.

4. Normal Hours of Work

You are normally required to work 48 hours a week.

The normal daily working hours for you are from 8.15 am to 5.30pm or any other working hours may determine by the company from time to time and depending on the need.

You are also required to work overtime in addition to your normal 48 hours of work per week if instructed to do so by the Company on reasonable notice or if necessary for the proper performance of your duties.

You will not receive any additional payment for hours worked in excess of your normal hours worked but you may, with the prior written consent of the Company, be permitted to take time off in lieu of such excess hours worked provided you comply with such conditions as the Company may impose.

5. Place of Work

Your normal place of work will be at both campuses located at Kotaraya, Johor Bahru or EduCity, Nusajaya, Johor but the Company reserves the right to transfer your employment to any place within the different subsidiaries and sister companies of the group as well as related companies of common shareholders.

6. Probation Period

The first six (6) months of your employment will be probationary

Your performance and suitability for continued employment will be reviewed throughout your probationary period.

7. Termination of Employment

During your employment, the notice period of termination to be given in writing by the either party is one (1) month notice or salary in lieu of such notice is required during probation.

Upon confirmation, termination of employment by either party giving to the other is three (3) month notice in writing or payment in lieu of notice period without assigning any reason thereof.

However, nothing in these terms and conditions of employment shall prevent the Company from terminating your employment without notice or salary in lieu of notice should you seriously breach this contract.

The employment may be terminated by your:

- a. failure to meet and execute job description.
- b. failure to adhere, NMIT rules and regulations
- c. disclosing private & confidential information relating to organisation and superiors
- d. failure to portray and maintain good image of the organisation
- e. failure to maintain punctuality/good mannerism/respect

8. Confidentially

- 8.1 You must not disclose any trade secrets or other information of a confidential nature relating to the Company or any of its associated companies or their business or in respect of which the Company owes an obligation of confidence to any third party during or after your employment except in the proper course of your employment or as required by law.
- 8.2 You must not remove any documents, or tangible items which belong to the Company or which contain any confidential information from the Company's premises at any time without proper advance authorisation.
- 8.3 You must return to the Company upon request and, in any event, upon the termination of your employment, all documents and tangible items which belong to the Company or which contain or refer to any confidential information and which are in your possession or under your control.
- 8.4 You must, if requested by the Company, delete all confidential information from any re-usable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.

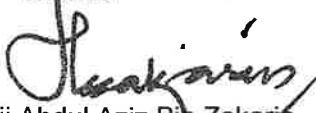
In addition to complying with all the terms and conditions above, you will also be subject to the provisions in the Staff Handbook.

Where any clause in this contract of services is in conflict with the provisions in the Staff Handbook, then such clause shall be superseded by the relevant terms and conditions in the latest updated Staff Handbook. For the avoidance of doubt, the Company reserves the right to amend the Staff Handbook from time to time.

If the terms and conditions of employment as set out in the letter are agreeable to you, please acknowledge acceptance of the offer by signing and returning the duplicate to us.

We look forward to your positive contributions to the success and growth of the Company. Welcome onboard.

Yours Sincerely,
Netherlands Maritime Institute of Technology



Haji Abdul Aziz Bin Zakaria
Vice President Services & Registrar

CC: P File
Account Dept