

Ref File: [37] JLG/HR/LEAP/INTERN/2025

8 January 2025

Centre of University-Industry Collaboration (CUIC)
Universiti Utara Malaysia
06010, UUM Sintok
Kedah Darul Aman, Malaysia

Dr. Normalisa Binti Md Isa

Contact : 04-9284942

Email : internship@uum.edu.my

Sir/Madam,

APPLICATION FOR INTERNSHIP PLACEMENT

We received an internship application from your student, and we are pleased to offer him/her an internship placement with **Tg. Langsat Development Sdn Bhd**. The details are outlined as follows:

Name : **Hanani Najibah Binti Abd Rahman**
IC : **010506-01-0994**
Program : **Bachelor of Accounting with Honours**
Duration : **17 March 2025 – 19 September 2025**
Department : **Account, Finance & Admin**
Superior : **Nurul Atiqah Binti Saaban**

The student is required to report for duty as follows:

Date : 17 March 2025

Time : 9:00 a.m

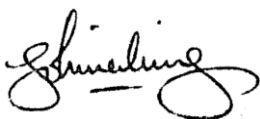
Venue : JLG Services Sdn Bhd

**Tingkat 16, Menara KOMTAR, 80888 Ibrahim International Business District,
Johor, Malaysia**

Please be reminded that our Company reserves the right to shorten the internship period for students who do not diligently participate in the internship program. Attached are the **Company's Rules & Regulations (Appendix 1)** and **Letter of Acceptance (Appendix 2)**. The enclosed form should be completed by the student and returned to us within **seven (7) days** from the issuance date of this letter.

Please inform the student accordingly. If you have any inquiries, please contact **Pn. Farah Atikah (018-786 2441)**.

Thank you.



AGNES GOH MEI LING

Head of Learning & Performance

cc : **Hanani Najibah Binti Abd Rahman**
(+60) 11-6378 5065 | najibahrahman11@gmail.com

Appendix 1

General Rules

1. Students must earnestly participate in the internship program and promptly execute and complete all assigned tasks.
2. Working hours are as follows:

Working Hours : 8:30 a.m. to 5:30 p.m.

Break Time : 1:00 p.m. to 2:00 p.m.

3. Always wear formal business attire to the office.
4. Record daily attendance.
5. Students are granted one (1) day of leave per month or pro rate according to the internship period. Leave is allowed only for unavoidable reasons. Students must fill up and submit Leave Application Form to the Immediate Superior.
6. If illness prevents a student from coming to the office, they must obtain a Medical Leave Certificate from any clinic or hospital. After confirmation by their Immediate Superior, the certificate should be submitted to the Human Resources & Administration Department. All medical expenses shall be borne by the student.
7. Eating or drinking breakfast/lunch outside the office during working hours is not allowed.
8. Students must inform the Company one (1) week before the lecturer's visit to the Company.
9. Students are strictly prohibited from disseminating or leaking any information regarding JLand Group Sdn Bhd and its Group of Companies, whether obtained directly or indirectly.
10. Neither students nor anyone on their behalf are entitled to make claims against JLand Group Sdn Bhd and its Group of Companies for any injuries or accidents occurring during the internship period, which occur wholly or predominantly due to the student's negligence.
11. Misuse of the property/assets of JLand Group Sdn Bhd and its Group of Companies, such as computer facilities, internet, telephones, etc., is strictly forbidden.
12. Students must adhere to all instructions and regulations established by the Company regarding discipline, orderliness, and loyalty.
13. The Company reserves the right to shorten or terminate the student's internship program immediately if they violate the established rules and conditions or disobey work instructions.

JLG SERVICES SDN BHD

Tingkat 16, Menara KOMTAR
Johor Bahru City Centre
80000 Johor Bahru
Johor Darul Ta'zim

Nur Farah Atikah Binti Johari

Appendix 2

Contact : 018-786 2441
Email : farah.atikah@jlandgroup.com.my

Sir/Madam,

ACCEPTANCE OF INTERNSHIP PLACEMENT

I _____ (Name) IC _____
from (University) _____, understand and agree to all the
terms and conditions contained in the Internship Offer Letter.

I hereby **ACCEPT / DECLINE** the internship offer with **Tg. Langsung Development Sdn Bhd.**
according to the terms and conditions as set forth.

I hereby agree to report for duty on _____

Thank You.

Signature : _____

Name : _____

No. IC : _____

Date : _____

** Please sign and return a copy of this letter to us within **seven (7) days** from the date of this letter. If returned later than the specified date, the offer will lapse.*