



PERDANA

27 October 2023

Private & Confidential

Puan Normah Binti Ahmad

E11-04, Pangsapuri Seri Nilam, Jln Wawasan Ampang 3/8,
Bandar Baru Ampang,
68000 Ampang, Selangor.

Dear Puan Normah,

APPOINTMENT AS DIRECTOR OF SALES & MARKETING (CONTRACT) AT PERDANA KUALA LUMPUR CITY CENTRE (PKLCC)

We are pleased to offer you the position of **Director of Sales & Marketing (Grade A5)** on **contractual employment** with a salary of [REDACTED] per month on the following terms and conditions: -

(a) Reporting To

Head of Property
Perdana Kuala Lumpur City Centre ("Company")

(b) Place of Work

10, Jalan Binjai,
50450 Kuala Lumpur
Tel. No.: 03 - 74903333

(c) Contract Term

The Contract shall be a fixed term contract where the contract period, as used herein, commencing on December 04, 2023 and ending on December 03, 2025.

Upon the expiry of the contract, your performance will be reviewed. The Company may at its discretion offer you an extension or new employment depending on the suitability.

(d) Non-Renewal of Contract

In the event of no notice is given by the Company, this employment contract shall automatically expire at the end of the contract term.

(e) Working Hours

You are required to work 45 hours per week. As a guide, the normal working hours observed are as follow:

Office Hours

- i) From 8.30 am to 5.30 pm (Monday to Friday)
- ii) From 8.30 am to 12.30 pm (Alternate Saturday)

However, the management reserves the right to change the working hours based on the requirement of Company's business operations.

(f) Transfer

Your employment is subject to transfer within the Group or its subsidiaries at the Company's discretion.

(g) Relocation/Assignment

The Company reserves the right to relocate you into any other companies within the Group or reassign you to any other positions deemed fit within the Group.

(h) Medical Examination

This offer of employment is subject to you being certified as medically fit by the appointed doctors or panel doctors listed in the Medical Insurance Policy undertaken by the Company.

(i) Administrative and Work Rules

All administrative and work rules enforced by the Company will apply.

(j) Resignation/Termination

Either party may give two (2) months notice or pay two (2) months salary in lieu of notice to terminate the contract of employment.

(k) Other Terms and Conditions

Notwithstanding the above terms, all other specific terms and conditions of contract employment are in accordance to the general policy and procedures of the Company.

Perdana Kuala Lumpur City Centre
(Normah Binti Ahmad– Director of Sales & Marketing)

Please indicate your acceptance of the terms and conditions by signing and returning the copy of this letter to us within seven (7) days of receipt of this letter.

Thank you.

Yours faithfully,

PERDANA KUALA LUMPUR CITY CENTRE SDN. BHD.
for and on behalf of Perdana Kuala Lumpur City Centre


HASNI YUSOFF
Director

I confirm my acceptance of the contract terms and conditions set forth and I shall report for duty
on _____

.....
Name:

.....
Date:

I/C No.:

TERMS AND CONDITIONS OF EMPLOYMENT

PERDANA KUALA LUMPUR CITY CENTRE

NO	ITEM	TERMS AND CONDITIONS
1	Annual Leave	Twenty One (21) days per annum. However, you are eligible to take earned annual leave based on the length of service.
2	Medical Leave	In accordance with the Employment Act 1955.
3	Medical Benefit <i>i. Outpatient</i> <i>ii. Dental & Optical Coverage</i>	Employee : RM2,500.00 Dependant : RM2,500.00 Dental & Optical : RM500.00 per annum per family.
4	<i>Inpatient/Hospitalisation</i>	Maximum coverage of RM40,000.00 per annum for employee only. Room & Board : RM300.00
5	Medical Benefit <i>Group Personal Accident Insurance</i>	Maximum coverage of RM50,000.00
6	EPF employer contribution	The employer's contribution is as per statutory.
7	Other Benefits	Other benefits are in accordance with the Company's policy, as in effect from time to time.