

AL BAGUS FOOD AND BEVERAGE SDN. BHD.

(1500894-P)

Lot No 202B, Second Floor, Komtar JBCC, 80000 Johor Bahru, Johor

Tel : 019-7777118/ 0 16-7111283 Gmail : albagusfood24@gmail.com



Private & Confidential

Date : 28 Mac 2025

Name : Muhammad Qhairul Syaqrin Bin Mohd Zaki (No IC : 960428-06-5269)

Address : No 3, Jalan Rajawali 3,
Kampung Tersusun Punggai,
81600 Pengerang, Johor.

Dear

APPOINTMENT LETTER

We are pleased to offer you a position, as **Station Leader** and you will be reporting to the Area Manager or any other Manager as directed in the course of your work.

The terms and conditions of this offer are as listed below :-

1. **Remuneration**

Your starting basic salary shall be at RM1,800 per month. Any relevant statutory deductions will be made as legally required.

As salary is highly confidential matter, your co-operation in maintaining the utmost confidentiality is required within and outside Marrybrown Sdn. Bhd. Breach of confidentiality conduct may result in disciplinary action after due investigation.

2. **Bonus/Allowance**

Bonuses are at the absolute discretion of the Company. If declared, payment of bonus will be dependent on individual as well as Company's performance.

Travelling allowance : RM200/month.

3. **Commencement Date**

You will commence employment on 1 April 2025.

4. **Probationary Period**

You should undergo a probationary period of six (6) months from the date you join the Company. Subject to your performance on the job, the probationary period may be extended or shortened at the discretion of the Company. Upon successful completion of your probation, a written confirmation will be given to you. If for any reason, upon expiration of the probation period, you are not confirmed in writing, you shall continue to remain as a probationer.

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5. Termination of Service

During the probationary period, either party will have the right to terminate this Contract of Service without assigning any reasons provided either party has given to the other one (1) month notice in writing or mutual agreement for a period of less than one month in writing or (1) month salary in lieu of notice.

Subsequently, your service with the Company is terminated:

1. By the Company without payment in lieu of notice if you should be guilty of gross default or misconduct, breach or non-observance of any of the stipulation contained in Code of Conduct and company policies.
2. By three (3) months' notices in writing from either party of three (3) months' salary in lieu of notice;
3. By mutual agreement for a period of less than three (3) months.

6. Hours of Work

You will be required to work 6 days per week at a minimum of 8 hours a day on a shift rotation. The times of the shift rotation will be communicated to you by your Superior. Shift may vary and you will be required to work the necessary hours to ensure that the task is completed to Marrybrown's standard.

7. Annual Leave

You will be entitled to paid Annual Leave of: -

- i) 12 days for every twelve months of continuous service for the first and second year of service
- ii) 16 days for every twelve months of continuous service upon completing the third and fourth year of service.
- ii) 18 days for every twelve months of continuous service upon completing the fifth year of service and onwards
- iii) 20 days for every for every twelve months of continuous service upon completing the ten year of service and onwards

The Management reserves the right to approve or reject any annual leave applied for. Application for annual leave must be submitted one week prior to the intended leave date.

8. Medical Leave

Medical is provided for minor sickness and mainly for registered medical practitioner consultation charges. The company will reimburse medical charges up to a maximum amount of RM70.00 per original receipt and 2 visits per month from recognized clinic are allowed. The Company will not be responsible for any sickness and/or injury which is self-inflicted, or which arises from your misdeeds or misdemeanor.

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9. Sick Leave

You will be entitled to paid sick leave of: -

- a) Where no hospitalization is necessary
 - i) 14 days per year for the first and second year of service.
 - ii) 18 days per year for the third and fourth year of service.
 - iii) 22 days per year for the fifth year of service and onwards.
- b) In the event that you are hospitalized as certified by such registered medical practitioner or medical officer, hospitalization benefit is up to 60 days in each calendar year, inclusive of sick leave taken.

You must notify your employer of such sick leave within 48 hours upon receipt of your medical leave certificate failing which, you shall be deemed to have vacated your post and your employment terminated without notice.

10. Public Holiday

You will be entitled to 11 (eleven) days public holiday per year. Should you work on Public Holiday other than the 5 mentioned days, Sultan's Birthday, Labour Day, Agong's Birthday, National Day and Malaysia Day, you are entitled to an off day in lieu of the public holiday.

11. Transfer

The Company reserves the right to transfer, relocate, second you whether permanently or temporarily to any position, department, subsidiary, associated Company located anywhere in Malaysia or internationally, other than which you were contracted to work for; whether such position, department, subsidiary, associated Company was in existence at the time of joined; and/or to re-assign or modify your job responsibilities.

12. Retirement

The age of retirement for all employees shall be 60 years, and you shall retire from service when you reach your 60th birthday. Upon reaching the retirement age of 60, you shall be re-employed on a yearly contractual basis at the Company's discretion.

13. Non - Poaching of Staff

You may not for six (6) months after the date of your employment ends directly or indirectly, on your own or on the behalf of any person or company employ, offer to employ, attempt to employ or entice away, enter into partnership with or attempt to enter into partnership with any person who was an employee of Marrybrown Sdn Bhd and its associated Companies, at the date employment ends with whom you worked at any time up to the date your employment ends.

14. Acceptance of third-party payments

You may not either directly or indirectly receive or retain any payment from a third party, in respect of any business transacted by us or any other member of the Group, or with a view to any such business being transacted, except with the written consent of your Director.

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If you accept a gift, entertainment or service from a third party you should tell your manager that you are accepting the benefit as soon as practically possible in person and by email.

15. Compliance with all Policies

You are required to comply with all company Policies and directives issued from time to time by Marrybrown Sdn Bhd and its associated Companies. Failure to comply with the Policies and Code will mean you are liable to disciplinary action (which may include immediate dismissal). You are to promptly disclose to the CEO in writing of any material breach of duty or lawful obligation owed by you or any employee of the Company which comes to your attention.

16. Code of Conduct

As a member of the Marrybrown team, you will be a representative of the Company and have a responsibility to conduct yourself in a professional manner at all times. Your attention is drawn to the attached Code of Conduct, which for the duration of your employment, forms part of the Company's disciplinary rules. Any breach of the Code will be regarded as an offence requiring disciplinary action, which could lead ultimately to the termination of employment.

17. Deductions

The Company will deduct and/or hold back your salary for approved deductions such as uniform, food handler, hostel, typhoid injection and so on appropriately, refer to details in the Letter of Consent.

18. Confidentiality

You may not at any time during your employment or at any time after your employment end use or disclose trade secrets or confidential information relating to Marrybrown Sdn Bhd and its associated Companies, and concerning its business, its financial affairs or its agents, customers or suppliers in particular:

- Details of store (either developed or under development), sites or site strategies
- Details of any contracts entered into with Marrybrown Sdn Bhd
- Employee details, structures and staff cost
- Details or recruitment processes and procedures
- Details of rewards and benefit scheme
- Details of training plans and programs
- Details of tender submission
- Details of business processes or systems
- Store plans, layouts, operational models
- Promotions, services or marketing programs
- Costing, budgets, turnover or any other financial data relating to the Company
- IT systems

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Any invention made by you for Marrybrown Sdn Bhd and its associated companies where the invention is made during the normal course of your responsibility, whether on Marrybrown premises or elsewhere, remains the property of Marrybrown Sdn Bhd.

All documentation and products created by your or kept on file is the property of Marrybrown Sdn Bhd and must be returned should you leave the Company.

19. **Conflict of Interest**

You are NOT permitted to take a financial interest (directly or indirectly) in any competitor, supplier or other entity, which deals with Marrybrown, and which by virtue of your position with Marrybrown, could cause you a personal conflict of interest with your duty as an employee or director of Marrybrown.

20. **Alterations**

The Company reserves the right to alter these terms and conditions of service. Any alteration, amendment or addition to these terms and conditions of services will be advised to you in writing.

21. **Referees**

The Company reserves the right to seek clarification and reports from the referees and the employers stated in the Job Application Form and/or any other persons whom we deem necessary. In the event that any of your representations/declarations/undertakings given during the interviews or stated in the Job Application Form or given/stated elsewhere are found to be untrue or inaccurate and/or we receive unfavorable reports by the aforesaid person(s), this offer will be considered null and void.

We believe that you will find this appointment a challenging and rewarding opportunity. Should you wish to accept this appointment on the above terms and conditions, kindly sign and return a copy of this offer letter.

We want you to know and understand that you are important to our team. A team is only as strong as its members want it to be. We hope you will do your best to help us make MARRYBROWN a Company we can be proud of.

Thank you for your keen interest in our Company. We welcome you to our team and happy working.

Yours sincerely,


.....
Chong Chee Siong

Director

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