



23 December 2022

Name of Employee : Syeriffa Hafizrin Binti Effendy Bala
Employee No. : 1031758
Designation : Cabin Crew II
Department : Cabin Crew

Dear Syeriffa Hafizrin Binti Effendy Bala,

OFFER OF PERMANENT EMPLOYMENT

We are pleased to offer you Permanent Employment with AirAsia Berhad.

This offer requires you to abide by our Employee Handbook and all related terms and conditions.

Position : Cabin Crew II

Department : Cabin Crew

Employment Type : Permanent

Commencement of Employment : 20 December 2022 Upon which your sole employment is with AirAsia Berhad only

Job Reporting : You shall report to Cabin Crew Manager or her designate and based at Johor Bahru or any other location as required.

Monthly Basic Salary : MYR 1500

Termination of Employment : Either party may terminate employment by giving 3 Month(s) calendar month written notice or by the payment of an indemnity of a sum equal to the number of wages in lieu of such notice. Serving the notice begins on the day the resignation letter is handed to the Company. You are required to serve the full period of the notice to ensure proper handover of your duties and responsibilities to whoever is designated by your department. The above does not apply to employees who are dismissed due to grounds of misconduct, poor performance, absent from work for more than 2 consecutive days without prior leave, breach of contract or frustration of contract.

Duty Travel : You will be travel as per Company requirements.

Transfers, Relocation & Assignments : The Company can transfer, relocate or reassign you to any other position within the AirAsia Berhad group of companies.

Annual Leave : Please refer to Employee Handbook.

Medical Information : Acceptance of this offer implies you give consent for the Company to request for your medical information at any time during employment from the medical practitioner treating you.

AirAsia Berhad

RED Q, Jalan Pekeliling 5, Kuala Lumpur International Airport 2 (KLIA2), 64000, Sepang, Selangor Darul Ehsan, Malaysia.
Our Office:+603 8660 4333 **Our Fax:**+603 8775 7711



Retirement Age : 60 Years

Changes to Terms & Condition : The Company reserves all rights to change the terms & conditions of service.

Yours Sincerely,
AirAsia Berhad

Intan Shahira Mohd Shahru

People & Culture

.....This document is computer - generated document. No signature is required.....

ACCEPTANCE OF OFFER

- I hereby confirm that I have read, understood and accept the terms and conditions in AirAsia Berhad's Offer of Employment dated 20 December 2022.

- I confirm that I have received, read and understood the Employee Handbook, the Disciplinary Policy, the Code of Conduct Policy and the Conflict of Interest Policy.

- I declare that I have not been convicted of a criminal offence or been declared bankrupt in any country.

- I hereby acknowledge and consent to the collection, use and disclosure of my personal data by the Company for the following purposes:

1. assessing and evaluating my suitability for employment in any current or prospective position within the Company; and
2. verifying my identity and the accuracy of my personal data and other information provided.

I further agree that the consent that I have provided above will remain valid until such time it is being withdrawn by me in writing.

- I hereby give my consent to the Company to access and process my medical information including disclosure of any medical records at any time during my employment from the medical practitioner treating me.

- I understand that, if any of the particulars, details or information I have provided is proven untrue, I will be liable to be summarily dismissed.

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