

Our Ref : HR/650/2025
Date : 18 September 2025

Siti Suhaida Binti Aziz
No 2 Jalan Helang 17,
Taman Scientex,
81700 Pasir Gudang,
Johor.

PRIVATE & CONFIDENTIAL

Dear Siti Suhaida,

LETTER OF EMPLOYMENT

We are pleased to offer you the position of **Senior Executive, Marketing (E1) in Johor Bahru Branch (Motor Franchise Holders & Dealers)** with effect from **21 October 2025** with Tokio Marine Insurans (Malaysia) Berhad on the terms and conditions referred to below.

1. Remuneration

- a) You will be employed at a monthly basic salary of **RM5,700.00 (Ringgit Malaysia: Five Thousand and Seven Hundred Only)**. Salary payment for each month will be paid into your bank account and is subject to income tax and other applicable statutory deductions.
- b) The Company may, at its discretion, award a non-contractual bonus and annual increment to confirmed employees. The amount shall be at the sole discretion of the company.

2. Probationary Period, Exit Clause and Retirement

- a) You shall be required to serve a probationary period of employment of **six (6) month(s)**. This period may be extended at the sole discretion of the Company. Upon successful completion of the probationary period, the Company shall inform the employee of his confirmation in writing.
- b) During your probationary period, either party may terminate this employment by giving **one (1) month** written notice or payment in lieu.
- c) After confirmation, your service with the company may be terminated by either party by giving **two (2) month(s)** written notice or payment in lieu.
- d) Notwithstanding the aforesaid, the Company shall be entitled to terminate this contract and to dismiss the employee with immediate effect if the employee is found to be guilty of conduct inconsistent with the fulfillment of the expressed or implied terms and conditions of employment.
- e) The retirement age shall be at your attainment of the age of sixty (60) years.

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