

PRIVATE & CONFIDENTIAL

STORE: 618

Izzaty Nabila

No. 12,
Jalan Pulau Makmur 5/29
81300 Bandar Baru Kangkar Pulai
Johor
Malaysia

Dear **Izzaty Nabila**,

LETTER OF APPOINTMENT

With reference to your recent interview at our office, we are pleased to offer you employment on the following terms and conditions: -

1.0 POSITION

Your position shall be **SENIOR CUSTOMER ASSISTANT**.

2.0 REMUNERATION

Your remuneration package is as follows: -

Commencement Date : **03 November 2025**

Monthly Basic Salary : **RM1,850.00**

Job Grade : **S1**

Your net salary (after deductions for EPF, EIS, Income Tax & SOCSO) is to be paid through your bank account.

With reference to Clause 7.0 Transfer, in the event you have been transferred within the Company / Group of Companies, the Company will pay according and in strict compliance with the Minimum Wages Order 2020.

3.0 PROBATION & CONFIRMATION

You will be on probation for a period of **TWO (2)** months subject to your ability, work performance and attitude being found satisfactory will be confirmed thereafter. Your probation period may be extended at the discretion of the Management of the Company and you shall be informed in writing prior to or upon expiry of the initial probation period.

4.0 NOTICE OF TERMINATION

4.1 During the period of probation or any extension thereof, either party may terminate the contract by giving **ONE (1)** week written notice or **ONE (1)** week pay

in lieu thereof.

- 4.2 Upon confirmation of your service, either party may terminate the contract by giving **ONE (1)** month written notice or **ONE (1)** month pay in lieu thereof.

5.0 BENEFITS

- 5.1 You are provided with free medical consultation subject to conditions prescribed by the Company's Policy.
- 5.2 You are entitled to paid annual leave per annum as stipulated in the table below. The annual leave will be computed based on calendar year. If you fail to take such leave within the calendar year, you shall cease to be entitled thereto and it will be forfeited.

Job Grade	Entitlement (Subject to years of service)						
	1 st year	2 nd year	3 rd year	4 th year	5 th year	6 th year	7 th year onwards
S1/S2/S3	12 days	13 days	14 days	15 days	16 days	17 days	18 days

If the Company requests and you agree in writing not to avail yourself of any or all of your annual leave entitlement, you shall be entitled to payment in lieu of such annual leave.

- 5.3 You are entitled to paid sick leave per annum as stipulated in the table below where no hospitalisation is necessary. Where hospitalisation is necessary, you are entitled to **SIXTY (60) days** of paid hospitalization leave per annum. Sick leave and Hospitalization leave must be supported with the medical certificate issued by a registered medical practitioner.

Years Of Service	Entitlement	
	Sick Leave	Hospitalization leave
Less than two (2) years	14 days	60 days
More than two (2) years but less than five (5) years	18 days	60 days
Five (5) years and above	22 days	60 days

- 5.4 You are provided with the benefits of the **Employee Provident Fund (EPF)** and **Social Security Organisation (SOCSO)** contributions in accordance with the prevailing statutory requirements.
- 5.5 Employee shall be entitled to a monthly contractual bonus equivalent to one over twelfth (1/12) of one (1) month's base wages, calculated over the period of twelve completed months' service immediately preceding the end of the Company's financial year upon which the said contractual bonus is declared upon.

During your service with the Company, you will be entitled to a monthly bonus equivalent to one (1) month of your average monthly base salary earned in the immediate preceding year ending 31st December of the same calendar year divided by twelve (12) months.

In the case of an employee who has not completed one (1) year service with the Company as at the end of the Company's financial year upon which the said contractual bonus is declared upon, his/her entitlement to the one over twelfth (1/12) of one (1) month's base wages shall be pro-rated in direct proportion to the number of completed months of service with the Company as at the end of the Company's financial year upon which the said contractual bonus is declared upon.

No employee shall be entitled to the said monthly contractual bonus if he/she notifies the Company in writing, on or before the time of payment, of his/her intention to resign from the Company.

- 5.6 You will be entitled to medical benefits in accordance with Company's approved clinics and hospitals. Each medical consultation (inclusive of any medication and test conducted) shall not be for pre-existing ailments. The benefits do not include obstetrics, general medical test and cosmetics surgery.
- 5.7 The Company has a range of fringe benefits as outlined in the Company's Employee Handbook. You will be briefed on these benefits by your immediate superior or Human Resource (HR) representative. Such benefits are subject to changes, and you are to abide to such changes.

6.0 WORKING HOURS

Your normal hours of work excluding **ONE (1)** hour break will be based on the operation hours of the stores. You are required to work **FORTY-FIVE (45) hours** a week with **ONE (1)** rest day in a week.

However, the working hours will change from time to time when you are promoted or transferred to other positions where the nature of the business require you to work different sets of working hours.

Public Holidays

You will be entitled to **FOURTEEN (14) days** of gazetted public holidays in a calendar year selected by the company as per the HR policies, FIVE (5) of which shall be: -

1. National Day
2. Birthday of the Yang di-Pertuan Agong
3. Birthday of the State or Federal Territory Day
4. Labour Day
5. Malaysia Day

Overtime

Employees who are within the scope of the Employment (Amendment) Act 2022 shall be entitled to overtime for work done in excess of normal hours of work.

7.0 TRANSFER

The Company reserves the right to transfer an employee within the Company or Group of Companies.

8.0 RETIREMENT AGE

You shall retire from the Company upon attaining the age of sixty (60) years.

9.0 COMPETITION

You acknowledge that your employment with the Company is likely to give you access to confidential information, personal knowledge of and influence over clients, prospective clients, suppliers, prospective suppliers, employees, consultants, counterparties and advisers of the Company during the term of your employment. You acknowledge that such confidential information, knowledge, relationships and influence are extremely valuable interests in which the Company has invested and will continue to invest substantial time, effort and expense. To protect these interests, you agree that you will be bound by the following covenants:

9.1 NON-COMPETITION

During the Relevant Period, you will refrain from directly or indirectly, in the Prohibited Area, carrying on or being engaged or interested or concerned in or assisting or rendering services to (as owner, shareholder, partner, lender or investor, director, officer, employer, employee, independent contractor, expert, advisor or otherwise) a Restricted Business.

9.2 INTERFERENCE WITH SUPPLIERS

You hereby agree that you shall not, whether personally, or in conjunction with, or on behalf of, any other person, company, business entity or other organization (and whether as an employee, director, agent, principal, consultant or in any other capacity whatsoever), directly or indirectly, for the Relevant Period:

- (a) interfere with the supply of goods or services to the Company or any Group Company from any Supplier; or
- (b) induce any Supplier to cease, decline or reduce its supply of goods or services to the Company or any Group Company in the future.

9.3 NON-SOLICITATION OF EMPLOYEES

You hereby agree that you shall not in the Relevant Period, whether personally or through agent or by letters, circulars or advertisements and whether on your own behalf or on behalf of any Restricted Business, employ, engage, canvass, solicit, entice or attempt to employ, engage, canvass, solicit or entice, any Company Employee with whom you had material contact or who reported to you at any time during the 12 months prior to the Termination Date (whether or not they would be in breach of their contracts of employment by leaving the employment of the Company or a Group Company).

9.4 DEFINITIONS

For the purposes of this Clause 9, the following words and cognate expressions shall have the meanings set out below:

"Company Employee" means any person who was employed by (i) the Company or (ii) any Group Company, for at least 3 months prior to and on the Termination Date and/or who was a member of the executive or operational executive team of the Company or any Group Company (as applicable).

"Group Company" means a member of the A. S. Watson Group, of which the ultimate holding company is A. S. Watson Holdings Ltd and "Group Companies" will be interpreted accordingly.

"Prohibited Area" means any country or jurisdiction where, on the Termination Date, the Company or any Group Company conducts business or has operations or activities in respect of which you had performed duties or been responsible (whether alone or jointly with others), concerned or active on behalf of the Company or any Group Company at any time during the 12 months prior to the Termination Date.

"Relevant Period" means:

- (a) in clause 9.1 six (6) months immediately following the Termination Date; and
- (b) in clauses 9.2 and 9.3 twelve (12) months immediately following the Termination Date.

"Restricted Business" means a business that offers or provides any services, goods or products or conducts activities or operations that are the same as, similar or substantially related to those offered, provided or conducted by the Company or any Group Company provided that you were concerned or involved, or supervised individuals who were personally concerned or involved, with that business to a material extent at any time during the 12 months prior to the Termination Date.

"Supplier" means any person, firm, corporation or other entity who or which has provided goods or services to the Company or any Group Company at any time during the 12 months prior to the Termination Date and with respect to whom at any time during the 12 months prior to the Termination Date you had, or supervised individuals who had: (a) access to confidential information; (b) direct responsibility or (c) material or regular contact or dealings on behalf of the Company.

"Termination Date" means the date upon which your employment with the Company terminates howsoever caused.

10.0 CONFLICT OF INTEREST

- 10.1 You will not (without the prior written consent of the Company or A.S. Watson Group, its subsidiaries, or associated companies) during your employment hereunder, directly, or indirectly be interested in any other businesses, or engage in, be concerned with, or provide services to, any other person, company, business entity or other organisation whatsoever (whether as an employee, officer, director, agent, partner, consultant or otherwise). You will devote your

whole time and attention to servicing the Company and A.S. Watson Group, its subsidiaries, and associated companies.

- 10.2 Without prejudice to the provisions of the preceding paragraph, you agree to declare all your business interests and provide requisite details of such interests to the Company, whether or not they are similar to or in conflict with the business or activities of the Company and A.S. Watson Group, its subsidiaries or associated companies, at the date hereof and in future.

11.0 CONFIDENTIALITY

- 11.1 Your employment terms and conditions are strictly confidential between you and the Company. Any disclosure of such employment terms and conditions to other employees or outside parties constitute a breach of this contract and may result in disciplinary action.

- 11.2 You will neither during the employment hereunder (except in the proper performance of your duties) nor at any time (without limit) after the termination thereof, howsoever arising, directly or indirectly:

- (a) use for your own purposes or those of any other person, company, business entity or other organisation whatsoever; or
- (b) disclose to any person, company, business entity or other organisation whatsoever;

any information obtained by virtue of this employment regarding the Company, its business, the group of companies of which it forms part, or any trade secrets or confidential information relating or belonging to the Company or A.S. Watson Group, its subsidiaries or associated companies including but not limited to information relating to customers, customer lists or requirements, price lists or pricing structures, marketing and sales information, business plans or dealings, employees or officers, financial information or plans, designs, formulae, products, services, research activities, any document marked "confidential" or any information which you have been advised is "confidential" or which you might reasonably expect the Company would regard as "confidential" or any information which has been given to the Company or A.S. Watson Group, its subsidiaries or associated companies in confidence by customers, suppliers or other persons.

- 11.3 You will not at any time during the continuance of your employment with the Company make any notes or memoranda relating to any matter within the scope of the Company's business, dealings or affair otherwise than for the benefit of the Company or A.S. Watson Group, its subsidiaries or associated companies.

- 11.4 You will not make or communicate any statement (whether written, oral or in digital form or any other form) to any representative of the press, television, radio or other media and shall not write any article for the press or otherwise for publication on any matter connected with or relating to the business of the Company or A.S. Watson Group, its subsidiaries or associated companies without obtaining the written approval of the Company unless permitted under the Group Policy on the Media.

- 11.5 Forthwith upon the termination of your employment hereunder, and/or at any other

time if the Company shall so request, you shall deliver to the Company all documents (including correspondence, lists of customers, notes, memoranda, plans, drawings and other documents of whatsoever nature) in whatever forms, including magnetic media, models or samples made or compiled by or delivered to you or in your possession concerning the business, finances or affairs of the Company or A.S. Watson Group, its subsidiaries or associated companies. For the avoidance of doubt, it is hereby declared that the property in all such document as aforesaid shall at all times be vested in the Company or A.S. Watson Group, its subsidiaries or associated companies.

12.0 OTHER TERMS AND CONDITIONS

- 12.1 As a **SENIOR CUSTOMER ASSISTANT**, the nature of your work demands for your service outside the normal office hours. You are expected to comply with the Company's requirements whenever necessary.
- 12.2 That you will at all times devote full attention and skill to the affairs of the Company and at all times perform your duties diligently and faithfully.
- 12.3 That you will obey and comply with all orders and instructions given to you and to observe all rulings that are now in force and new ruling which are to be implemented from time to time by the Company.
- 12.4 That you will not without authorization discuss with any third party or any unauthorized member of the staff any confidential information relating to the affairs of the Company. That you will not take into possession any documents or media relating to the Company's business, and on termination of your employment you will deliver to the Company (without keeping any copies) any such documents or media.
- 12.5 That you are not allowed to make use of any of the Company's properties or documents for the benefit of any third parties.
- 12.6 That during the course of your employment with the Company, you should not be engaged in any other form of gainful employment or business activities outside the Company's time, except such activities as have been authorized specifically in writing. Your entire service shall therefore, be devoted to the Company.
- 12.7 That you are not allowed to use the Internet/E-mail for other purposes, including rumour mongering, data line abuse or gossiping, creation or playing of games and transmission of any text or graphical image which might cause offense because of its racial, sexual, political, or other contents. This will be considered as committing misconduct.
- 12.8 That you are not allowed to copy any software packages/systems within or outside working hours and/or at any time during the continuance or after the termination of your employment with the Company for your own benefit and/or for the benefit of any third party(ies). Breach of copyright of any software packages/systems will be considered as unlawful and committing offense.
- 12.9 That you are not allowed to download any software from the internet and/or load in any unauthorized software without authorization from the Company.

- 12.10 That you are fully aware that software packages/systems and Internet/E-mail are strictly for official/business use within the organization only.
- 12.11 That you will not at any time during the continuance or after the termination of your employment with the Company, make use either for your own benefit or for the benefit of any third party(ies) secrets or confidential information of the Company or any of its related Companies of which you have been informed or become aware during the period of your employment with the Company.

13.0 BREACH OF CONTRACT

The Company shall be entitled to terminate your employment immediately, without notice or compensation, in any of the following events:

- 13.1 If you shall in the opinion of the Company be guilty of any act of dishonesty or misconduct (including theft and fraud) or commit any act which is in the opinion of the Company is likely to bring the Company and/or any of its related Companies into disrepute regardless of the whether such acts are directly related to the affairs of the Company.
- 13.2 If you commit any act of bankruptcy or have a receiving order or an adjudication order in bankruptcy made against you.
- 13.3 If you have been found to have committed any serious breach of any of your duties or obligations under this Letter of Appointment.
- 13.4 If you have been found to have made illegal monetary or receive any gratuities or other rewards (whether in cash or kind) out of any of the Company or its related Companies affairs.
- 13.5 If you are in breach of any terms set out from Clause 12.2 to 12.11 above.
- 13.6 It is a condition that you should treat the terms of your employment as absolutely confidential and that these should not be discussed with other members of the staff.
- 13.7 You are required to comply with any changes to the Company's Policies and Procedures and to this Letter of Appointment which are subject to change from time to time.

14.0 MISCELLANEOUS

- 14.1 This Letter of Appointment shall be read together with any handbook, written policies, rules and regulations of the Company which may be implemented and/or amended from time to time.
- 14.2 If any of the provision or part thereof of this Letter of Appointment is found to be void or unenforceable, such provision or part thereof shall be deemed to be deleted from this Letter of Appointment and the remaining provisions of this Letter of Appointment shall remain valid, in full force and effect.
- 14.3 This Letter of Appointment shall be governed and construed in accordance with the laws of Malaysia.

15.0 REASONABLENESS OF RESTRICTIONS

You acknowledge and agree that:

- (a) the covenants set out in Clauses 9, 10 and 11 are reasonable and necessary for the protection of the legitimate interests of the Company and that, having regard to those interests, these covenants do not work unreasonably on you;
- (b) damages may be an inadequate compensation for breach of any of the covenants contained in Clauses 9, 10 and 11 and, subject to a court's discretion, the Company may restrain, by injunction, equitable relief or similar remedy, any conduct or threatened conduct by you which is or will be a breach of such clauses.

If any provision (or part of any provision) of Clauses 9, 10 and 11 is invalid or unenforceable, the validity or enforceability of the remaining provisions (or parts of a provision) shall not be affected and the other provisions (or parts of a provision) shall remain in full force and effect as if the invalid or unenforceable parts had been deleted.

You execute this letter for the benefit of the Group Companies. You acknowledge and agree that each of the Group Company may independently enforce this letter against you.

16.0 CODE OF CONDUCT

- 16.1 At all times, you are expected to observe the highest standards of ethical, personal and professional conduct.
- 16.2 You must not act dishonourably nor abuse the trust placed in you by the Company. All improper business practices must be rejected.
- 16.3 Whether working in Malaysia or overseas, you should adhere to the Company's policies, procedures and regulations which are applicable to you from time to time during your employment and you must comply with all legal requirements. Failure to comply with the Company's policies, procedures and regulations or any legal requirements may result in appropriate disciplinary actions taken against you and/or termination of your employment.

Upon acceptance of this offer of employment by you, you agree that in the event that you decide not to join Watson's Personal Care Stores Sdn Bhd, or failed to turn up for work on the agreed commencement date for any reason whatsoever, or do or omit to do anything to that effect, you shall indemnify Watson's Personal Care Stores Sdn Bhd, immediately upon its demand, an amount equivalent to **ONE (1)** month's basic salary.

Kindly confirm your understanding and acceptance of the above terms and conditions of employment by signing and returning the duplicate of this Letter of Appointment to the Company within **(7) days** from the date of this letter.

We wish you a successful career in our organization.

Yours Sincerely,

WATSON'S PERSONAL CARE STORES SDN BHD



PIK HEONG HEW
RESOURCING & PEOPLE EXPERIENCE AND OFFICE SERVICES, SENIOR MANAGER

I hereby confirm that I have read, understood, accepted, and will abide the terms and conditions of employment stated herein.

Name : **Izzaty Nabila**
NRIC No : **990321016392**
Date :

DUPLICATE COPY

STORE: 618

Izzaty Nabila

No. 12,
Jalan Pulai Makmur 5/29
81300 Bandar Baru Kangkar Pulai
Johor
Malaysia

Dear **Izzaty Nabila**,

ACCEPTANCE OF LETTER OF APPOINTMENT

With reference to the above matter, please find attached of an appointment letter for your reading and filing.

We would like to inform you that you are to understand and accept that it is your responsibility to read and comply with the terms and conditions written on the appointment letter.

Kindly sign on this letter and return to Human Resource Department either by fax (03-2142 6071) or by courier within **SEVEN (7) days** upon receiving the letter of appointment.

Thank you.

Yours Sincerely,

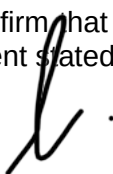
WATSON'S PERSONAL CARE STORES SDN BHD



PIK HEONG HEW

RESOURCING & PEOPLE EXPERIENCE AND OFFICE SERVICES, SENIOR MANAGER

I hereby confirm that I have read, understood, accepted, and will abide the terms and conditions of employment stated herein.



Name : **Izzaty Nabila**
NRIC No : **990321016392**
Date :