



PRIVATE & CONFIDENTIAL
Our Ref: HR/LO/GTR7256/SH

30 November 2023

Name of Employee : Rozila Binti Kifni
Employee No. : GTR7256
Designation : Guest Services Assistant
Division / Department : Guest Services

Dear Rozila,

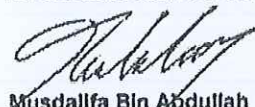
OFFER OF PERMANENT EMPLOYMENT AS GUEST SERVICES ASSISTANT

We are pleased to offer you employment with Ground Team Red Sdn Bhd (the "Company"). This offer requires you to abide by the Company's Employee Handbook and all related terms and conditions.

Details of this offer are as follows:

Position	: Guest Services Assistant
Department	: Guest Services
Grade	: Non-Executive Shift
Employment Type	: Permanent
Commencement of Employment	: 27 December 2023 Upon which your employment is with Ground Team Red Sdn Bhd only.
Job Reporting	: You will report to Duty Manager or his designate
Base / Location	: JHB (Johor Bahru) station or any other location as required
Monthly Basic Salary	: Ringgit Malaysia One Thousand and Eight Hundred (RM1800.00) only.
Monthly Allowance	: Entitlement is subject to your Head of Department based on your departmental policy and at the Company's discretion.
Probation Period	: You are not required to undergo a probation period.
Working Hours	: You are required to work on shift. The shift roster will be shared by your Head of Department on a monthly basis.
Termination of Employment	: One (1) Month written notice has to be given by yourself or the Company. The above does not apply to employees who are dismissed due to grounds of misconduct, poor performance, absent from work for more than two (2) consecutive days without prior leave, breach of contract, or frustration of contract.
Duty Travel	: You will travel as per the Company requirement.
Transfers, Relocation & Assignments	: The Company can transfer, relocate, or reassign you to any other position within the Ground Team Red group of companies.
Annual Leave	: Please refer to the 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.
Retirement Age	: 60 years.
Restrictions On Other Business / Employment	: You shall not in any way at any time indulge in speculation or engage in any form of business or in employment with any other companies, whether within or outside the normal of work except with written permission from the Company.
Confidentiality	: You may be handling highly sensitive and confidential information with regard to the Company's operations and policies during the course of work and it is expected that you shall not divulge any such information to any person other than to authorized employees who by virtue of their positions require such information for the proper performance of their duties. This confidentiality provision shall remain in full force and effect after the termination of this contract.
Changes to Terms & Conditions	: The Company reserves all rights to change the terms and conditions of service.
Lapse of Offer	: Seven (7) Days from the date of this letter. Please sign and return the attached Acceptance of Offer within this period.
Airport Pass	: In the event the application for your airport pass is rejected by the authorities or your airport pass is withdrawn by the authorities at any point of time during your employment, your services will be terminated.

Yours faithfully,
for Ground Team Red Sdn Bhd


Musdallfa Bin Abdullah
Chief Executive Officer
GROUND TEAM RED SDN. BHD

Lot PT26, Jalan KLIA S3
KLIA, 64000 SEPANG

Co. Reg. No.800730-V

ACCEPTANCE OF OFFER

- I hereby accept the terms and conditions in Ground Team Red's Offer of Employment dated 30 November 2023
- I declare that I have not been convicted of criminal offence or been declared bankrupt in any country.
- I understand that if any particulars I have provided are proved untrue, I am liable to be summarily dismissed.



Employee Signature

5 DECEMBER 2023

Date

Name: ROZILA BINTI KIFNI

National ID / Passport No.: 961104-13-5704

Received by Human Resources Department on this date: _____