

26th December 2025

Private & Confidential

Chuah Xin Wang
NRIC No. 010929-01-0603
No 78 Jalan Temenggung Ahmad,
Parit Keoma,
84000 Muar, Johor,
Malaysia

Dear Xin Wang,

LETTER OF APPOINTMENT

We have pleasure in appointing you as **Assurance Associate 1** in our Company, subject to your acceptance of the following Terms and Conditions of Service:

1. Appointment

You will be appointed to the post of **Assurance Associate 1** on **5th January 2026**.

You are to report to work on **5th January 2026** and your work location is **Suite 19-01-J25, Level 19, Menara Jland Johor Bahru City Centre, Jalan Tun Abdul Razak, 80000 Johor Bahru, Johor, Malaysia.**

2. Probation

- a. You are required to serve a probationary period of up to **six (6)** months, depending on your performance.
- b. Upon satisfactory completion of your probation, you will be confirmed accordingly in writing.
- c. In the event your work performance had not achieved an acceptance standard to the Company during the probationary period, your services will be terminated.
- d. During the probationary period, either party reserves the right to terminate this Contract of Employment by giving **one (1)** month notice in writing or **one (1)** month salary in lieu of such notice.

3. Remuneration

- a. You will be paid a salary of **MYR3,800.00 (Malaysia Ringgit Three Thousand And Eight Hundred Only)** per month.
- b. In view of the nature of your work, you will not be eligible for any overtime pay.
- c. Salary will be paid on the last working day of each month.

- 4. Employee Provident Fund (EPF)**
Contributions will be made to the Employees Provident Fund under the Employees Provident Act 1951 at the rate determined by the EPF.
- 5. Social Security Organisation (SOCSO)**
Contributions will be made to SOCSO at the rates determined by SOCSO for all eligible employees to be covered by the SOCSO Insurance Scheme as required by the Employees' Social Security Act 1969.
- 6. Income tax**
All employees will be responsible for the payment of all tax liabilities, which may arise on account of all remuneration and benefits of any kind as required under the Malaysia Income Tax Act. The Company reserves the right to deduct all taxes due from an employee as required under Malaysia Law.
- 7. Annual Increment**
Your annual Increment will be reviewed annually on each year subject to your work performance and at the absolute discretion of the Management.
- 8. Staff Performance Reward**
Staff Performance Reward is discretionary and subject to your work performance and is payable only while still in employment with the Company (excluding termination notice period).
- 9. Transport Reimbursement**
You will be granted a Transport Reimbursement if you incur transport expenses in the course of your duties to/fro clients' premises.
- 10. Public Holidays**
You will be entitled to all gazetted public holidays. However, if the exigencies of business so require, you are expected to work on Sundays and Public Holidays.
- 11. Annual Leave**
 - a. On completion of one year's service, you will be entitled **fourteen (14)** working days' leave.
 - b. Such Leave shall be taken at a time agreeable to you as well as the Company.

12. Sick Leave, Hospitalisation & Medical Benefits

- a. You will be granted Sick Leave up to **fourteen (14)** days per year, upon presentation of a valid medical certificate issued by registered medical General Practitioners.
- b. You will be granted Hospitalisation Leave up to **sixty (60)** days per year, (inclusive of **fourteen (14)** days of sick leave), upon presentation of a valid hospitalisation medical certificate issued by the hospital.
- c. The Company shall also bear the partial cost of medical expenses with maximum **cap at RM180.00 per visit**, excluding cosmetic procedure expenses.

13. Part-time/Outside Employment

You shall not engage yourself in any side-line work or to accept any part-time job unless prior approval has been obtained from the Company.

14. Confidentiality

You will not, either during the continuance of your employment or after its termination, disclose or divulge any secrets, transactions or information in respect of the Company's and client's business which may come within your knowledge in the course of your employment, without the consent of the Company.

15. Financial Embarrassment

You are expected to refrain from placing yourself under any pecuniary obligation which may result in a state of financial embarrassment to yourself and to the Company.

16. Duties & Responsibilities

- a. You will be required to undertake such duties as will be assigned to you in the proper performance of your employment. The Company reserves the right to assign you, on a temporary basis, duties outside the nature of your work. The details of your work will be made known to you when you report for duty.
- b. You will at all times carry out faithfully and conscientiously all duties and responsibilities assigned to you.
- c. You are expected to conduct yourself in a manner which does not discredit not only to yourself, but also to the Company.

17. Office Hours

- a. The normal office hours of the Company are as follows:

Monday to Friday: **9:00 AM to 5:30 PM**
Lunch Break: **12:00 PM to 1:00 PM**

- b. However, in view of your appointment and nature of work, you are expected to work exceed the normal hours as and when required, according to the Company's business exigencies.

19. Termination

On confirmation of employment, either party may effect termination of service on two (2) months' notice in writing or two (2) months' salary in lieu thereof. However, during the peak period months, you are required to give three (3) months' notice in writing or three (3) months' salary in lieu of the notice. Paying salary in lieu and offsetting of unutilized leave to shorten the notice period are subject to Partner discretion.

If you agree to the above Terms and Conditions of Service, kindly indicate your acceptance by signing below, and returning the duplicate copy of this Letter to the company.

Yours sincerely



Paul Wan & Co

I, _____ of NRIC No./ Passport No. _____ have read and understood the Terms and Conditions of Service offered by the Company.

I hereby agree to accept the Company's offer of employment and agree to abide by all the Terms and Conditions stated.

Signature

Date