



PRIVATE & CONFIDENTIAL

21 August 2020

Allstar Name : Rahayu Binti Azman

Allstar ID : 1004553

Dear Rahayu,

TRANSFER OF EMPLOYMENT

This letter is to confirm the transfer from AirAsia Berhad to Asia Digital Engineering Sdn Bhd.

As such, your employment with AirAsia Berhad will be transferred to Asia Digital Engineering Sdn Bhd with effect from 9 September 2020 in compliance with the terms of employment pursuant to your Offer Letter, Acceptance of Offer and the Employee Handbook.

A new offer letter will be issued to you by Asia Digital Engineering Sdn Bhd on or before 1 September 2020. The transfer will not incur any geographical relocation and your reporting line remains unchanged.

Further, please rest assured that there will be no change in your seniority, position, status, salary and all other benefits to which you have been enjoying during your tenure with AirAsia Berhad.

Thank you.

Yours sincerely,

A handwritten signature in black ink, appearing to be "Pui Hwei Yoong".

Pui Hwei Yoong
Group People & Culture



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21 August 2020

Name : Rahayu Binti Azman
ID : 1004553

Dear Rahayu,

OFFER OF EMPLOYMENT

We are pleased to offer you employment with Asia Digital Engineering Sdn Bhd on the following terms and conditions, the Employee Handbook, the Company's Operations Manuals, the Company's Standard Operating Procedures, the Disciplinary Policy, the Code of Conduct Policy, AirAsia Anti-Bribery and Anti-Corruption Policy and the Conflict of Interest Policy and any other rules, terms and conditions that the Company may make in the future and or implement in respect of its business and operations :

Position:	Part 145 Technician
Department:	Maintenance Engineering
Employment Type:	Regular
Commencement of Employment :	09 September 2020
Job Reporting :	You will report to Part 145 Technician or his/her designate
Base :	Johor Bahru or any other location as required by the Company

Asia Digital Engineering Sdn. Bhd. 202001010462 (1366782-X)

REDQ, Jalan Pekeliling 5, Kuala Lumpur International Airport 2, KLIA 2, 64000 Sepang, Selangor Darul Ehsan, Malaysia

Our Office: +603 8660 4333 Our Fax: +603 8660 7711

Expectation of Performance :	Given your senior position and many years of experience, the Company has high expectations that you will be able to meet all the demands of your position. Should the Company find your performance to be unsatisfactory, a notification letter will be issued to you and you will be required to improve your performance to the satisfaction of the Company within 1 month (or any period of time at the Company's discretion) from the date of the said notification letter. In the event your performance remains below the Company's expectations, your employment will be terminated on the ground of poor performance.
Termination of Employment :	Notice Period remains the same as your earlier offer with AirAsia Berhad. The above does not apply if you are dismissed due to grounds of misconduct, poor performance, absent from work for more than 2 consecutive working days without prior leave, breach of contract or frustration of contract.
Background Checks :	You may be required to undergo additional background checks during your employment with the Company, as may be requested by the Company from time to time. Should the result of the background checks carried out show an unacceptable result, then that shall become the basis for immediate termination of your service without any notice or compensation.
Medical Information and Consent :	You are required to undergo medical examinations and tests during your employment with the Company which will be requested by the Company from time to time. Please note that these include but are not limited to drug and substances tests.
Retirement Age :	60 years
Transfers, Relocation & Assignments :	You hereby consent to be transferred, relocated and reassigned to any other positions to the Related Corporation and/or Associate Corporation of AirAsiaGroup Berhad and/or to AirAsia X Berhad or its Related Corporation and/or Associate Corporation. For the purpose of this offer of employment, "Related Corporation" shall mean a corporation which is deemed to be related to each other pursuant to Section 7 of the Companies Act 2016; and "Associate Corporation" shall mean a corporation which is deemed to be associated with each other pursuant to Section 2 of the Financial Services Act 2013.
Duty Travel :	You will travel as per Company's requirement.
Working Hours :	Your working hours shall be as advised by the Company, and may change from time to time to accommodate the Company's business and operational requirements.

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Confidentiality :	You irrevocably agree not to use or disclose, except to the extent your duties may require, any of the terms of this offer letter or Company's confidential information (whether or not conceived, originated, discovered, or developed by you) unless the Company consents in writing. You undertake and agree not to make any copy, reproduce or replicate any confidential information without the prior written approval of the Company; nor directly and/or indirectly distribute or communicate confidential information to any third party. You understand that this obligation shall remain binding and effective even after the expiry or termination of your employment with the Company. You shall not, without the prior written authority of the Company, make any announcement or make / give any statement or express any opinion or point of view, in or to the press, news channels, newspapers, news reporters, social media, webpages (including Facebook and Twitter), media at large or to any third party (whether directly or indirectly, formally or informally) regarding any information (including but not limited to confidential information) in respect of the Company, its affiliates, its shareholders or your employment with the Company. You further acknowledges that in the course of your employment you may be involved in the development or enhancement of technical information and processes collectively referred to as intellectual properties, whether directly or indirectly, individually or collectively with other employees and any other parties and whether during or after normal business hours and that at all times you do so as an employee of the Company and that ownership thereof shall remain with the Company or any of the companies within the Group. You agree to deliver to the Company, and not keep or deliver to any other person or entity, on the date your employment ends, or at any other time at the Company's request, all documents, Company assets and any other items in your possession pertaining to the business of the Company, including but not limited to, confidential information and Company assets. If any Company asset, document or other item pertaining to the business of the Company or originating with the Company comes into your possession after your employment ends, you will promptly deliver them to the Company. You may be required to sign a Non-Disclosure Agreement with the Company as an additional agreement as part of the terms of your employment contract with the Company.
Documents :	During your employment with the Company, you shall hold license/licenses duly issued in your name as prescribed by the Company and/or Regulators and/or any Government policy.

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Other Terms :	The terms and conditions of employment contained herein are not exhaustive since only the salient ones are highlighted. Other terms and conditions of employment are set out in the Employee's Handbook. The Company reserves the right to add or alter or vary the terms and conditions of employment handbook as and when the need arises at any time and from time to time.
Severability :	If any provision in this offer of employment is be held to be invalid or unenforceable, in whole or in part, such provision shall be fully severable and this offer of employment shall be construed and enforced as if such invalid or unenforceable provision had never comprised a part hereof and the remaining provisions shall remain in full force and effect and shall not be affected by the invalid or unenforceable provision or by its severance herefrom. In lieu of such illegal invalid or unenforceable provision there shall be added automatically as part hereof a provision as similar in terms to such invalid or unenforceable provision as may be possible that is legal valid and enforceable so as to give effect to the intent of the parties.
No Discrimination :	All forms of racism and discrimination are not acceptable or tolerated in this organisation. Should we find you guilty of such misconduct after due inquiry, necessary action shall be taken against you including dismissal.
No change in benefits etc :	There will be no change in your seniority, position, status and salary.
Novation :	Effective from the date of your acceptance of this Offer of Employment ("Effective Date"), the Company will be substituted in place of Asia Digital Engineering Sdn Bhd as a party to all contracts and/or agreements entered into between you and AirAsia Berhad. The Company assumes all rights, obligations, duties, and liabilities of AirAsia Berhad under and in respect of these contracts and/or agreements and undertakes to perform these contracts and/ or agreements and be bound by the terms and conditions of these contracts and/or agreements in place of Asia Digital Engineering Sdn Bhd.

We look forward to having you as part of our team and believe that you will find this opportunity both challenging and rewarding.

Yours sincerely,
Asia Digital Engineering Sdn Bhd
Group People & Culture

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ACCEPTANCE OF OFFER

I hereby confirm that I have read, understood and accepted the terms and conditions in Asia Digital Engineering Sdn Bhd Offer of Employment dated 21 August 2020

- I confirm that I have received, read and understood the Employee Handbook, the Disciplinary Policy, the Code of Conduct Policy, AirAsia Anti-Bribery and Anti- Corruption 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 hereby consent to the novation of all the rights, obligations, duties and liabilities under and in respect of all contracts and/or agreements entered into between myself and AirAsia Berhad to Asia Digital Engineering Sdn Bhd.
- I hereby agree to release and discharge AirAsia Berhad, from all the rights, obligations, duties and liabilities under and in respect of all contracts and/or agreements entered into between myself and AirAsia Berhad.
- I understand that, if any of particulars, details or information I have provided is proven untrue, I will be liable to be summarily dismissed.

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