

Ref File: [92] JLG/HR/LEAP/INTERN/2026

24 February 2026

PENYELARAS LATIHAN INDUSTRI
FAKULTI SENI LUKIS DAN SENI REKA
UNIVERSITI TEKNOLOGI MARA CAWANGAN MELAKA
KAMPUS ALOR GAJAH
ENCIK MOHD ABQARI BIN AYOB

Contact : 013-3116487
Email : abqari@uitm.edu.my

Sir/Madam,

APPLICATION FOR INTERNSHIP PLACEMENT

We received an internship application from your student, and we are pleased to offer him/her an internship placement with **JLG Integra Berhad**. The details are outlined as follows:

Name : **Nursaidatul Asyeqah Binti Azmi**
IC : **031226-14-1116**
Program : **Bachelor Degree in Graphic Design (Honours)**
Duration : **2 March – 14 August 2026**
Department : **Strategic Communication Department**
Superior : **Nik Nur' Alin Amirah Bt Nik Mohd Zailani**

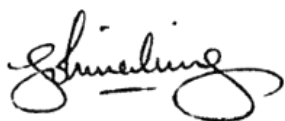
The student is required to report for duty as follows:

Date : 2 March 2026
Time : 9:00 am
Venue : Wisma Chase Perdana, Lot 10.3 Level 10, Off, Jalan Semantan, Bukit Damansara, 50490 Kuala Lumpur

Please be reminded that our Company reserves the right to shorten the internship period for students who do not diligently participate in the internship program. Attached are the **Company's Rules & Regulations (Appendix 1)** and **Letter of Acceptance (Appendix 2)**. The enclosed form should be completed by the student and returned to us within **seven (7) days** from the issuance date of this letter.

Please inform the student accordingly. If you have any inquiries, please contact **Pn. Farah Atikah (018-786 2441)**.

Thank you.



AGNES GOH MEI LING

Head of Enterprise Learning & Performance

General Rules

1. Students must earnestly participate in the internship program and promptly execute and complete all assigned tasks.
2. Working hours are as follows:

Working Hours : 8:30 a.m. to 5:30 p.m.

Break Time : 1:00 p.m. to 2:00 p.m.

3. Always wear formal business attire to the office.
4. Record daily attendance.
5. Students are granted one (1) day of leave per month or pro rate according to the internship period. Leave is allowed only for unavoidable reasons. Students must fill up and submit Leave Application Form to the Immediate Superior.
6. If illness prevents a student from coming to the office, they must obtain a Medical Leave Certificate from any clinic or hospital. After confirmation by their Immediate Superior, the certificate should be submitted to the Human Resources & Administration Department. All medical expenses shall be borne by the student.
7. Eating or drinking breakfast/lunch outside the office during working hours is not allowed.
8. Students must inform the Company one (1) week before the lecturer's visit to the Company.
9. Students are strictly prohibited from disseminating or leaking any information regarding JLand Group Sdn Bhd and its Group of Companies, whether obtained directly or indirectly.
10. Neither students nor anyone on their behalf are entitled to make claims against JLand Group Sdn Bhd and its Group of Companies for any injuries or accidents occurring during the internship period, which occur wholly or predominantly due to the student's negligence.
11. Misuse of the property/assets of JLand Group Sdn Bhd and its Group of Companies, such as computer facilities, internet, telephones, etc., is strictly forbidden.
12. Students must adhere to all instructions and regulations established by the Company regarding discipline, orderliness, and loyalty.
13. The Company reserves the right to shorten or terminate the student's internship program immediately if they violate the established rules and conditions or disobey work instructions.

JLG SERVICES SDN BHD

Level 16, Menara KOMTAR 80888,
Ibrahim International Business District,
Johor, Malaysia

Nur Farah Atikah Binti Johari

Contact : 018-786 2441
Email : farah.johari@jlandgroup.com.my

Sir/Madam,

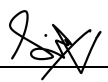
ACCEPTANCE OF INTERNSHIP PLACEMENT

I Nursaidatul Asyeqah Binti Azmi (Name) IC 031226-14-1116 from
(University) UiTM Kampus Alor Gajah, Melaka, understand and agree to all the terms
and conditions contained in the Internship Offer Letter.

I hereby **ACCEPT / DECLINE** the internship offer with **JLG Integra Berhad** according to the terms
and conditions as set forth.

I hereby agree to report for duty on 2 March 2026

Thank You.

Signature : 
Name : Nursaidatul Asyeqah Binti Azmi
No. IC : 031226-14-1116
Date : 2/3/2026

** Please sign and return a copy of this letter to us within **seven (7) days** from the date of this letter. If returned later than the specified date, the offer will lapse.*