

Addendum to Employment Contract: employment benefits summary

This addendum effective as per the accompanying **Employment Contract** forms an integral part of the individual employment relationship with the Employer.

Name	Suhaila Binti Mohd Hajali		
Position	Field Marketer		
Join Date	July 1, 2023		
Gross Monthly Basic Salary	MYR 1,545.00		
Working Hours	You will be required to work not exceeding 45 hours per week, your normal working hours shall be 8.5 hours a day with 1 hour lunch break and 6 days a week. Your rest day shall be determined according to the roster given by the Management. Your working hours are subject to changes based on business requirements.		
Annual Leave	You will be entitled to annual leave of 14 working days per calendar year Note: You will be entitled to paid holiday on all gazette public holidays		
Statutory Deductions	The Company shall make the necessary statutory deductions together with the Company contributions to the EPF and SOCSO board based on the current Act accordingly. In addition to the statutory EPF contribution, there is an additional top-up on your fixed base salary (excluding other fixed allowances) and bonuses, if any. You shall be responsible for the tax filing of your salary, other fringe benefits earned from the Company, and pay all taxes due to the Lembaga Hasil Dalam Negeri.		
Allowances	<table border="1"><tr><td>Transportation Allowance*</td><td>MYR 150.00</td></tr></table> * These allowances are provided to you as a tool of trade to defray expenses that may arise due to your current role. These are not to be construed as 'salary' or 'wages' and the payment of this allowance is at the discretion of the Management. Please take note that the Management	Transportation Allowance*	MYR 150.00
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	reserves the right, at its sole discretion to amend, vary, remove, cancel and revise the above mentioned allowances and/or its quantum as and when it deems fit. Any changes will be advised in writing. It is the Company's policy that terms and conditions of employment are confidential to the individual and the Company. It is expected that you will likewise respect this confidentiality of your terms and conditions of employment.																				
Notice of Termination	Your service with this Company may be terminated by either party giving to the other, written notice of one (1) months or equivalent payments in lieu thereof.																				
Public Holiday	You will also be entitled to eleven (11) paid public holidays as listed below based on your location of which five (5) are compulsory holidays while the other six (6) can be substituted with other days: <table> <tr> <td>a) Birthday of the Yang di-Pertuan Agong</td><td>1 day</td></tr> <tr> <td>b) Birthday of the Ruler or the Yang di-Pertua Negeri of the State</td><td>1 day</td></tr> <tr> <td>c) Labour Day</td><td>1 day</td></tr> <tr> <td>d) National Day</td><td>1 day</td></tr> <tr> <td>e) Malaysia Day</td><td>1 day</td></tr> <tr> <td>f) Chinese New Year</td><td>2 days</td></tr> <tr> <td>g) Hari Raya Puasa</td><td>2 days</td></tr> <tr> <td>h) Hari Deepavali or Hari Krismas</td><td>1 day</td></tr> <tr> <td>i) Hari Raya Haji or Pesta Kaamatan or Hari Gawai</td><td>1 day</td></tr> <tr> <td>East Malaysia - Sarawak</td><td></td></tr> </table>	a) Birthday of the Yang di-Pertuan Agong	1 day	b) Birthday of the Ruler or the Yang di-Pertua Negeri of the State	1 day	c) Labour Day	1 day	d) National Day	1 day	e) Malaysia Day	1 day	f) Chinese New Year	2 days	g) Hari Raya Puasa	2 days	h) Hari Deepavali or Hari Krismas	1 day	i) Hari Raya Haji or Pesta Kaamatan or Hari Gawai	1 day	East Malaysia - Sarawak	
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Return of Company Property	Upon cessation of the Employee's employment for any reason the Employee undertakes that he/ she will forthwith deliver to the Company equipment, vehicle, documents, records, papers, keys, cards, disks, reports, blueprints, database whether in hard copies, electronic form or devices and all other things and documents (including hard and soft copies thereof) in his possession belonging to or relating to the Company and all subsidiaries and associated companies within the Company.																				
Health and Welfare	You will be entitled to medical benefits and accidents / life insurance provided by the company's Insurance program (Plan 6). Please refer to Annexure Benefits plan for further details.																				
Fantree Sports and Recreational Club	You are automatically registered to the club upon commencement of your employment. The monthly subscription amounting to MYR 3.00 will be deducted from your salary every month.																				



Integral Part

In case of uncertainty, this addendum to the Employment Contract and attachments hereto signed by DKSH and the Employee take precedence.

You will be entitled to all the fringe benefits relating to leave, medical treatment, holidays, etc. as are at present accorded to an employee of this Company in your grade, subject to any change which may be introduced from time to time.

Joffor 21/6/23
Place, date



Suhaila Binti Mohd Hajali