

PRIVATE & CONFIDENTIAL

12 August 2026

NURUL IZZATI BINTI SAID
Blok E1-7, Desa Tun Hussein Onn,
Jalan Jelatek,
54200 Kuala Lumpur

Dear Puan Nurul Izzati,

RE: LETTER OF APPOINTMENT: STAFF NURSE (FIXED-TERM CONTRACT)

We are pleased to offer you employment with **IDOC Enterprise** (the "Company") as a **Staff Nurse** on a fixed-term contract basis. This appointment is subject to the terms and conditions set out below:

1.0 COMMENCEMENT AND DURATION

- 1.1 Your employment shall commence on **21st August 2026** and shall automatically expire without notice on **20th August 2028**, unless terminated earlier in accordance with the terms and conditions of this Letter.
- 1.2 You are appointed as a **Staff Nurse**, subject to your obtaining and maintaining a valid **Annual Practising Certificate (APC)** as required by the relevant regulatory authority.
- 1.3 Pending the issuance and submission of your valid APC to the Company, you shall be assigned to work as a Clinic Assistant. During this period, you may only perform non-invasive nursing-related duties for training purposes under the direct supervision of a registered Ophthalmologist and with the prior permission of the Company. You shall not independently perform any nursing duty, function or activity that requires a valid APC.
- 1.4 During the period in which you are assigned as a Clinic Assistant, your monthly basic salary shall be **RM3,000.00**.
- 1.5 Upon obtaining and submitting a valid APC to the Company, and following verification by the Company, you shall be permitted to assume the duties and responsibilities of a **Staff Nurse**. Your monthly basic salary shall accordingly be revised to **RM3,400.00**, effective from the date specified by the Company in writing.

- 1.6 You are required to obtain and submit a valid APC within **six (6) months** from the commencement date. If you fail to obtain the APC within this period, the Company reserves the right to terminate your employment in accordance with the terms of this Letter and applicable law.
- 1.7 There is no expectation or guarantee of renewal, extension, or permanent employment upon the expiry of this fixed-term contract.

2.0 PROBATIONARY PERIOD

- 2.1 You will serve a probationary period of six (6) months from the commencement date.
- 2.2 During the probationary period, you will be trained under supervision. Your performance, conduct, attendance, suitability for employment, progress during training and fulfilment of the APC requirement will be assessed by the Company.
- 2.3 Your continued employment under this contract is conditional upon your obtaining and submitting a valid APC within the stipulated six (6)-month period. If you fail to do so within this period, the Company reserves the right to terminate your employment in accordance with the terms of this Letter and applicable law.
- 2.4 The Company reserves the right to extend the probationary period or terminate your employment if your performance or conduct does not meet the required clinical and organizational standards.
- 2.5 Upon successful completion of the probationary period, fulfilment of the APC requirement, and satisfactory performance and conduct, your confirmation of employment as a **Staff Nurse** will be communicated to you in writing.

3.0 REMUNERATION AND BENEFITS

- 3.1 Your monthly basic salary shall be as specified under Clause 1.0 of this Letter of Appointment, subject to the terms and conditions stated therein.
- 3.2 Variable allowances ranging from RM400.00 to RM1000.00, based on your performance and capability, subject to business requirements and Management approval. Details of such allowances, where applicable, will be communicated separately and shall be governed by the Company's prevailing policies and practices.
- 3.3 Salary payments are subject to statutory contributions and deductions to relevant statutory bodies (EPF, SOCSO, EIS, and LHDN).

- 3.4 Any salary increments and/or bonuses during your service (if any) shall be entirely at the discretion of the Management and based on your performance.

4.0 WORKING HOURS

- 4.1 Please be informed that your standard working hours are as follows:

- a. Monday – Friday : 8.30 AM to 5.00 PM
- b. Saturday : 8:30 AM to 12:30 PM
- c. Sunday : Rest day
- d. Lunch Break : 1 hour

- 4.2 Due to the nature of clinical operations, you may be required to work reasonable overtime or handle emergencies outside standard work hours.

- 4.3 Any overtime work (if required) is subject to approval by the Director, and overtime payment shall be calculated in accordance with the provisions of the Employment Act 1955.

5.0 ROLES AND RESPONSIBILITIES

Your duties include all responsibilities reasonably associated with your role, together with any related tasks assigned by the Management.

6.0 STATUTORY LEAVES

6.1 Annual Leave

- a. You will be entitled to **ten (10) days** of paid annual leave per completed year of service, pro-rated for incomplete years.
- b. Leave applications must be submitted to the Director at least five (5) days in advance using the Company's Leave Application Form.
- c. Annual leave must be utilised within the same year and cannot be carried forward to the following year, except with prior written approval from the Director.

6.2 Sick Leave and Hospitalisation Leave

You are entitled to sick leave and hospitalisation leave, subject to medical certification by a registered medical practitioner.

a. Sick Leave

- | | |
|---|---------|
| i) Less than two (2) years: | 14 days |
| ii) Two (2) years or more but less than five (5) years: | 18 days |
| iii) Five (5) years or more: | 22 days |

b. Hospitalisation Leave

Sixty (60) days per year for hospital admission.

6.3 Public Holidays

You are entitled to paid gazetted public holidays as specified by the Company. If required to work on a public holiday, compensation or replacement leave will be provided in accordance with company policy.

7.0 PROFESSIONAL REGISTRATION AND COMPLIANCE

- a. It is a mandatory condition for you to perform the duties of a Staff Nurse that you hold and maintain a valid Annual Practising Certificate (APC) issued by the Malaysian Nursing Board (Lembaga Jururawat Malaysia). Pending the issuance of your APC, your duties shall remain restricted in accordance with Clause 1.3 of this Letter.
- b. You must immediately notify the Director in writing of any suspension, revocation or restriction placed upon your nursing registration or APC. Once obtained, failure to maintain a valid nursing registration and APC may result in disciplinary action, including termination of employment, subject to applicable law.

8.0 CESSATION AND RESIGNATION NOTICE

8.1 During Probation

Either party may terminate this agreement by giving **one (1) month's** written notice or payment of salary in lieu of notice.

8.2 After Confirmation

Either party may terminate this agreement before the expiry of the fixed term by giving **two (2) months'** written notice or payment of salary in lieu of notice.

8.3 Summary Dismissal

The Company reserves the right to terminate your employment without notice or indemnity in lieu of notice in the event of gross misconduct, negligence, breach of clinical safety protocols, or criminal offense, following a proper **Due Inquiry** procedure, if you: -

- a. Are absent from work for more than two (2) consecutive days without prior approval or notification to Management;
- b. Are found guilty of dishonesty, misconduct, or negligence in the performance of your duties;
- c. Commit a serious breach or continuous breach of any of your duties or obligations;
- d. Offer or accept any reward, bribe, or other gratification, whether in cash or in kind, in relation to the business dealings of the Company, its subsidiaries, or associated companies.

9.0 CONFIDENTIALITY AND DATA PROTECTION

- a. You shall maintain the absolute confidentiality of all patients' medical records, personal data, and proprietary clinical operations. You shall not disclose any patient or company information to unauthorized third parties, both during and after your employment, without the Company's prior consent.
- b. All documents and notes related to such information remain the property of the Company and must be returned upon cessation of your employment.
- c. You consent to the processing of your personal data by the Company for employment and regulatory compliance purposes in line with the Personal Data Protection Act 2010 (PDPA).

10.0 HUMAN RESOURCE HANDBOOK

In addition to the terms stated in this Letter of Offer, you shall also be bound by other employment terms and conditions contained in the existing Employee Handbook. The Company reserves the right to review and amend any terms and policies from time to time.

11.0 ACCEPTANCE OF OFFER

Should you agree to accept this offer outlined above, please indicate your acceptance by signing and returning the duplicate copy of this letter to the HR Department within three (3) days from the date of issuance.

Yours sincerely,
for IDOC Enterprise

DR. MUSHAWIAHTI MUSTAPHA
Director

ACKNOWLEDGEMENT AND ACCEPTANCE

I, ~~NURUL IZZATI BINTI SAID~~.....IC No. ~~930706-02-5156~~..... hereby acknowledge that I have read, understood, and fully accept the terms and conditions of employment as set out in this Letter of Appointment. I understand and accept that this is a fixed-term contract expiring on **20th August 2028**. I agree to commence work on ~~21 August 2026~~.....

Signature:

Date : 19 August 2026