

Elite Advance Services Sdn. Bhd. (202001038661(1394982-M))

NO.837, JALAN CERIA 42 BANDAR PUTRA KULAI 81000 JOHOR MALAYSIA

29 May 2024

Muhammad Khaidhir Haziq Bin Rosli

971010-23-5025

6, Jalan Pertanian 33, Taman Universiti 81300 Skudai Johor

Dear Khaidhir,

We are pleased to offer you the position of Customer Service Officer in
Elite Advance Services Sdn. Bhd. upon the following terms and conditions:

1. DATE OF COMMENCEMENT

You will be placed on a 6 months' term contract. Your employment will commence on
1 July 2024 and ends on 31 December 2025

2. PROBATION PERIOD

Your probation period will be 3 months from the date of commencement.

3. REPORTING LINE:

You will report to Supervisor.

4. WORKING LOCATION: Malaysia

5. WORKING HOURS:

You will be placed on a rotating shift and your work days will be on a 5 days work
week, capped at 45 hours per week.

Due to the nature of the job, however, you understand and accept that the above working
hours may not be applicable to you and that the actual working hours undertaken by
you are dependent on the clients with whom you are working, their schedule and the
project you are involved in.

6. RENUMERATION PACKAGE

Your starting remuneration package will be **RM 3,500** per month;

You will be entitled for the below allowances if you meet the criteria:

- Meal Allowance
- Shift Allowance (If applicable)
- KPI Allowance (If applicable)
- Transport Allowance (If applicable)

You will be eligible for an annual bonus variable from 0-12 months' salary and any
bonus or declarations of bonus shall be made at the sole and absolute discretion of the
Company. In determining the amount of bonus, the Company shall consider your work
performance, amongst other factors. To any employment within one year at Company,
the bonus will be adjusted by actual ratio of service time. The bonus will be paid upon
active employment.

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7. LONG TERM INCENTIVE

Not Applicable.

8. BENEFITS

Company will provide benefits like various allowances to all the employees. In addition, you will have:

- Commercial Medical Insurance
- Annual Medical Check
- Annual Leave: 15 days for P5 and above; 8 days for below P5 (first 2 years)

9. TERMINATION

9.1. Employees will be required to undergo a 6 months' training during the probationary period and in the event if the employee fails to successfully complete the training modules during the Probation Period, either party may terminate this employment contract (without cause) by giving **two (02) weeks'** written notice or paying **two (02) weeks'** salary in lieu of notice or vice versa.

9.2. After the expiry of the Probation Period, either party may terminate this employment contract (without cause) by giving **one (01) month's** written notice or paying **one (01) month's** salary in lieu of notice and vice versa.

9.3. You will be deemed to have committed an act of repudiation and/or wrongful termination on occurrence of any of the following events:

- 9.3.1. if you fail, refuse and/or neglect to perform any of your duties or obligations herein or become unable to do so for any reason whatsoever;
- 9.3.2. if you are persistently late for work;
- 9.3.3. if you are absent from work without reasonable cause;
- 9.3.4. if you are guilty of misconduct, insobriety, gross impropriety or criminal conduct, whether in the course of your working hours or otherwise;
- 9.3.5. if you use or exploit the Confidential / Proprietary Information not in our interests but for your personal gain and/or for the benefit of other people;
- 9.3.6. if you have been issued by the management with no fewer than three (3) verbal and/or written warnings for misconduct;
- 9.3.7. if you commit any act which, in our reasonable opinion, is likely to bring the company, or any of our officers or other employees, into disrepute.

We hereby reserve our right to accept your act of repudiation and/or wrongful termination in writing, in which case you shall cease working for us with immediate effect and pay in lieu of notice to us.

9.4. You shall be responsible for the safe custody of all work and other materials issued by us to you, e.g. polo t-shirt, company jacket. Upon the expiry or termination of this employment contract, you shall return all issued materials and company property (in good condition) to us. You shall be liable for any costs incurred by us in replacing lost items and/or repairing damaged items.

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- 9.5. The expiry or termination of this employment contract (for whatever reason) shall not terminate any provision which is expressly or by implication provided to come into or continue in force after such expiry or termination, and shall be without prejudice to the rights of either party against the other in respect of any antecedent breach of any of the terms and conditions herein.

This offer letter is contingent upon the following conditions:

1. All the information you provided must be true and accurate;
2. You must pass a pre-employment medical check prior to commencing work;
3. You must terminate any previous employment relationship and be under no other employment obligation;
4. Successful passing a background check and reference verification by the Company;
5. Your signing of acceptance of this letter of appointment within three working days upon receiving this offer letter;
6. Failure to complete any of the above mentioned conditions will render this offer null and void.

If you agree to accept this offer of employment, please sign and return this letter to us and we will send over the full Employment Agreement.

We look forward to working with you.

Yours faithfully,

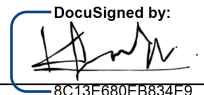
ELITE ADVANCE SERVICES SDN. BHD.

HR Department

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I hereby acknowledge the above and confirm my acceptance of the offer stipulated herein.

Accepted by:

DocuSigned by:

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Name Muhammad Khaidhir Haziq Bin Rosli