ZUSPRESSO (M) SDN BHD (1340330-X)
No. 7, Jalan Penyajak U1/45A,
Seksyen U1 Glenmarie,
40150 Shah Alam, Selangor, Malaysia.

PRIVATE & CONFIDENTIAL **Date: 9th September 2026**

INTAN MAISARAH BINTI TAFFUDIN (071101011998)

1716, JALAN PULAI JAYA 51
BANDAR PULAI JAYA SKUDAI
81300 JOHOR

Dear **Intan Maisarah Binti Taffudin**,

We are pleased to offer you employment as **Barista,** in our Company, ***ZUSPRESSO (M) SDN. BHD.*** *(Registration No. 201901031000 (1340330-X))* subject to the following terms and conditions:

1. Commencement and Validity of Employment

This Employment Agreement *(hereinafter referred to as "Agreement")* is subject to you being able to physically report for duty on **11th September 2026**, failing which this Agreement will lapse and become null and void. You shall report to the designated person as authorized by the Management.

2. Salary

You will be paid a basic salary of **RM1700.00** *(**Ringgit Malaysia: One Thousand Seven Hundred only**)* per month. Your basic salary thereafter may be revised at the sole discretion of the Company.

3. Place of Work

Your assigned place work shall be **ZUS COFFEE - Senai International Airport**
However, your place of work may be re-assigned by your Supervisor-In-Charge to suit the business and operational requirements. Such reassignment shall be communicated to you in writing.

4. Probationary Period

You will undergo a probationary period of three (3) months with effect from the date of employment. Your probationary period may be extended at the discretion of the Company. Upon your satisfactory completion of the probationary period or any extension thereof, you will be informed in writing on your confirmation in service. However, in the event you do not receive any letter of confirmation from the Company, you shall deem to remain on probation.

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5. Notice of Termination

During your probationary period or any extension thereof, either party may terminate this Agreement by giving two (2) weeks' notice in writing or by payment of two (2) weeks' salary in lieu of notice. Upon confirmation, either party may terminate this Agreement by giving one (1) month's notice in writing or by payment of one (1) month's salary in lieu thereof.

6. Working Hours

(a) 45 hours per week;

(b) spread across a 6-day workweek, including Sundays, eve of public holidays, and applicable public holidays as per your work week schedule;

(c) 1 hour lunch break, with not more than 5 consecutive hours prior to such lunch break. Only Muslim male employees are entitled to a 2-hour lunch break on Fridays from 12.30p.m. – 2.30p.m.; and

(d) 7.5 hours in a day.

The Company reserves the right to revise the working hours from time to time to suit its operational requirements and you shall conform to such revised working hours upon notification by the Company.

You may be required to work beyond your normal working hours to discharge your duties as directed by your Supervisor-In-Charge from time to time based on business and operational requirements of the Company.

7. Attendance

It is your responsibility to ensure that your attendance is clocked into the given Attendance System (***"Rymnet"***) of each Outlet. No clock-in or incorrect clock-in of your daily attendance may result in inaccurate calculation and computation of your wages of which the Company shall not be liable for any short payment to you.

(a) For payroll computation purposes, your attendance records shall be based on the captured timesheet in the Rymnet system.

(b) You are required to be present at least five (5) minutes before the commencement of your shift.

(c) The Company reserves the right to recover from your dues payable for any lateness captured in your timesheet.

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8. Statutory Contributions

Both you and the Company shall make the requisite contributions to the Employees Provident Fund and/or SOCSO or any other lawful deductions in accordance with the statutory requirements.

9. Income Tax

You shall be responsible for your own income tax and the Company will undertake automatic income tax deductions from your monthly salary as provided for in law where and when applicable.

10. Transfer

At the discretion of the Company, you are subject to transfer from one department to another or transfer from one location to another within the Company, or transfer from one company to another within the Zuspresso Group of Companies.

11. Annual Leave

You are eligible for paid annual leave per year, as follows:

Length of service	No. of working days per year
Less than 2 years	10
2 years or more but less than 5 years	12
More than 5 years	16

Your annual leave entitlement shall be calculated on a pro rata basis for any incomplete year of service.

You are eligible to apply for annual leave during the probation period based on your earned leave.

All annual leave applications must be submitted to your superior at least three (3) working days/ specially mandated by specific departments prior to the intended leave period. You may not proceed to take your annual leave without first obtaining prior written approval from the Company.

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12. Sick Leave

You are eligible for paid sick leave as certified by a company panel doctor or registered medical officer as follows:

Where hospitalization is not necessary:

Length of service	No. of working days per year
Less than 2 years	14
2 years or more but less than 5 years	18
5 years and above	22

Where hospitalization is necessary: Up to a total of 60 days in each calendar year.

An employee is required to notify their respective Supervisor-In-Charge immediately before commencement of such medical leave. All Medical Certificates must be submitted electronically through the HRMS within 48 hours of returning to work.

13. Medical Benefits

All employees are eligible for outpatient medical treatment provided by registered medical practitioners or government medical officers, upon confirmation of employment.

The limit for any medical treatment shall be capped at RM600 (Ringgit Malaysia: Six Hundred only) per annum. Any medical cost that exceeds the entitlement cap shall be borne by the employee.

Employees are also eligible for Dental/Optical benefits collectively up to a maximum of RM200 (Ringgit Malaysia: Two Hundred only) per annum, upon confirmation of employment, in accordance with the Company's benefits policy.

The Company is not liable to pay for any of the following:

(a) Maternity expenses, pre-natal or post-natal care, miscarriages & willful abortion;
(b) Expenses for treatment of psychiatric and mental cases;
(c) Artificial medical devices, prosthesis, etc;
(d) Routine or physical medical check up;
(e) Expenses for treatment of self-inflicted injuries or illness or diseases caused by misconduct;

(f) Expenses incurred in respect of illness, injuries or disablement arising from any proven fault, carelessness or indiscretion of the employee, participation in or attending any hazardous sports or activities, attempted suicide, performance of any unlawful acts, exposure to any unjustifiable hazards (except in endeavoring to save human life), unlawful use of drugs, excessive consumption of alcohol or disorderly conduct; or

(g) Expenses for treatment from bomoh, sinseh & other unregistered medical practitioners.

14. Medical and Physical Status

Although you are not required to undergo a pre-employment medical examination, you are required to declare your fitness and disclose any illness, medical or physical disability which you have suffered or which you are suffering which could affect your work performance. Should the Company discover that you have misrepresented or withheld such material facts regarding any illness, medical or physical disability, it shall be deemed to be sufficient cause for the Company to terminate your service without notice and without compensation.

15. Uniform Deposit

(a) As part of the requirement, you will need to provide a deposit of RM50 (Ringgit Malaysia: Fifty only). This deposit will be fully refunded to you upon the return of the Uniform in good condition, with the exception of fair wear and tear, within seven (7) days after your last day of employment with Zuspresso.

(b) The Company retains the right to forfeit the Uniform Deposit in cases of non-return or intentional damage caused to the Uniform.

(c) The Uniform Deposit is applicable only to operations' employees in Peninsular Malaysia and would apply to operations' employees that are transferred from East Malaysia to Peninsular Malaysia. For operations' employees that would be transferred from Peninsular Malaysia to East Malaysia, the deposit will be refunded.

16. Retirement Age

The retirement age for all employees is upon attaining the age of 60.

17. Duties & Responsibilities

As a condition of your employment, you shall devote the whole of your time, attention and skill to your duties and shall faithfully and diligently perform such duties and exercise such powers as may from time to time be assigned to or vested in you and you shall obey the reasonable and lawful directions of the Company.

You may be required in pursuance of your duties to perform services not only for Zuspresso Group of Companies but also for any of its subsidiaries and / or associate companies and to accept such offices in its subsidiaries and / or associate companies as the Company may from time to time require.

18. Restriction

Unless otherwise regulated by the Company, you are not permitted to directly or indirectly receive or obtain any discounts, rebates, or commissions related to the sale or purchase of goods and services on behalf of the Company, its subsidiaries, and/or associate companies. If you happen to receive any such discount, rebate, or commission, you are required to account for the amount received by returning it to the Company.

19. Activities Outside the Company

Except with the written permission of the Company, you may not

(a) take part directly or indirectly in the management or business activity of any company or companies, corporation or any other business activities whatsoever whether for gain or otherwise,

(b) have any interest either directly or indirectly or through nominees or trustees in any company, firm or business except in companies whose shares are quoted in the Stock Exchange(s).

20. General

This Agreement is also subject to the other terms and conditions as stated in the attached Supplementary Terms and Conditions of Employment Schedule. The said terms and conditions may be revised, amended or deleted as and when deemed necessary by the Management and any such change to the terms and conditions shall be applicable to all employees concerned.

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We welcome you to the Zuspresso Group and trust you will enjoy a mutually beneficial working relationship with us. Please indicate your acceptance to this Agreement by signing on the duplicate copy and returning the same to us.

Yours faithfully



_____

Khor Wei Teng
Manager, Talent Acquisition
ZUSPRESSO (M) SDN BHD

I, Intan maisarah binti taffudin (NRIC No. 071101-01-1998)
hereby accept this Agreement together with the terms and conditions stated herein.



.....
Signature

9/9/2026
Date

Supplementary Terms and Conditions of Employment Schedule

All employees of Zuspresso Group of Companies are expected to use this Terms and Conditions of Employment Schedule (*hereinafter known as the Schedule*) as a reference to be read together with and forming part of their individual Employment Agreement. Where there is any ambiguity or conflict difference in respect to the meaning or interpretations of any matter arising there from, the Chief Executive Officer and/or the Senior Management Committee shall be referred to for clarification and resolution, whose decision shall be final and binding.

1. **Commitment Post Signing Agreement**
   Upon signing this Agreement, you are contractually bound to join and serve the Company. Failure to report to work on or before the stated commencement date regardless with or without notification by you to the Company will constitute a breach of your undertaking. Such breach causes will subject the Company to damages and losses to find a suitable replacement whilst managing the operation without the role being filled. The Company reserves the right to recover one (1) month of stated salary as liquidated damages from you if this breach is committed.

2. **Exclusivity of Employment**
   You will not whilst employed by the Company or its assigns, affiliates or subsidiaries take on any other employment, freelance work or consultancy whether paid or voluntary without first obtaining prior written approval from the Company. You agree that from time to time, you will be required to work for other Group companies which shall mean any subsidiary, affiliate or associated company with **ZUSPRESSO (M) SDN BHD.**

3. **Provisions Surviving Termination**
   Clauses 4, 5 and 6 in this Schedule shall survive any termination of this Agreement with **ZUSPRESSO (M) SDN BHD** and/or its group of companies.

4. **Post-Employment Undertakings**
   Upon cessation of your employment, you agree that for a period of six (6) months thereafter you shall not, directly or indirectly, solicit or attempt to solicit any of the Company's employees or clients, nor engage in, participate in, or otherwise be involved with any business or activity that competes with the Company's businesses, subject to the terms and conditions stipulated in this Schedule.

5. Intellectual Property

All work produced by you during your employment shall belong to the Company. Such works shall be owned exclusively by the Company upon creation. The terms and conditions governing the right over such works are as stipulated in this Agreement and this Schedule.

6. Confidentiality

You shall not divulge or communicate to any person (other than those whose province it is to know the same or upon the instructions or with the approval of the Chief Executive Officer) any of the trade secrets or other confidential information of the Zuspresso Group which you may have received or obtained while in the service of the Zuspresso Group. This restriction shall continue to apply after the termination of this Agreement without limit in point of time but shall cease to apply to information or knowledge which may come into the public domain.

7. Compliance with Group Policies (if applicable)

(a) Upon commencement, you would agree to familiarize yourself and comply with the provisions stipulated in the **ZUS COFFEE Employee Handbook, relevant Operations Manual, and ZUS Anti-Bribery & Corruption Policy .** Failure to comply with the terms of these policies will result in you being liable to disciplinary action which may include dismissal as stipulated in **Clause 11** of the supplementary section. The Company reserves the rights to review the Policies from time-to-time.

(b) If you breach or circumvent the Policies in any manner, the Company may take disciplinary action against you and this may include a termination of this Agreement with the Company and lodgement of a report with Malaysia Anti-Corruption Commission.

(c) You undertake that you will obtain the approval from your Head of Department before you incur any entertainment, hospitality and/or make any contributions to and for any third parties whom the Company intends to have or have business dealings with.

(d) You also undertake that you will in good faith (not maliciously) report to ZUS Ethics Committee any proposed or actual acts of bribery, corruption and/or "duit kopi" by any other Personnels of the Company and vendors/suppliers/third parties who intends to have or have business dealings with the Company.

(e) You further undertake that all your business decisions and actions will be in the best interests of the Company and you must DECLARE your relationships and/or friendships with any Personnels of the Company, third parties, vendors and/or supplies PRIOR to any business dealings with them. In this regard, "related party transaction" shall be interpreted in the broadest manner and includes immediate family, relatives and friends.

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8. Bonuses and Salary Increment

The annual increment and bonus shall be granted at the sole discretion of the Company and should not be taken as a legal entitlement on the part of the employee.

It shall be based on the annual performance appraisal, as well as past performance of improvement, dependability, attitude, cooperation, disciplinary action taken, and adherence to all employment policies by the employee.

Achievement of targeted business performance & profitability is an important determinant to any bonus and/or salary increment exercise.

9. Post-Probation Termination Benefits

The Company has the right to terminate this Agreement at any time with sufficient notice and without a severance pay. Upon confirmation, the severance package shall be as follow:

Length of completed service	Number of days' wage entitlement for each year of employment
Less than 2 years	14
2 years or more but less than 5 years	18
5 years and above	22

10. Medical (Sick) Leave

(a) Any employee who is unable to produce a medical certificate from any medical practitioner within forty-eight (48) hours or upon returning to work, whichever is the earlier, shall be deemed to have absent himself / herself without prior approval and without reasonable excuse.

(b) In such a situation, the Company reserves the right to take the necessary disciplinary action against the employee and / or deduct the employee's salary accordingly.

(c) Medical leave shall not be granted to an employee who in the opinion of the Company approved doctors, suffers from any illness, disease or injury that is self-inflicted, or resulting from misconduct, attempted suicide, dangerous sports, the performance of unlawful acts, the use of drugs not prescribed by the Company approved doctors, any attempt at illegal abortion, excessive consumption of alcohol, exposure to any unjustifiable hazard except when endeavoring to save a human life, provoked assault or any breach of peace or disorderly conduct. As such, leave taken shall be deducted from the employee's annual leave entitlement and if that has been utilized, it shall be treated as unpaid leave.

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11. Code of Conduct

(a) The Company has the right to terminate this Agreement immediately without any compensation to you, if you:

(i) fail to faithfully and diligently perform such duties and such responsibilities as may from time to time to be assigned to you by the Company and at all time to endeavor to the utmost of your ability to promote and advance the interest of the Company; or

(ii) fail to obey and comply with all orders and direction given to you by the Company and faithfully observe all the rules, regulations, procedures, practices and arrangements of the Company for the time being in force; or

(iii) During the continuance of your employment, divulge directly or indirectly to any person or company, knowledge or information that you may acquire during the course or incidental to your employment by the company concerning the affairs or properties of the Company; or

(iv) Carry on private trade or business of your own by sharing with another person or person in any type of business unless with the express written approval from the Chief Executive Officer of the Company. As this Agreement is for a full time job requiring total and best effort as such, there should be no involvement in other business or part time work elsewhere; or

(v) Misbehave or misconduct yourself; or

(vi) You are prevented by illness, injury or otherwise from performing your duties for a period of ninety (90) consecutive days (barring any earned maternity leave) in a twelve (12) month period; or

(vii) In the Company management's reasonable opinion, you grossly or habitually neglect duties; or

(viii) In the Company management's reasonable opinion, you are found guilty of any serious misconduct (including criminal conviction) which could injure the reputation of the Company and, its clients; or

(ix) Providing any false or misleading information to the Company during or in connection with your employment; or

(x) You shall be deemed to have committed a breach of contract if you have been continuously absent from work for more than two (2) days without prior approval from the supervisor or without reasonable and acceptable excuse on being absent.

12. Liability

Any losses or damages caused by your misbehavior or misconduct which is not part of your job duty shall be your sole responsibility at any time. The Company shall not be liable for any fines or compensations where it is caused by personal negligence, whether if the penalty falls under the particular individual's name or the Company's.

13. Protection of Confidential Information

(a) You shall not (except in the proper performance of your duties hereunder) either during your employment or at any time after your employment has ended divulge to any person or otherwise make sure of and shall use your best endeavors to prevent the publication of disclosure of any trade secrets or confidential information.

(b) During your employment hereunder, you will not make any notes or memoranda relating to confidential information and/or any aspect of the business of the Company. All such notes and memoranda made by you will belong to the Com]pany. You, from time to time, be entrusted with confidential or proprietary information, trade secrets or intellectual property belonging to third parties ("Third Party Confidential Information"). You agree to be bound by any contractual undertakings or obligations which the Company imposes on its or their employees in respect of the Third Party Confidential Information. You will enter into any confidentiality undertaking that the Company may require you to enter into with any such third party.

(c) You will only access and use the Company's computer and electronic equipment for the purposes of your employment under this Agreement. Any laptop or computer or similar equipment provided or made available or accessible to you by the Company will be solely for the proper performance of your duties and shall not be used or misused for any other purpose.

(d) You shall not at any time (whether during or after the termination of this Agreement) erase, corrupt or otherwise interfere with any data, records, or confidential information held in whatever form, including electronic equipment, provided, available or accessible to you by the Company.

(e) Upon request at any time during your employment under this Agreement or after it ends, you will immediately disclose to the Company the relevant passwords to all current password protected documents created or used by you during the continuance of the employment in relation to the business and/or affairs of the Company.

(f) The restrictions in shall:

(i) Not apply to information which is in the public domain other than as a consequence of any breach of duty by you whether directly or indirectly or on your behalf; and

(ii) Not restricting you from making disclosures of Confidential information when required by law or a court order; and

(iii) Be in addition to and without prejudice to the duties and obligations implied into this Agreement by law.

14. Meal Benefits / Allowance

(a) You will be entitled for a meal allowance of up to RM65 *(Ringgit Malaysia: Sixty Five only)* per month on a monthly basis subject to the number of working days in a month as follows:

(i) RM0 if your working days are less than thirteen (13) days.

(ii) RM33 *(Ringgit Malaysia: Thirty Three only)* if your working days are more than thirteen (13) days but does not cover your full schedule for the month.

(iii) RM65 *(Ringgit Malaysia: Sixty Five only)* if your working days cover your full schedule for the month.

(b) You will be entitled for up to two (2) Fifty Percent (50%) discount vouchers for all handcrafted drinks in the ZUS application daily for the duration of your employment with the Company.

15. Work on Public Holidays

(a) If your salary remuneration is less than RM4,000 *(Ringgit Malaysia: Four Thousand only)*, and you work on the Company's gazetted public holidays, you will be paid double for that specific day, calculated based on your hourly rate of pay.

(b) For salary remuneration exceeding RM4,000 *(Ringgit Malaysia: Four Thousand only)*, employees will receive double pay for working on the Company's gazetted public holidays. The calculation will be based on the hourly rate of pay, capped at RM4,000 *(Ringgit Malaysia: Four Thousand only)*.

16. Overtime and Shift Work

(a) Outlets that have two (2) or three (3) shifts are required to work seven and a half (7.5) + one (1) hour, with one (1) off day per every six (6) days of work.

(b) Overtime is accrued upon exceeding the required working hours at a rate of 1.5x the hourly rate of the base salary.

(c) For salary remuneration above RM4,000 *(Ringgit Malaysia: Four Thousand only)*, overtime is accrued when exceeding the required working hours at a rate of 1.5x the hourly rate capped at RM4,000 *(Ringgit Malaysia: Four Thousand only)*.

(d) You are required to follow the outlet schedule as designated by the Person-in charge of your respective outlet.

17. Health Regulations / Typhoid Injection

(a) The Company shall reimburse you for the Typhoid injection up to RM70 *(Ringgit Malaysia: Seventy only)*. Reimbursement shall only be made after the Typhoid injection has been administered to you. The reimbursement will be included in your next payroll cycle.

(b) Official receipt and letter or card with the stated expiry date of the Typhoid injection must be attached with your reimbursement application to the Company. Incomplete supporting documents may result in non-approval of your reimbursement claim.

(c) The Company reserves the right to recover the Typhoid injection fees if you resign or are terminated within a year from the date of the said injection. Recovery shall be via deduction from your payroll and/or through any dues payable to you.