THE COFFEE BEAN & TEA LEAF (M) SDN BHD (199701026472(441970-H)
2 & 2A, Jalan Shamelin Niaga 2, Shamelin Heights Business Park
Taman Shamelin Perkasa, 56100 Kuala Lumpur
T: +603 9200 1833 F: +603 9200 1822
www.coffeebean.com.my

CBTL/HR-TA/LOA-BC (Naszratul_261006_KOM_092026)

21 September 2026

NASZRATUL AINA BINTI MOHD NABILAH (NRIC No: 060821-05-0094)
D-09-08 Kip Villa Indah Jalan Titiwangsa 1
Taman Tampoi Indah
81200 Johor Bahru
Johor.

Dear Naszratul,

APPOINTMENT AS BREW CREW

Further to your application, we are pleased to offer you an appointment in our Company with the following terms and conditions:

1. **Designation**
   Brew Crew

2. **Commencement**
   21 September 26. You will be required to undergo Training for period of maximum of 1 month from the commencement date.

3. **Responsibility**
   You will be reporting to the **General Manager of Operations** of the Company or any officers nominated by him/her.

4. **Medical Examination**
   Pre-employment medical examination (including chest x-ray) may be requested and to be conducted by the Company's panel doctor at the Company's expense.

   This offer of employment is subject to you being certified medically fit for employment.

5. **Salary**
   Your commencing basic will be **Ringgit Malaysia One Thousand Eight Hundred Only (RM 1,800.00)** per month and it will be credited into your bank. You are required to open a saving or current account with our preferred bank within 7 days of joining the Company.

   Salary shall be paid once a month at the absolute discretion of the Company, not later than the last working day between days 1st to 7th of the following month of each month.

   Your salary will then be reviewed annually based on your work performance. You will be placed under the Category of **Junior, Grade J1.**

Passion for Coffee
& Tea since 1963

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The Company and you will make the statutory **EPF, SOCSO** and **EIS** contributions in accordance with the provisions of the **EPF, SOCSO** and **EIS** laws and regulations and amendments thereto. The Company will deduct **INCOME TAX** of all Employees at source.

6. **Working Hours**

You are required to work for 45 hours per week. In addition, you are required to attend to the business of the Company as and when necessary.

The Company may also require you to work on such shift or split shift as deemed necessary whereupon you may be scheduled to work up to a maximum of 45 hours a week.

If you have been allocated for shift work, you shall be entitled to one (1) rest day per week to be determined in accordance with a duty roster to be duly drawn up and posted.

7. **Probation**

You will be under **Three (3) months'** probation which may be extended depending on your job performance during this probationary period until a written letter of confirmation has been issued by the Company. Thereafter, your performance will be assessed on an annual basis in accordance with the Company's normal annual performance appraisal. You will continue to remain under probation period by not more than three (3) months if your performance is unsatisfactory. Refusal to accept an extension by the employee will result in termination of employment.

However, should you fail the Training Certification, the Company reserves the right to terminate your employment contract as per the notice of termination during probationary period without waiting for the expiry of the probationary period.

8. **Working On the Rest Day & Public Holiday**

(Applicable for salary **below RM4,000.00** only)

Working Hours (exc. 1 hour rest)	Normal Working Day	Rest Day	Public Holiday
<4 hours	-	Half Day Salary	2 Days Salary
>4 hours	-	One Day Salary	2 Days Salary

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>7.5 hours	Total wages / 26 / 7.5 hours X 1.5 X total hours exceeded 7.5 hours	Total wages / 26 / 7.5 hours X 2 X total hours exceeded 7.5 hours	Total wages / 26 / 7.5 hours X 3 X total hours exceeded 7.5 hours

9. Notice of Termination

Probation	After Confirmation
Seven (7) day's written notice or Seven (7) day's salary in lieu thereof	One (1) month's written notice or One (1) month's salary in lieu thereof

Upon notice of termination of service, you will not be allowed to take leave or unutilized unconsumed leave to offset against the period of notice of termination unless otherwise agreed by the Company based on exigency of service.

Either during probation or upon confirmation, the Company may summarily terminate your employment without notice in case of dishonesty, willful or gross misconduct and violation of house rules, gross incompetence or persistence breach of any terms of employment.

10. Restriction

Upon notice of your termination/resignation, you are refrained from entering into any of The Coffee Bean & Tea Leaf outlets for a period of three (3) months with effect of the date of termination/resignation.

For six (6) months following the termination of your employment, you will not, without prior written consent directly or indirectly, for yourself and through, on behalf of or in conjunction with any person, partnership or company, own-maintain, engage in or acquire any financial or beneficial interest in or offer any service to or consult with any business which is in the nature of a specially coffee shop or bakery concept theme full-service restaurant with a bar which includes coffee or baked food as menu items located or is intended to be located in Singapore, Indonesia, Malaysia, Thailand, Hong Kong, Taiwan, China, Australia and New Zealand ('the Territories'). You acknowledge that this clause commands to a restraint of trade, which you accept to be reasonable in view of the special expertise you will acquire during the course of your employment with the Company. You further covenant and agree that if this clause is determined to be void or unenforceable in whole or in part, it shall not be deemed to affect or impair the validity of any other covenants or provision, each of which is hereby declared to be a separate and distinct covenant or provision.

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11. Annual Leave

You will be eligible to annual leave of **Ten (10)** working days per annum. With every increase of one (1) year's uninterrupted service, you will be given an additional one (1) day annual leave, up to a maximum of **Sixteen (16) days.**

All annual leave must be taken during the year of entitlement. Any balance of leave can be carried forward only to the following year only with approval from the Management. Such accrued leave not exhausted by the first quarter of the following's year will be deemed forfeited without compensation or enchased on a case-to-case basis at the discretion of Management.

All annual leave should be taken at times convenient to the Company to prevent disruption to the Company's business and its efficient operation.

All annual leave of less than five (5) days duration must be applied for at least one (1) week prior to date of commencement of leave. All leave of five (5) or more days' duration must be applied for at least two (2) weeks prior to commencement of leave.

12. Public Holiday

You will be entitled to twelve (12) days public holiday as per calendar gazette by the Company as follows: -

No.	Public Holiday	No.	Public Holiday
1	New Year	7	Hari Raya Puasa (2nd)
2	State Ruler Birthday / Federal Territory Day	8	National Day
3	Chinese New Year (1st)	9	Agong's Birthday
4	Chinese New Year (2nd)	10	Malaysia Day
5	Labour Day	11	Deepavali
6	Hari Raya Puasa (1st)	12	Christmas

13. Sick Leave

Sick leave shall only be granted on the recommendation of the registered medical practitioner appointed by the Company (hereinafter called the Company's Doctor)

a) Where no hospitalization necessary: -

SERVICE	ENTITLEMENT
Less than 2 years	14 days
More than 2 years or less equal to 5 years	18 days
More than 5 years	22 days

b) Sixty (60) days in aggregate in each year calendar year if hospitalization is necessary as certified by the registered medical practitioner or medical officer.
c) The Employee is entitled to a maximum of twenty-two (22) days of Sick leave based on years of service, and Hospitalization leave will be sixty (60) days in a calendar year.
d) Absence due to dental illness is considered sick leave. The Employee is required to provide a certificate from a registered dental surgeon stating that the Employee is unfit for work.

14. Maternity Leave

Every female Employee shall be entitled for maternity leave for a period not less than ninety-eight (98) consecutive days, after at least twenty-two (22) weeks of pregnancy in issue of a child or children, whether alive or dead.

A female Employee shall be entitled to maternity pay for the eligible period from her employer if:

a) She has been employed by the employer at any time during the four (4) months immediately before her confinement; and
b) She has been employed by the employer for a period in the aggregate to, not less than ninety (90) days during the nine months immediately before her confinement.
c) A female Employee shall not be entitled to maternity allowance if at the time of her confinement; she has five or more surviving children.
d) Maternity leave shall not commence earlier than a period of thirty (30) days immediately preceding the confinement of a female Employee or later than the day immediately following of Operation entitlement.

15. Paternity Leave

Every married male Employee, upon confirmation of service, shall be entitled for paternity leave for a period not less than seven (7) consecutive days, for five (5) confinements.

A male Employee shall be entitled to paternity pay for the eligible period from his employer if:

a) He has been employed by the employer for a period in the aggregate to, not less than twelve (12) months immediately before the commencement of such paternity leave.
b) He has notified his employer of the pregnancy of his spouse at least thirty (30) days from the expected birth or as early as possible after the birth.

16. Compassionate Leave

3 days	2 days
Immediate Family Members (spouse, children, parents, siblings and grandparents)	Family In-Laws (parent in-law and sibling in-law)

Leave shall be taken on consecutive days and commence from the first day of the demise.

17. Retirement Age

The Company may, after giving notice required by the law for the time being in force relating to the termination of contract of service, retire an employee on or after reaching the age of sixty (60) years.

Without prejudice to the foregoing, the Company reserves the right to amend, vary or add to your terms and conditions of service, which will be advised to you in writing.

18. Transferability/Mobility

The management reserves the discretion to transfer Employees; to other locations that need specific service and expertise to maintain a high degree of service and standards.

As an employee of the Company, you are liable to be transferred to any department, locations where the Company's businesses are being operated and any subsidiary of the Company. The transfer and movement of staff at CBTL are necessary to allow for growth of the Company and the development of the personnel. Any Employee who is refused to accept his transfer to any place of employment will be treating as self-termination. The Employee shall give the employer, notice of self-termination of service or by the payment of equivalent salary in lieu of notice.

19. Accommodation

The Employer shall provide accommodation to the employee with water and electricity supply and basic furniture according to Act 446 during the period of employment. The monthly utilities (water, electricity, and sewerage) charges shall be borne by the employee staying in the hostel and may file for a reimbursement of not more than RM150.00 per month per hostel.

The Employee shall be housed in suitable accommodation shared with a reasonable number of employees as per the Certificate of Accommodation approved by the Department of Labour, Ministry of Human Resources (MOHR) Malaysia.

The Employee is strictly not allowed to bring in friends, relatives, couples, or any unauthorized person to stay in the accommodation provided, as stated in the Hostel House Rules & Amenities.
Vandalising, destroying, or removing any hostel property is a serious offence. The Employee found guilty will be charged for the cost of repair or replacement of vandalized items.

The Employer, upon approval by the Director General of Labour of Malaysia, is allowed to impose a wage deduction of RM100.00 per month or any approved amount for the purpose of providing such accommodation, as stipulated under Section 24(4)(e) of the Employment Act 1955 of Malaysia.

20. Conflict of interest

You are to comply with all prevailing rules and regulations of the Company and those that may be issued from time to time. You shall not during your employment with the Company, embark, engage, or interact whether for reward or gratuitously in any activity which will interfere with the performance of your duty with the
Company or which would constitute a conflict of the Employee's interest with the business of the Company.

21. Training

You may be required to attend a maximum of four (4) weeks' training in Malaysia training centres. You may be required from time to time to attend further training in the future.
During your training you will:

a) Devote your whole time to the training and will to the best of ability apply yourself to the training to the satisfaction of the supervisors or instructors associated therewith.
b) Follow all the training sessions and sit and pass all tests or examinations prescribed and obtain certification or re-certification by International Coffee & Tea Inc. or its associated companies as a Certified Training Specialist.
c) Conduct yourself and behave in a proper and acceptable manner.

22. Misconduct

The Management reserves the right to terminate your employment if you engage in any form of misconduct, including but not limited to violations of Company policies. Employees on the worksite are subjected to a progressive discipline process for such violations.

You are liable to bear all the costs of the damages or losses of the Company's properties accordingly if you are found negligent or careless while performing your duty as assigned by your superior.

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23. Training Bond

In the event that you are sent for training in the United States, you will be bonded for a period of at least twenty-four (24) months from the date of acceptance of the offer and you shall be liable to pay an increased sum of Malaysian Ringgit Forty Thousand (RM 40,000.00) for the training cost incurred which will reduced proportionally as the number of completed months served bears to the BONDED PERIOD. For the avoidance of doubt, this does not affect the Company's right to terminate your employment in accordance with the stipulated notice period for cause.

In connection to the above, if you are selected for such training, you may be required to sign a training bond at the discretion of the company.

24. Termination Due to Illness

The Company may terminate your employment if you are certified by the Company's approved doctors as unfit for work or incapacitated for a period exceeding three (3) months.

25. Medical Scheme

You will entitle to medical benefits in accordance with Company's approved clinics and hospitals. Each medical consultation (inclusive of any medication and test conducted) shall not be pre-existing ailments. The benefits do not include obstetrics, general medicine test and cosmetic surgery. You are entitled to utilize our Medical Benefits only upon Confirmation of service.

26. Insurance

Group Personal Accident and Group Hospitalization Insurance
You will be provided with the above insurance as per terms and conditions applied in the policy upon confirmation of service.

27. Other Services

You shall also perform such other services as the Directors of the Company or other persons empowered by him for such purposes, shall direct.

28. Condition of Non-Disclosure

All knowledge and information which you may acquire from the Company, its employees, consultants, or agents, with respect to its inventions, designs, methods, systems, improvement, trade secrets, trademarks, and any other private or propriety matters, shall for all times and for all purposes be regarded as strictly confidential and shall be held in trust by you, and shall not be directly or indirectly disclosed by you to any person or entity without the written permission of the Company. You shall instruct each employee who is provided with such information that all such information is the property of the Company and is to be held in confidence by the employee.

You shall also keep confidential any information relating to the Training Programs, Training Aids and such related materials as may be furnished or made accessible to you in the course of your training or in the running of this contract. You shall not divulge such information and data to any third parties without prior written consent of The Coffee Bean and Tea Leaf.

The restriction shall continue to apply after the termination of the Contract without limit in point of time. It shall cease to apply to information or knowledge, which may properly come into the public domain through not faulty of the Employee subjected to this restriction.

You shall immediately, upon termination of employment, return and deliver to the Company all properties belonging to the Company or related to its business including, in particular, materials, memoranda, notes, photographs, records, files reports, and other documents, which may be in your possession.

28. Unilateral Variations

Without prejudice to the foregoing, the Company reserves the right to amend, vary or add to your terms and conditions of service, which will be advised to you in writing.

29. Supply of information

Your employment by this Company will be conditional on the correctness of the information supplied to us in the course of your application.

You shall be liable for instant dismissal in the event the Company discovers any falsification and misrepresentation of facts.

Should you find the above terms and conditions acceptable, please duly sign and return the duplicate copy of this letter as confirmation of your acceptance of our offer within 7days.

We are pleased to have you as a member of our staff and we look forward to your working at The Coffee Bean and Tea Leaf.

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Yours faithfully,

The Coffee Bean & Tea Leaf (M) Sdn. Bhd.

Zahanim Binti Abdul Muttalib
Senior Director of Human Resources & Development

I, NASZRATUL AINA BINTI MOHD NABILAH (NRIC No: 060821-05-0094), having read and understood the terms and conditions in this letter of offer, hereby accept the appointment on these terms and conditions, and confirm that I shall commence work as scheduled.

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Signature Date