



9 March 2022

Ms Lee Lynn, Chanel
No. 252, No. Jalan Saujana Sutera 8/1,
Serena, Seremban 2 Height, Seremban,
Negeri Sembilan.

Dear Ms Lee

LETTER OF ENGAGEMENT AS EXTRA MUSICIAN

This letter is to confirm your services as Extra Musician (Tutti Violin) with the Malaysian Philharmonic Orchestra (MPO) for the following weeks:

MPO Week 12 (21 – 27 March 2022) - The first rehearsal is on Thursday, 24 March 2022.

MPO Week 13 (28 March – 3 April 2022) - The last concert is on Friday, 1 April 2022.

The Engagement is subject to the following terms and conditions:

1. You will receive a nett sum of **Malaysian Ringgit ("MYR") Six Thousand only (MYR 6,000.00)** as fee ("Fee"), reflecting Thirty Three (33) rehearsal hours and Four (4) concerts, subject to your being present at all rehearsals and concerts as required in the schedule.
2. All fees are gross amounts and may be subject to taxation by the Malaysian Government. You are responsible for paying any such taxes. All payment to you will be made in Malaysian Ringgit in the following time and manner:

2 April 2022: MYR 3,000.00 / 9 April 2022: MYR 3,000.00

3. You will be provided with accommodation for **a period not exceeding Ten (10) nights, inclusive of any early check-in or late check-out charges** in the hotel selected by MPO. Any other extra and incidental costs incurred by you in connection with your stay in the hotel shall be borne by you solely.
Week 12-13 (23 March – 2 April 2022): 10 nights

Initials: _____

5. All other costs and expenses, including but not limited to medical and medical insurance, shall be your own responsibility and shall be borne by you solely.

6. Concert attire:
All concerts - Long black dress or long black skirt and long-sleeved black blouse or black trouser suit, black stockings and black shoes.

Sandals, flip-flops or open-toed shoes are not allowed.

7. **Notwithstanding all the above, any week in this arrangement may be terminated by either Party for any reason whatsoever by giving the other Party a minimum of TWO (2) weeks written notice before the start of that week.**

8. Other terms and conditions of the Engagement are as provided under the General Terms and Conditions as per **Appendix 1** hereto.

Kindly indicate your acceptance of the terms and conditions abovementioned and as stated in **Appendix 1** hereto by executing the Memorandum of Acceptance below and return to us the duplicate for our retention within fourteen (14) days from the date hereof.

Yours faithfully,
For and on behalf of
MALAYSIAN PHILHARMONIC ORCHESTRA




FADILAH KAMAL FRANCIS
Head (Orchestra Management), MPO

MEMORANDUM OF ACCEPTANCE

(To the Letter of Engagement as Extra Musician Dated 9 March 2022)

I, Lee Lynn, Chanel, a Malaysian citizen and having Malaysia I/C No. 990429-04-5224, hereby acknowledged receipt of this Letter of Engagement and **Appendix 1** hereto and accepted the terms and conditions contained in this Letter of Engagement and **Appendix 1** hereto.

Signature:  _____

Date: **9th March 2022** _____

Initials:  / _____