



**PUBLIC BANK**  
**大众银行**

2 August 2023

**STRICTLY PRIVATE AND CONFIDENTIAL**

En. Arif bin Suhaimi  
No. 23 Jalan PI 21/6  
Taman Pulai Indah  
81110 Johor Bahru  
Johor

Dear En. Arif

**Offer of Employment : Trainee Systems Support Analyst, Database, Mainframe & Database, Data Centre Management, Information Technology Division**

Further to your recent interview, we are pleased to offer you employment with Public Bank Bhd. ("Bank") subject to the following terms and conditions:

**1) Date of Commencement**

Your date of commencement of employment with the Bank shall be on 14 August 2023.

**2) Position/Reporting Line/Place of Work**

- 2.1 You will be employed as Trainee Systems Support Analyst/Grade A2 or in such other capacity as the Bank may, from time to time, direct. By virtue of your position as Trainee Systems Support Analyst, you are deemed to be an Officer of the Bank.
- 2.2 You are required to report to the Deputy Director of Data Centre Management, Mr Lai Foot Kim or to such other authorised officer(s), which the Bank may direct from time to time.

Cont...2/-

  
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This is a digitally signed document generated by Public Bank Berhad.  
The authenticity of this document and signature can be verified with Public Bank Berhad.

**PUBLIC BANK BERHAD** (6463-H)

Head Office : Menara Public Bank, 146 Jalan Ampang, 50450 Kuala Lumpur. Peti Surat 12542, 50947 Kuala Lumpur, Malaysia  
Telephone: 03-21766000, 21766666, 21638888, 21638899 Facsimile: 03-21639917  
Swift: PBBEMYKL Cable: "PBBKLCITY" Kuala Lumpur Website: www.publicbankgroup.com



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- 2.3 Your primary place of work is at Information Technology Division unless otherwise instructed by the Bank. However, you may be re-assigned to work at such other place that may be determined by the Bank from time to time.

3) **Remuneration**

Your Basic Salary shall be RM4,000-00 per month subject to deductions in accordance with prevailing statutory requirements. You will be placed on salary Grade A2.

4) **Information Received on your Personal Data and from your Previous/ Current Employer**

The Bank reserves the right to rescind this offer of employment or terminate your employment if:

- (a) any personal data or information provided by you is found to be incorrect, false, misleading or is unfavourable and does not meet the Bank's criteria;
- (b) the background check or verification by the Bank as authorised by you with any persons, including but not limited to any bodies, associations and/or credit agencies reveals information which is unfavourable and does not meet the Bank's criteria.
- (c) the employment screening with your previous/current employer (if any) or background check process reveals that you have misrepresented and/or fail to disclose the information required in your employment application and/or there are grounds to doubt your personal integrity, probity or suitability for employment or continued employment.

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**5) Probationary Period**

- 5.1 You shall be on probation for a period of six (6) months from the date of commencement of your employment with the Bank.
- 5.2 Within the first three (3) months of your probationary period you are required to complete a one (1) day training programme on “An Introduction to Ethics in Banking”. Upon successful completion of the said training programme you are required to enrol as an “Affiliate” member of the Asian Institute of Chartered Bankers, and the membership fee for the first year will be sponsored by the Bank.
- 5.3 During your probationary period, the Bank will assess your work performance and your confirmation in service is dependent on the Bank’s satisfaction as to your suitability. In the event you consistently fail to meet the Bank’s satisfaction as to your suitability, the Bank reserves the right to terminate your services in accordance with Clause 5.4 herein.
- 5.4 During or at the end of your probationary period, your employment may be terminated by either party giving the other party 24 hours’ notice of termination in writing or paying 24 hours’ salary in lieu of notice thereof.
- 5.5 Upon successful completion of the probationary period, you will be given written confirmation of service. In the absence of any written confirmation of service, you shall continue to remain on probation.
- 5.6 Your confirmation in service is also subject to you being conferred the Bachelor of Computer Science (Computer Networks and Security) and us obtaining a copy of your Degree certificate and transcripts sighted against the original.

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**6) Training Period**

You will undergo a training period which is normally one year. Your performance as a trainee and confirmation as a full-fledged officer will be dependent on your performance which will be reviewed at the end of your one year training period. Should your performance be below the expectation of the Bank, you will not be confirmed as a full-fledged officer but will continue as a trainee for a further 3 months after which a performance review will be done to assess your suitability for consideration as a full-fledged officer.

You will be allowed one final extension of 3 more months as a Trainee Systems Support Analyst if you are still not ready to assume the position of a full-fledged officer. At the end of the 18 months period, if your performance is still below the Bank's expectations for confirmation as a full-fledged officer, the Bank will deem that you are not suitable/competent to assume the position of a full-fledged officer and will terminate your service without having to give you notice or pay salary in lieu.

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**7) Termination**

- 7.1 Subject to Clause 7.2 herein, upon confirmation, either party may terminate this contract by giving to the other 1 month's written notice of termination or by paying salary in lieu of 1 month's notice of termination. During the notice of termination or any part thereof, the Bank may at its sole and absolute discretion, waive the notice of termination or the balance of such notice without any payment of salary in lieu of notice of termination or the balance of such notice.
- 7.2 The Bank reserves the right to terminate your employment without having to give you notice nor pay you salary in lieu of notice if such termination is taken on disciplinary grounds or under circumstances pertaining to unauthorised disclosure of customer information, fraud, forgery, dishonesty, poor performance or if you are found to have committed an act which is inconsistent with the express and/or implied term of employment with the Bank.
- 7.3 Further to Clause 7.2, the Bank reserves its legal rights to make the relevant reports to the proper authorities and/or to take whatever necessary legal action against you to recover any loss or damages suffered by the Bank as a result of your acts and/or omissions during your tenure of employment with the Bank. Such rights also apply after the cessation of your employment with the Bank.

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**8) Transferability and Change in Position**

The Bank may at its sole and absolute discretion assign or re-designate you to a different position, grade or level within the section, department, division or branch of the Bank or transfer and/or second you to any of its subsidiary or associate or affiliated company or any other company where the Bank has an interest, in any location in Malaysia or overseas, or any subsidiary or associate company or any other company which may be set up or formed in the future. In the event of any assignment, transfer or secondment, as aforesaid, your terms and conditions of employment, benefits and designation shall follow that of the company to which you are assigned, transferred or seconded to, unless otherwise advised in writing.

This offer of employment is also subject to the other terms and conditions which is attached together with this letter.

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You are required to report for duty to the General Manager of Information Technology Division, Ms Fam Yoke Fong at 1st Floor, ITD Block, No. 1, Jalan Air Hitam, Kawasan Institusi Bandar Baru Bangi, 43000 Kajang, Selangor Darul Ehsan at 8.45 am on 14 August 2023.

Yours truly  
for PUBLIC BANK BERHAD

A handwritten signature in black ink, appearing to be 'Jason Lee'.

Jason Lee (Ms)  
Senior Executive  
Acquisition & Placement  
Human Capital Management

LCK/csc

cc     General Manager  
         Information Technology Division

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