



**PETRONAS**

Our reference: OL/02150751/0607-2024

**PRIVATE & CONFIDENTIAL**

24 January 2024

**Faidhi Hakim Bin Mohd Nordin**

Lot 1556

Jalan Sek Men Dewan Beta

15100, Kota Bharu

Kelantan

Malaysia

Dear Sir,

**POSITION : EXECUTIVE (SUPPLY & OPS - CLEAN PRODUCT)**

We are pleased to offer you an employment with Petroliam Nasional Berhad (PETRONAS) ("Company") subject to the following terms and conditions:

1. You will be seconded to **PETCO Trading Labuan Company Ltd** to the above position at **Ecosystem, Wilayah Persekutuan Kuala Lumpur, Malaysia**.
2. Your basic salary is Ringgit Malaysia: **Five Thousand (RM 5,000.00)** only per month at the salary grade of **P1**.
3. Your employment shall commence on **01 April 2024** or any other date as advised by the Company ("Commencement Date") subject to your fulfilling all the pre-conditions as stipulated in Clause 4 herein.
4. As a pre-condition to this offer of employment, you shall fulfill all the following before the Commencement Date:
  - (a) where applicable, to obtain the necessary employment pass as required by Malaysian Governmental Authorities. The Company may provide reasonable assistance in obtaining such pass and will bear the expenses for such purpose.
  - (b) to undergo Pre-employment Health Assessment (Health Declaration, Medical Questionnaire, Medical Examination, relevant Lab & Clinical Test) with PETRONAS' Approved Medical Examiner or Medical Examiner approved by Country of Operation and be certified by the Company as fit for the purpose of employment. You are required to bring along the enclosed document(s) for the purpose of the health assessment.

In relation to your health assessment, you shall provide consent to the processing and storage of your health assessment data and result by signing the Declaration & Consent Statement in health assessment form.

**PETROLIAM NASIONAL BERHAD (PETRONAS)** (20076-K)

Tower 1, PETRONAS Twin Towers, Kuala Lumpur City Centre, 50088 Kuala Lumpur, Malaysia

T: +(603) 2051 5000 F: +(603) 2026 5050

**[www.petronas.com](http://www.petronas.com)**

You are hereby being notified that the Company may process and store the data and result relating to your health assessment for the purpose of recruitment process.

- (c) to obtain and provide the Company with a release letter from the relevant party before accepting this employment offer, should you contractually bound to serve in the employment of any organisation.

If for any reason whatsoever, you are unable to fulfill any of the aforesaid pre-conditions before the Commencement Date and/or withhold your consent to the processing of your health assessment result, this offer shall automatically lapse without the need for the Company to provide you with any notice thereof.

You are hereby advised not to resign from your current employment prior to fulfilling the aforementioned pre-conditions. The Company shall not be liable for any losses or claims arising from your resignation. However, should you accept this offer, you shall ensure that you are no longer in the employment with your current employer or any other organisation on the Commencement Date. Kindly furnish the Company with a copy of your resignation letter and/or confirmation letter of your resignation from your current employer, prior to the Commencement Date.

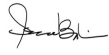
If you are a sponsored student of PETRONAS, this offer shall not affect any of your obligations under the sponsorship agreement entered into between your goodself, your guarantors and PETRONAS.

5. This offer of employment is made based on your representation that all the particulars and information given to the Company in the Application Form are true and correct. Any false particulars and information given will make this offer void and the Company shall have the absolute right to terminate your contract of employment forthwith and you shall have no further recourse to the Company.
6. Subject to Clause (3) above, you shall be required to report for duty to your Reporting Manager on the Commencement Date at **9:00AM**. Please refer to the Company onboarding Joining Instructions which will be accessible to you prior to your commencement date. Any further instructions with regards to your duties will be communicated to you by your Reporting Manager.
7. You shall be on probation for a cumulative period of six (6) months from the Commencement Date during which your overall performance will be subjected to appraisal. At the end of the probation:
  - (a) if the Company finds that your overall performance meets the Company's requirements, the Company may confirm you in your position.
  - (b) if the Company finds that your overall performance does not meet the Company's requirements, the Company at its discretion may extend your probation for a further period of three (3) months. Upon the expiry of the extended probationary period:
    - i. If the Company finds that your overall performance meets the Company requirements, Company may confirm you in your position.
    - ii. If the Company finds that your overall performance does not meet the Company requirements, Company may terminate your employment.
8. In the event you wish to resign from your employment with the Company:
  - (a) during the probationary period or extended probationary period, you shall provide the Company with a twenty four (24) hours' prior written notice; or

- (b) after you have been confirmed in your position, you shall provide the Company with no less than a three (3) months' prior written notice or alternatively pay the Company an amount equivalent to three (3) months' basic salary in lieu of notice.
- 9. In the event the Company wishes to terminate your employment:
  - (a) during the probationary period or extended probationary period, the Company shall provide you with a twenty four (24) hours' prior written notice; or
  - (b) after you have been confirmed in your position, the Company shall provide you with no less than a three (3) months' prior written notice or alternatively pay you an amount equivalent to three (3) months' basic salary in lieu of notice.
- 10. In the event of non-confirmation of your probation or extended probation, resignation or termination of your employment, if you are a sponsored student of PETRONAS, you shall still be subjected to the terms and conditions of the sponsorship agreement entered into between your goodself, your guarantors and PETRONAS.
- 11. Notwithstanding the terms and conditions contained in this letter of offer, you shall also be subjected to the following:
  - (a) PETRONAS Executive Handbook;
  - (b) PETRONAS Code of Conduct and Business Ethics which is accessible at PETRONAS corporate website at <https://www.petronas.com/sustainability/governance-and-ethics>; and
  - (c) The Company's circulars, directives, policies, processes, procedures, guidelines, internal rules and regulations as updated, amended and enforced by the Company from time to time during your employment.
- 12. The Company shall have the prerogative to transfer, second or assign you to any position, at any location where the Company and its Group of Companies' businesses are being operated including at any existing and future subsidiaries, joint ventures, affiliate companies, associate companies, third party companies or any other location based on business requirements from time to time. Such transfer, secondment or assignment shall be subject to further terms and conditions as determined by the Company.
- 13. This offer and your employment with the Company shall be governed by Malaysian laws.
- 14. Should you require further information regarding this letter of offer or your employment terms and conditions, please contact **Encik Norzaiful Amirul Norhesam** at **60-3-27836226** or **[norzaiful.amirul@petronas.com](mailto:norzaiful.amirul@petronas.com)**.
- 15. Kindly signify your acceptance or rejection of this employment offer within five (5) working days, failing which the offer is deemed to have lapsed.

Thank you.

Yours faithfully,  
for and on behalf of **PETROLIAM NASIONAL BERHAD (PETRONAS)**

A handwritten signature in black ink, appearing to read 'Shamsul Bahari Salleh'.

**Shamsul Bahari Salleh**  
**Chief Executive Officer**  
**CEO's Office**

**NOTICE OF ACCEPTANCE/REJECTION**

I have read and understood the contents of the above letter of offer dated ("Letter of Offer") and hereby confirm my **acceptance/rejection**\* of the offer based on the terms and conditions as stated in this Letter of Offer.

SIGNATURE : \_\_\_\_\_

NAME : \_\_\_\_\_

NRIC NO. : \_\_\_\_\_

DATE : \_\_\_\_\_

*\*Strike off whichever is not applicable*