



7th Apr 2023

Mr. Chiew Hao Er (NRIC.: 030418-08-0181)  
No 244, Persiaran Lintang Makmur,  
31100 Sungai Siput (U),  
Perak. Malaysia.

Dear Mr. Chiew

## **APPOINTMENT TO THE POSITION OF INTERNSHIP WEB DEVELOPER**

We are pleased to offer you the above-mentioned position with the Company with effect from 1<sup>st</sup> June 2023 until 30<sup>th</sup> September 2023

The terms and conditions of your employment are as follows:

**Remuneration:** Allowance RM700.00 per month

**Working Hours:** Monday to Friday : 9.30am to 6.30pm  
Lunch Breaks : 1.00 pm to 2.00pm (Monday to Friday)  
Public Holidays: At the present point of time, Softios Solution Sdn Bhd. observes a total of 14 Public Holidays per year as gazette by the federal and State Governments.  
(\*\*Subject to Change)

**Annual Leave:** Your leave entitlement will be 12 days per year of service. The annual leave may be taken on pro-rated basis after 1 month of service.

**Paid Sick Leave:** Your number of paid sick leave entitlement is 14 days as accorded by the Employment Act 1955 currently in force.

Where hospitalization is necessary, the total numbers of paid sick leave (both hospitalization and outpatient), irrespective of the number of years of service shall be 60 days in the aggregate.

**Medical Benefits:** Whilst in the employment of Softios Solution Sdn Bhd, the company will provide you with subsidized outpatient medical treatment at our selected panel doctors that have been appointed for you.



- Termination Period:** One (1) weeks' notice or One (1) week's salary in lieu of notice will be applicable to either party.
- Retirement:** All employees shall retire on the day that they attain the age of 55 years. In the absence of a specific date (besides the year of birth) in the employee's NRIC, December 31st shall be the date of retirement.
- Conflict of Interest:** You shall not conduct any business other than the Company business during office hours and shall not be involved in any business activities outside the Company that will affect your work performance.
- Confidentiality:** You shall maintain strict secrecy of the Company's business or any other businesses of the Group which may come to your knowledge and you shall neither disclose any confidential and proprietary information nor make any statement, public or otherwise, to anyone other than the company or its authorized officers concerning confidential matters pertaining to the business of the Group.

## NON COMPETITION

While engaged by Softios Solution Sdn Bhd, you will not be similarly engaged or offer yourself for engagement by any other party in relation to the scope and objective of this engagement.

Furthermore you will not directly or indirectly (i) own, (ii) manage, (iii) operate, (iv) render services to, (v) become interested in or associated with, (vi) join in, (vii) control, (viii) participate in or otherwise carry on any business that will be or is likely to be in conflict with Softios Solution Sdn Bhd's interests, without the prior written approval of the Softios Solution Sdn Bhd.

## CONFIDENTIAL & NON DISCLOSURE OF SOFTIOS SOLUTION SDN BHD CONFIDENTIAL INFORMATION

The confidential nature of the company's operation is such that you will maintain all information acquired in and/or by virtue of the performance of your duties under this appointment as confidential. You will also agree that under no circumstance shall any information so acquired, that are not available in the public domain, be disclosed to any 3rd party in any manner whatsoever and whenever, without the prior written approval of Softios Solution Sdn Bhd.

## NON COMPETITION & NON DISCLOSURE OF CONFIDENTIAL AGREEMENT

For both items on Non-Competition and Non-Disclosure of Confidential Information, you will agree to be bound by an Agreement for Non-Competition and Non-Disclosure of Confidential Information that is to be signed and agreed by yourself and the company, in due course.



## INTELLECTUAL PROPERTY PROVISIONS

- a) You will not, without authorization of the company use any proprietary information of others, including any of your prior employers, in your work for the company.
- b) You will use or disclose the technical or business information of the company only in the course of your work and only for the benefit of the Softios Solution Sdn Bhd. Upon termination of employment contract, you will deliver or leave all documents, computer files and/or any other materials containing such information with the company.
- c) You agree that all trade secrets, inventions, works of authorship and all other information created or conceived by you during your term of employment in Softios Solution Sdn Bhd.

As an employee, you are to faithfully, diligently, and effectively attend to the business of the Company to the best of your skills and ability. You are also required to observe and execute all instructions, rules and regulations that govern your service in our organization, and to adhere to all new and amended rules that are revised and given to you from time to time. The Management reserves the right to change the above terms and conditions as it deems fit and any decision taken shall be final and conclusive.

If you are in agreement with the above terms and conditions of employment, please indicate your acceptance of the above offer of employment by signing and returning the duplicate of this letter.

Yours faithfully,

for **SOFTIOS SOLUTION SDN BHD**

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Elven Lee (Director)

## Acceptance of Employment

I, Chiew Hao Er (I.C. No.030418-08-0181 ), do hereby agree & accept the offer of employment as per terms of conditions stated above.

Che  
\_\_\_\_\_  
Signature

7/4/2023  
\_\_\_\_\_  
Date