

**TIMETEC CLOUD SDN BHD (832542-W)**

Level 18, Tower 5 @ PFCC, Jalan Puteri 1/2,  
Bandar Puteri, 47100 Puchong, Selangor, Malaysia  
Tel: +6(03)8070 9933 Fax: +6(03)8070 9988  
Email: info@timeteccloud.com Website: www.timeteccloud.com

**TETSING ZI LIH SDN BHD**

15, TAMAN BUNGA TANJUNG, SUNGAI RUAN  
-  
27500 JOHOR

Ref No: TTC/MT/250038  
Date: 26 Sep 2025  
Prepared By: Mr Manager  
Email: manager1@timeteccloud.com  
H/P No: 60112234444

**Attention:** NG ZI LIH  
**Tel:** 60111111112  
**Email:** zilih.ng@timeteccloud.com

Item	Description	Qty	Unit Price (MYR)	Sub Total (MYR)	SST 8% (MYR)	Total Price (MYR)
1	<b>TIMETEC HR - OPERATIONAL MODULES</b> DAY 1, 0900 – 1700 <b>TIMETEC - HR (ATTENDANCE)</b> TOPIC 1: INTRODUCTION TOPIC 2: MANAGE USER & ADMINS TOPIC 3: MANAGE SCHEDULE & ROSTER TOPIC 4: MANAGE DEVICE & MOBILE CLOCKING TOPIC 5: ATTENDANCE SHEET TOPIC 6: ATTENDANCE REPORT & EXPORT DATA TOPIC 7: MOBILE APPS	34	13.00	442.00	35.36	477.36
2	<b>TIMETEC HR - OPERATIONAL MODULES</b> DAY 2, 0900 – 1700 <b>TIMETEC - HR (LEAVE)</b> TOPIC 1: INTRODUCTION TOPIC 2: MANAGE USER & ADMINS TOPIC 3: LEAVE SETTINGS TOPIC 4: REPLACEMENT CREDIT TOPIC 5: ANALYSIS TOPIC 6: LEAVE REPORT & EXPORT DATA TOPIC 7: MOBILE APPS  <b>TIMETEC - HR (CLAIM)</b> TOPIC 1: INTRODUCTION TOPIC 2: MANAGE USER & ADMINS TOPIC 3: CLAIM SETTINGS TOPIC 4: CLAIM REPORT TOPIC 5: MOBILE APPS	34	13.00	442.00	35.36	477.36

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Item	Description	Qty	Unit Price (MYR)	Sub Total (MYR)	SST 8% (MYR)	Total Price (MYR)
3	<b>TIMETEC HR - OPERATIONAL MODULES</b> DAY 3, 0900 – 1700 <b>TIMETEC - HR (PAYROLL)</b> TOPIC 1: INTRODUCTION TOPIC 2: PAYROLL DASHBOARD OVERVIEW TOPIC 3: EMPLOYEE TOPIC 4: INACTIVE EMPLOYEE TOPIC 5: PAYROLL PROCESSING TOPIC 6: GENERAL SETTING TOPIC 7: SALARY ADJUSTMENT TOPIC 8: GROUP EDITING TOPIC 9: DOCUMENT UPLOAD TOPIC 10: ADMIN/USER PROFILE	34	13.00	442.00	35.36	477.36
				Sub Total(MYR)		1,326.00
				SST 8%		106.08
				<b>Total(MYR)</b>		<b>1,432.08</b>

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Email: manager1@timeteccloud.com

H/P No: 60112234444

**Attention:** NG ZI LIH**Tel:** 601111111112**Email:** zilih.ng@timeteccloud.com**Terms & Conditions****1. Introduction**

These Terms & Conditions ("Terms") outline the process and requirements for client ("Employer") to claim financial assistance from HRD Corp for participating in training sessions offered by TimeTec ("Provider"). By enrolling in TimeTec's HRD Corp claimable training, Employers agree to these Terms.

**2. Eligibility**

- a. To be eligible for claiming financial assistance, Employers must be registered and in good standing with HRD Corp.
- b. TimeTec will clearly identify training sessions eligible for HRD Corp claims.

**3. Application and Claim Process**

- a. Employers are responsible for submitting their HRD Corp claim application according to HRD Corp's guidelines and timelines.
- b. TimeTec will provide necessary documentation for the training session, including attendance records, training materials, and invoices.

**4. Payment and Financial Terms**

- a. Employers are responsible for upfront payment of the full training fee to TimeTec Cloud Sdn Bhd. Payment details are as follows:  
Account Name: TimeTec Cloud Sdn Bhd  
Account No: 3176526836  
Bank: Public Bank Berhad  
Bank Swift Code: PBBEMYKL
- b. Employers must claim HRD Corp financial assistance directly. TimeTec will assist with preparing the claim but is not responsible for approval or rejection.

**5. Employer Responsibilities**

- a. Employers are responsible for ensuring their employees attend training sessions as scheduled.
- b. Employers agree to comply with all HRD Corp requirements for claim eligibility, including participant engagement and post-training assessments.

**6. Data Protection**

- a. TimeTec is committed to maintaining the confidentiality of Employer and participant data. This data will be used solely for delivering and improving training sessions and complying with HRD Corp requirements.

**7. Privacy and Confidentiality**

- a. Details quoted in proposals and purchase orders are confidential and cannot be disclosed without prior written consent from TimeTec.

**8. Taxes**

- a. All quoted prices exclude applicable taxes. The Employer is responsible for any taxes required by law.

**9. Cancellation and Changes**

- a. Cancellations after signing the agreement will incur an 80% penalty on the contract cost.
- b. TimeTec will inform Employers promptly of any changes to HRD Corp's policy impacting the claim process. TimeTec is not liable for any loss or inability to claim financial assistance due to these changes.

**10. Limitation of Liability**

- a. TimeTec's liability is limited to providing training services and support in preparing claims. TimeTec is not liable for the outcome of any financial assistance claims.

**11. Dispute Resolution**

- a. Any disputes arising from these Terms will be resolved through negotiation between the Employer and TimeTec. If unresolved, disputes will be settled according to Malaysian law.

**12. Amendment and Termination**

- a. TimeTec may amend these Terms with prior notice to Employers. Continued participation in TimeTec's HRD Corp claimable training after amendments signifies acceptance of the new terms.

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H/P No: 60112234444

**Attention:** NG ZI LIH

**Tel:** 601111111112

**Email:** zilih.ng@timeteccloud.com

**1. Governing Law**

- a. These Terms are governed by the laws of Malaysia, and any disputes will be subject to the jurisdiction of Malaysian courts.

**2. Contact Information**

- a. For inquiries or further information regarding these Terms & Conditions, please contact TimeTec at info@timeteccloud.com

Prepared By:

To accept this quotation, please sign here and return:

Mr Manager

Business Development Executive

**Email:** manager1@timeteccloud.com

**H/P No:** 60112234444

Name:

Position:

Company Stamp:

Date: