

Private & Confidential

23<sup>rd</sup> November 2021

**Mr Ng Jin Yuan**  
26, Jalan Serambi U8/33  
Bukit Jelutong,  
Shah Alam,  
40150, Selangor

016-6593001

Dear Jin Yuan,

#### **OFFER OF INTERNSHIP**

We are pleased to offer you an internship with our Company from **17 January 2022 to 3 July 2022** subject to the following terms and conditions:

#### **Internship Allowance**

During your internship you will be paid a monthly allowance of **RM1,300**. Interns are not required to contribute to statutory contributions, and will not participate in the Company's benefit plans.

#### **Working Hours**

Our normal office working hours are as follows:

**Monday to Friday: 9.00 a.m. to 12.30 p.m.**  
**1.30 p.m. to 6.00 p.m.**

However, this may be subject to change with written notice.

You shall also observe the working hours and holidays as applicable to the location and the place of work where you have been assigned or transferred to without any change in remuneration.

#### **Transfer**

You agree that as part of your job requirements, you will have to travel and work at other offices or locations, including client's office in Malaysia and/or overseas, as and when required by the Company and for such duration as stipulated by the Company.

**Notice of termination**

Either party may terminate the internship by giving one (1) week's written notice, or pay in lieu of notice without any reasons being assigned.

**Annual Leave / Medical Leave**

You will be entitled to paid annual leave / medical leave of **four (4) days** for 6 months of service. This entitlement will be pro-rated according to your actual internship duration.

**Staff Non-Disclosure and Assignment Agreement**

You are required to sign the Staff Non-Disclosure and Assignment Agreement upon commencement of your employment.

**Prohibition**

It would be deemed a breach of this Internship, should you at any time from the date of this appointment:

- i. Pass our secret and/or confidential records and/or information of the Company to the Company's competitors.
- ii. Carry on a private trade or business of your own or by sharing with other person or persons in competition with the Company, the nature of business or trade of the Company in which you are employed.
- iii. Misbehave or conduct yourself in a manner not becoming of your appointment.

Any breaches on the above grounds shall render you liable to dismissal by the Company without notice.

In the event that you failed to join our company upon acceptance of this offer letter, you are required to compensate us one (1) month allowance as per this offer. Payment must be made within two (2) weeks from the date you informed the company.

If you accept the above terms and conditions of employment, kindly sign on the duplicate copy of this letter and return it to us within **two (2) days** from the date of this letter.

We look forward to welcoming you onboard as part of Hitachi eBworx family.

Yours truly  
On behalf of  
**Hitachi eBworx Sdn. Bhd.**



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**MICHAEL CHO NGAI MING**  
**ENTERPRISE BUSINESS, DIRECTOR**

I have read and understood all the terms and conditions  
stated above, and hereby confirm my acceptance of this  
Offer of Internship.



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**Name : NG JIN YUAN**  
**NRIC No. : 001010-10-0959**  
**Date : 23rd November 2021**