

## PRIVATE AND CONFIDENTIAL

Our Ref : CITYU/HRA/EXT/2023-0679-C1

Date : 18<sup>th</sup> December 2023

### **HIRA SHAKIRA BINTI HAIROL**

Lot 9745, Jalan 8/1,  
Kampung Melayu Kepong,  
52100 Kuala Lumpur,  
Wilayah Persekutuan

Dear Ms. Hira Shakira,

### **LETTER OF APPOINTMENT**

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We are pleased to confirm our offer of employment to you as Retail Executive with City University ("The Company"). You will report to the Head of Department, Special Projects or any other Officer as appointed by the Company. This position is based at the ODYSSEY INTELLIGENCE SDN BHD.

Your appointment with the Company is subject to you obtaining a satisfactory medical report including a chest X-ray from the Company's appointed clinic and you being certified medically fit for employment.

You shall be paid a salary of RM 4,000.00 (Ringgit Malaysia: Four Thousand only) per month less statutory deductions.

The terms and conditions applicable to this appointment is attached herewith (Appendix A).

This letter is given to you in duplicate. Your signature on the duplicate of this letter shall confirm your understanding and acceptance of terms and conditions of your employment.

# C1

Kindly return the duplicate of this letter; duly signed to the Human Resource Department by Tuesday, 26<sup>th</sup> December 2023 failing which, this offer shall lapse.

You are also to note that once acceptance of this employment offer is confirmed by you and if you do not report to work on the specified date in Appendix A, you may subject yourself to legal action by City University.

Yours faithfully,

**CITY UNIVERSITY MALAYSIA**

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**DATIN ROHAIDAH SHAARI**

Managing Director

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## ACKNOWLEDGEMENT

I....., (NRIC/Passport No:.....), hereby accept the terms and conditions of employment with City University as set forth in Appendix A and confirm herewith I shall report to work on the date specified. I am also fully aware and agree that if my services are not confirmed at the end of the probationary period, the question of giving me any notice with regard to termination of employment shall not arise.

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Signature

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Date

**TERMS & CONDITIONS OF SERVICE****APPENDIX A**

<b>No</b>	<b>Item</b>	<b>Description</b>
1	Name	Hira Shakira Binti Hairol
2	Position	Retail Executive ( Job Grade: E7 )
3	Employment Status	Permanent
4	Commencement Date	2 <sup>nd</sup> January 2024
5	Probation	Your probationary period is six (6) months.
6	Reporting Line	You shall report to the Head of Department, Special Projects or any other officer as appointed by the Company.
7	Working Hours	<p>Monday to Thursday – 8.30 am to 5.30 pm (lunch break 1.00 pm to 2.00 pm)</p> <p>Friday – 8.30 am to 5.45 pm (Lunch break 12.30 pm to 2.45 pm)</p> <p>You maybe required to work on your off and rest days with no additional payment. Please note that the working hours maybe subject to change due to operational requirements by the Company.</p>
8	Duties & Responsibilities	Please refer to your Job Description (Attached)
9	Annual leave	<p>Fifteen (15) working days per completed year of service. Leave shall be applied 7 days in advance.</p> <p>Half of your unutilized leave accrued for the year may be carried forward to the subsequent calendar year.</p>

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		Annual Leave benefit is only applicable after you have been confirmed in your employment.
10	Sick Leave and Hospitalization leave	<p>You will be granted paid outpatient medical leave of up to Fourteen (14) days per annum. Hospitalization medical leave will be granted up to a maximum of sixty (60) days per annum.</p> <p>The aforementioned outpatient and Hospitalization medical leave will be granted up to a maximum of sixty (60) days per completed year of service.</p>
11	Transfer/Secondment	You may be transferred or seconded to another department/division or any of the associate or subsidiary companies within the Group based on business needs and depending on your experience, knowledge and skills.
12	Termination of Employment	<p><u>During Probation</u></p> <p>One (1) month notice from either party or one (1) month salary in lieu of such notice.</p> <p>If an employee's services are terminated at the end of the probationary period, kindly note that the question of giving notice with regard to termination of employment shall not arise.</p> <p><u>Upon confirmation</u></p> <p>Two (2) month's notice from either party or two (2) month's salary in lieu of such notice.</p> <p>The Company reserves the right to either reduce or waive the notice period by either party if the</p>

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		<p>Management deems that it would be in the Company's interest to do so.</p> <p>Kindly note with regard to this offer of employment you fully understand and agree that should you resign without giving the due notice or salary in lieu,</p> <p>City University reserves the right to inform your new employer that you quit without giving due notice and legal action is being pursued by City University.</p>
13	Medical Benefits	<p>Upon registration with the Human Resources Department, you will be covered under the Company's Healthcare Plan.</p> <p>You shall be granted medical benefits as stated in the Employee Handbook. The Company shall not be responsible for medical expenses incurred for self-inflicted injuries, suicide attempts, treatment of any sexually transmitted diseases (including AIDS) or injury suffered arising from participation in any dangerous sports such as hand gliding, mountain climbing and scuba diving.</p> <p>Medical benefits shall cover medical consultation, hospitalization and emergency treatment in approved hospitals or clinics, which are all subject to the Company's sole and absolute discretion.</p> <p>The Company shall provide outpatient and other medical expenses for you and your immediate family (legal spouse and children) up to a combined limit of RM 800.00 (Ringgit Malaysia: Eight Hundred</p>

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		Only) per annum.
14	Non-Disclosure and Confidentiality	<p>You shall never at any time during and after your employment with the Company disclose or divulge to any third party any information or matters relating to the Company or its business partners. This includes but not limited to the Company's business plans, strategies, program contents or trade secrets.</p> <p>You shall not, except with prior written consent of the Chairman of the Board of Directors make direct or indirect statements public, whether to the press or in books, magazines, periodicals or by advertisement, radio, televisions, film, internet or any other medium with respect to any matter which might impair or injure the reputation of the Company or the relations of the Company's companies, customers, or any other parties with whom the Company is working with or any Government or Regulatory Body. A breach of this clause, shall result in the Company instituting actions or remedies that it deems fit to safeguard its interest.</p> <p>This may include the immediate termination of your employment and/or the instituting of legal action.</p>
15	Proprietary Rights	<p>The Company shall have the sole and exclusive right to all intellectual property rights that you have gained and/or acquired while performing your duties during your employment period. The intellectual properties shall include discoveries, innovations and inventions made and stored physically or electronically such as printed materials,</p>

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		<p>computer software, presentation material, etc.</p> <p>The Company has the sole and exclusive right to use these intellectual properties at its discretion in whatever form, manner or purpose. You shall not use these intellectual properties for any purpose other than for serving the Company, its subsidiaries or associated companies and shall not use them for your own gain or for any other employer without the prior authorization in writing from the Chairman of the Board of Directors.</p>
16	Publication / Social Media	<p>a) Except with the written permission of the Company, you shall not publish or write or cause to be published or cause to be written any book, circulate in social media any information or other works which is based on information related and/or incidental to the Company, its subsidiaries and its associated companies.</p> <p>b) With regard to (a) of above, where such permission is granted it shall be subject to an implied condition that no statement or comment contained in the publication or social media is or maybe calculated to cause embarrassment to Company, its subsidiaries, its associated companies, the Malaysian Government or Malaysia.</p> <p>c) Except with the written permission of the Company, you shall not either orally or in writing divulge to anyone or discuss publicly any measures taken by the Company on any official matters taken or carried out by you, the management or an employee of the Company.</p>

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17	Notices	All notices hereunder shall be made in writing and sent to the other party either in person, via an authorized representative or by A.R. Registered post. Unless otherwise specified herein, the notice shall be deemed to have been received seven (7) working days after being duly deposited at the post office.
18	Alteration	If, for any reasons whatsoever, the Company wishes to alter these terms and conditions in any way, it reserves the right to do so entirely at its discretion. Any alterations, amendments or additions to these terms and conditions of service shall be advised to you in writing.
19	Other Terms & Conditions	<p>During your employment with City University, we will naturally wish your conduct to be such as not to discredit you or the Company and you will be expected to perform the duties assigned to you in a loyal, efficient, trustworthy and honest fashion.</p> <p>During the continuance of your employment with us, you will at all times faithfully and diligently perform and observe such duties as may from time to time be assigned to you by your superior and devote the whole of your time and attention to the discharge of the duties and functions devolved upon you.</p> <p>Whilst under our employment, you are not allowed to be involved directly or indirectly in any business contrary to Company's interest without formal approval of the Chairman of the Board of Directors. Breaching this would be a violation of your employment contract and could result in the</p>



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		termination of your employment. You shall not divulge any matters, which may come to your knowledge, relating to the affairs of the Company or its employees.
20	Severance	If any clause contained in this letter is illegal or unenforceable, it may be rendered void, without affecting the enforceability of the other clauses in this letter.

**CITY UNIVERSITY MALAYSIA**

Accepted by,

**DATIN ROHAIDAH SHAARI**

Managing Director

Name:

NRIC/Passport No.: .....