

**HIGHLY CONFIDENTIAL**

Our Ref : ROps/Band/3058/2018

5 December 2018

Mr Sangaraju Ramesh Raju  
B-3-11-3, Phase 2, Pantai Hill Park  
Pantai Dalam  
**59200 KUALA LUMPUR**

**Maybank Shared Services Sdn Bhd (1030503-X)**

14th Floor, Menara Maybank  
100 Jalan Tun Perak  
50050 Kuala Lumpur, Malaysia.  
Telephone +603 2070 8833  
www.maybank2u.com.my

Dear Mr Sangaraju Ramesh Raju,

**OFFER OF EMPLOYMENT AS SENIOR DEVELOPER**

We have the pleasure of offering you employment with the Bank as a **Senior Developer** on **contract basis at Development (Application), Integrated Delivery House, Maybank Shared Services Sdn Bhd, Group Technology** on the following terms and conditions of service:-

<b>Benefit Grade</b>	<b>Band H-1</b>
<b>Corporate Title</b>	Senior Executive
<b>Basic Salary</b>	RM 11,720 per month
<b>Contract Period</b>	<b>Two (2) years</b> Effective from the date of employment
<b>Other Terms and Conditions of Service</b>	In accordance to the Terms and Conditions of Employment for Band H-1 (Contract)  Enclosed herewith are the documents for your perusal:- i) A copy of the above Terms & Conditions ii) A copy of the Code of Ethics and Conduct Booklet iii) A copy of the Maybank Information Systems Security Policy

Please note that this offer of employment is **conditional**, subject to you passing the pre-employment medical check-up, MDEC and Malaysian immigration approval.

Kindly be present at the office of **Group Resourcing, Group Human Capital** at **44th Floor, Menara Maybank, 100 Jalan Tun Perak, 50050 Kuala Lumpur** on your first day of employment at **8.45 am** for execution of the relevant employment documents. Upon completion, you are to report to **Chan Tuck Wah, Technical Lead, Development (Silverlake), Maybank Shared Services Sdn Bhd, Group Technology** at **Level 25, Menara Maybank**.

We take this opportunity to welcome you and we are confident that you will execute your responsibilities with full commitment and dedication towards further enhancing the performance of the Maybank Group.

Meanwhile, we would appreciate if you could confirm your acceptance by signing and returning the duplicate of this letter to **Resourcing Operations, GHC FutureReady Operations & Service Infrastructure, Group Human Capital, 14th Floor, Menara Maybank, 100 Jalan Tun Perak, 50050 Kuala Lumpur** within **3 days**, after which this offer will be deemed invalid.

Thank you.

Yours faithfully  
for **Maybank**

**ROZZDEAN HAMZAH (46356)**  
Operations Head  
Group Recruitment & Talent Management  
GHC FutureReady Operations & Service Infrastructure  
Group Human Capital

c.c **Human Capital Director - Group Technology**  
**GROUP HUMAN CAPITAL**

Technical Lead, Development (Silverlake),  
Maybank Shared Services Sdn Bhd,  
**GROUP TECHNOLOGY**

I hereby accept / decline the above offer of employment and the offered terms and conditions of service as indicated in this letter. I will able to report for duty on \_\_\_\_\_.

Signature :



Date :

06-DEC-2018

Kindly confirm the reporting date for the  
above named via e-mail to:  
admin\_resourcing@maybank.com.my



**My EG Services Berhad** (505639-K)  
Lot 5.01, Level 5, KPMG Tower,  
No.8, First Avenue, Persiaran Bandar Utama,  
Bandar Utama, 47800 Petaling Jaya, Selangor.  
Tel : 03-7801 8877 Fax : 03-7801 8889

19 April 2010

**TO WHOM IT MAY CONCERN**

This is to certify that **Mr. Ramesh Raju Sangaraju** (Pasport No. **E7354234**) has been working in our organization My E.G. Services Berhad from 05 May 2008 to 05 March 2010 as a Programmer. During this tenure, his service and conduct towards the company is satisfactory.

He tendered his resignation on 02 March 2010 and his last working day was on 05 March 2010.

On behalf of the company, we wish him good luck for his future endeavors.

Thank you.

Yours faithfully

A handwritten signature in black ink, appearing to be "YS WONG", written over a circular company stamp.



**YS WONG**

Senior Executive – HR & Admin



**MY E.G. SERVICES BERHAD** (505639-K)  
Lot 5.01, Level 5, KPMG Tower,  
No. 8, First Avenue, Persiaran Bandar Utama,  
Bandar Utama, 47800 Petaling Jaya, Selangor.  
Tel: 03-7801 8877 Fax: 03-7801 8889

## STRICTLY CONFIDENTIAL

1 February 2008

Mr Sangaraju Ramesh Raju  
Chandrajugaripalli V. Madithadu  
T. Sundupalli MDL  
Cuddapah DT  
India

Dear Mr Sangaraju Ramesh Raju,

### Offer Of Contract of Employment

We have pleasure in offering you employment on a contractual basis as **Programmer**. Details are as follows: -

Period Contract	:	<b>2 years (Subject to the approval of employment pass)</b> The renewal of contract upon expiry is at discretion of the Company.
Contract Amount	:	<b>RM 2,700.00 per month</b> Subject to annual revision by the Company

#### 1. Termination of Contract

This engagement is terminable by giving (3) months notice in writing, or pay in lieu thereof, by either the Company or you without any reason being assigned for such.

Should your employment be terminated for your breach of any of the terms and conditions as set out herein or due to any health reasons prior to the end of the contract period, you shall not be entitled to any claim for the unexpired period. You are also required to indemnify the company all expenses incurred in processing your employment pass in direct proportion to the balance of the contract period.

Should you resign prior to the completion of the two (2) years from the contract period, you are required to indemnify the company all expenses incurred in processing your employment pass in direct proportion to the balance of the contract period.

## 2. Terms & Conditions

You will be required to observe and adhere to the following terms and conditions:

- 2.1 at all times faithfully and diligently perform such duties and accept such responsibilities as may from time to time be assigned to you by the company to advance the interests of the company.
- 2.2 to obey and comply with all orders and directions given to you by the company and faithfully observe all the rules, regulations, procedures, practices and arrangements of the company for the time being in force for the management of the company's property, works and business or for the control and good conduct of the company's employees and servants.
- 2.3 not at any time during the continuance of your employment to engage directly or indirectly, in any other business or occupation whatever, either as principal, agent, servant, broker or otherwise, or to engage in any activity to the detriment, whether direct or indirect, of the company's associate or subsidiary companies. Provided that you may acquire or hold shares in any public company with limited liability.
- 2.4 not at any time to be guilty of any act or conduct causing or calculate to cause damage to the company, its property, reputation or general interest and in all respects and at all times to conduct yourself with propriety and decorum.
- 2.5 not at any time during the continuance or after termination of your employment with the company except by the direction and with the express approval of the company, to divulge either directly or indirectly to any person or company knowledge or information which may be acquired during the course of or incidental to your employment with the company concerning the affairs or property of the company or its associate or subsidiary companies or any business or property or transactions or policies in which the company or its associate or subsidiary companies may be or may have been concerned or interested.
- 2.6 not to be employed or otherwise work at any company, corporation, partnership or business which is deemed a competitor or which is within the same industry with Company for a period of 24 months after the last date of employment with the Company, unless prior written agreement is obtained from the Company's Managing Director failing which you shall compensate the Company with an amount equivalent to 24 months' of your last drawn salary.



### 3. Welfare and Benefits

- 3.1 The Company's normal working hours are from 8.00 am to 5.00 pm. (Monday to Friday) with an hour lunch break between 12.00 pm and 1.00 pm. Although the working hours are fixed, staff are expected to perform work even beyond normal working hours should the necessity arise.
- 3.2 You are entitled to 14 days of Annual Leave per annum. Where a staff has less than a full year's service in any calendar year, his annual leave entitlement shall be prorated accordingly.
- 3.3 You are entitled to 14 days of paid sick leave per annum. Application for sick leave must be accompanied by a medical certificate from a registered medical practitioner. Sick leave cannot be accumulated and where a staff has less than a full year's service in any calendar year, his sick leave entitlement shall be prorated accordingly.
- 3.4 Staff will be able to obtain medical consultation and medication at clinics of medical practitioners and submit their ~~claims~~ for medical fees up to a maximum of RM360 per annum. Where a staff has less than a full year's service in any calendar year, his/her entitlement shall be prorated accordingly.
- 3.5 All assistant managers and executive level staffs and above are not eligible for overtime claims.

We invite you to sign and return the duplicate copy of this letter within three (3) days of the date and thereof indicating on the space provided below your acceptance or otherwise of this offer of employment.

Yours sincerely,  
**My EG Services Berhad**



**T.S. Wong**  
Managing Director

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I, RAMESH RAJU S hereby confirm that I fully understand the terms and conditions of the offer of employment on probation as set out above, and accept the offer.

Signature : 

Date : 01-02-2008

I shall report for duty on 05-May-2008.



# SOFT REFLEXES



13<sup>th</sup> May 2017

TO WHOM IT MAY CONCERN

## SERVICE LETTER

This is to certify that **Mr. Ramesh Raju Sangaraju** (Passport No: F1532937) was employed with Soft Reflexes (M) Sdn Bhd. His particulars of service are as below;

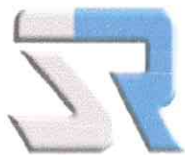
Name	: <b>Ramesh Raju Sangaraju</b>
Employee Id	: <b>MJ021</b>
Designation	: <b>Software Engineer</b>
Location	: <b>Kuala Lumpur, Malaysia</b>
Date of joining	: <b>13<sup>th</sup> May 2013</b>
Date of Leaving	: <b>14<sup>th</sup> February 2019</b>
Remarks	: -

We wish all the best and success for his future endeavours.

Yours Sincerely,  
Soft Reflexes Sdn Bhd



Marri Aaron Ebenezer  
Director



# SOFT REFLEXES



16/05/2013

**RAMESH RAJU SANGARAJU**

**Strictly Private & Confidential**

Dear Ramesh,

**APPOINTMENT AS SOFTWARE ENGINEER WITH SOFTREFLEXES SDN BHD**

Further to our recent discussions, we have the pleasure in making you an offer of employment as **SOFTWARE ENGINEER**. The terms and conditions of service are listed below:

**1. Job Title and Date of Commencement**

Your contract appointment as a SOFTWARE ENGINEER your date of commencement with us will be **13th May 2013** and is valid for a 2 years period.

**2. Salary & Benefits**

- a) Your salary is RM8,000 per month, and your salary will be paid before 7th of the every month.
- b) Softreflexes Sdn Bhd will apply for your 2 year working visa in Malaysia.
- c) As per Malaysian employment law, you will be subjected income tax.
- d) You will be entitle for a AIA medical card.

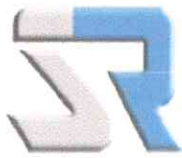
**3. Duties**

- a) Your duties as a Senior Software Engineer would be to support the client needs and shall be defined by the client from time to time. The client assigned to you is MALAYAN BANKING BERHAD
- b) Your working hours are Monday to Friday from 8.45am to 5.45pm.

**4. Leave Entitlement**

- a) You will be entitled for 1 day annual leave per calender month. You must notify the company One (1) week in advance prior to commencement of the annual leave.
- b) You are entitled for 1 day medical leave per calender month.





# SOFT REFLEXES



## 5. Transfer

The company reserves the right to transfer you to any branch, subsidiary or client with a notification of 2 weeks.

## 6. General Conduct

During your employment, you 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. You will also be expected to conduct your private affairs in a manner befitting your status within the company.

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 the discharge of the duties and functions devolved upon you.

## 7. Termination with Notice

The employee shall be deemed to have broken her contract of service with the company if she has been continuously absent from work for more than two (2) days;

- a) Without prior leave from the company, and without reasonable explanation, or
- b) Without informing or attempting to inform the company of her reason of such absence.

This contract may be terminated by the company or the employee with **2 months notice**.

## 8. Engagement in other trade, business or occupation

The employee will not, without the consent of the company during the continuity of this agreement, be engaged or interested whether directly or indirectly in any capacity, in any trade, business or occupation whatsoever other than the business of the company.

## 9. Confidentiality

Any information relating to the business, affairs of clients of the company are regarded as confidential. It must be understood and acknowledged that you will in no circumstances divulge or make public in any way, any information imparted to or gained by you in the course of discharging your duties.



# SOFT REFLEXES



## 10. Alterations

If, for any reason whatsoever, the company wishes to alter these terms and conditions of service in any way, it reserves the right to do so entirely at its discretion. Any alteration, amendment or addition to these terms and conditions of service shall be advised to you in writing.

## 11. NO SOLICITATION

The employee **will not** directly or indirectly be employed in the company stated in this contract during the Term of Service and Twelve (12) months from the date of Termination of this Agreement.

In the event of the occurrence of direct or indirect employment, the employee shall **reimburse** Softreflexes Sdn Bhd a fee equivalent to the number of months the employee is hired at the salary paid by the Softreflexes Sdn Bhd.

If you agree to the No Solocitation Rule, please sign below;

NAME: DINESH RAMDAS

TITLE: General Manager

COMPANY: Softreflexes Sdn Bhd

DATE: 16th May 2013

NAME: RAMESH RAJU SANGARAJU

TITLE: Software Engineer

DATE: 16th May 2013

Witnessed by



# SOFT REFLEXES



## 12. Acknowledgement

Your signature on the duplicate of this letter shall be taken to signify your understanding and full acceptance of the conditions outlined herein which are applicable to your employment. **Should you terminate your employment with the company without the above said notice, Soft Reflexes Sdn Bhd will by all means report you to the police and immigration authorities and thus you shall give Soft Reflexes Sdn Bhd the authority to cancel your relevant visa.**

You shall retain the original copy of this letter and return the duplicate copy bearing your signature.

Accepted By,

NAME: DINESH RAMDAS

TITLE: General Manager

COMPANY: Softreflexes Sdn Bhd

DATE: 16th May 2013

NAME: RAMESH RAJU SANGARAJU

TITLE: Software Engineer

DATE: 16th May 2013





**Date: 6<sup>th</sup> May 2013**

**To whomsoever it may concern**

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This is to certify that **Mr. Ramesh Raju Sangaraju** holding the Passport no **E 7354234** has worked in our organization as a **Software Programmer** from **17<sup>th</sup> May 2010 to 30<sup>th</sup> April 2013.**

He is sincere and loyal towards his work and cooperative with his peers and has executed assigned jobs systematically in give time frame and to the satisfaction of his superiors.

**Ravi Shankar**  
(H.R.Manager)



**Software Systems And Applications Sdn Bhd (801558-M)**

Suite A, 1st Floor, Merak Block Cyberview Garden Villa & Office Complex Persiaran Multimedia,  
63000 Cyberjaya, Selangor Darul Ehsan.

**Tel : 603-8319 6978**

**Fax: 603-8318 3715**

**[www.ssa.com.my](http://www.ssa.com.my)**



Date: 10/05/10  
Mr. Ramesh Raju Sangaraju  
Passport Number: E 7354234  
Start Date: 27/05/2010

We are pleased to offer you employment with **Software Systems And Applications Sdn Bhd** as a Software Programmer and your services will be provided to clients designated by **SSA Sdn Bhd**.

Terms and conditions of employment, effective upon signing this agreement are as follows:

**1. Duties**

You shall use your best energies and abilities on a full-time basis to perform, at locations designated by the Company and including customer offices, the employment duties assigned to you from time to time. You also shall comply with all rules, regulations and procedures of the Company. During your employment, you shall not directly or indirectly accept any corporate opportunities or otherwise engage in any conduct adverse to the best interests of the Company. Also, you are instructed not to divulge any confidential information of, or violate any agreement with, your prior employers or their clients.

**2. Compensation And Benefits**

**a) Salary**

You would be paid a monthly salary of **RM6000/-** on the commencement of your employment, like wise if you are starting in the middle of the month you will be paid according to the working days in the month. The company will review the salary on annual basis. Any change in salary will be notified in writing. The details of your remuneration should be kept confidential and should not be disclosed to your colleagues or to the client. In case of disclosure it will be considered as a breach of contract

**b) Leave Entitlement**

You would be entitled to 12 days of annual leave on a pro-rata basis. You must give at least 2 weeks notice of proposed holiday dates and your manager at the Company's client site must then agree to the dates proposed.

**c) The Initial contract of your Employment is for 1 Year and will be extended further upon confirmation from the client.**

**3. Termination of employment**

Except in cases of termination by the Company due to your wilful misconduct or non-performance, the Company will provide you with one month advance notice of termination of employment. You likewise will provide the Company with one month advance notice of your resignation from employment.

**4. Confidentiality**

As part of your employment, you will acquire or develop confidential and proprietary information concerning the Company and its dealings and method of dealings with its customers (and their clients or end users) and employees and you also will develop relationships of special trust and confidence with the Company's customers (and their clients or end users) and employees (collectively, "Confidential Matter"). You agree that such Confidential Matter is for the Company's exclusive benefit and that, both during your employment and at all times thereafter, you will not

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www.ssa.com.my





directly or indirectly use or disclose any Confidential Matter except for the sole benefit and with the consent of the Company. Upon the conclusion of your employment, you will promptly return all documents and information (including computer generated or stored matters) concerning the Company or its customers and employees.

**5. Non-Competition and Non-Solicitation**

During the period until one (1) year following the termination of your employment for whatever reason (which time period shall be extended by the length of time during which you are in violation of this paragraph), you shall not directly or indirectly solicit the business (or otherwise deal in a manner adverse to the Company with) or provide any software engineering, consulting or programming services to any customer or end-user of any customer of the Company for which or for whose benefit you have provided services during your employment, nor directly or indirectly solicit the services of (or otherwise deal in a manner adverse to the Company with) any employee of the Company or induce such employee to terminate his or her employment. You further agree that:

- (i) the Company shall be entitled to injunctive relief as well as damages for any violation by you of paragraphs 4 or 5 of this Agreement (which shall survive the termination of this Agreement and your employment);
- (ii) paragraphs 3, 4, and 5 are intended to be enforced in accordance with their terms but that such terms shall be deemed modified as necessary so as to render them valid and enforceable to the fullest extent permissible by applicable law.

**6. Commencement of employment**

In case you fail to join the company by the scheduled date, you would be breaching the contract with the company, in which case you agree to pay a penalty equating to one month salary to the Company.

**7. Entire Agreement**

This Agreement represents the entire agreement of the parties and it supersedes all prior statements, discussions and understandings and may be amended only by a writing signed by both parties.

The company looks forward to a long and rewarding relationship with you.

Thanks,

Yours truly,

Operations Manager  
**Krishna Mohan**



Agreed to and accepted by  
**Mr. Ramesh Raju Sangaraju**

**Software Systems And Applications Sdn Bhd (801558-M)**

Suite A, 1st Floor, Merak Block Cyberview Garden Villa & Office Complex Persiaran Multimedia,  
63000 Cyberjaya, Selangor Darul Ehsan.

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