



RMAICT SDN. BHD. (1366594-D)

Headquarters:

Level 12, Menara Glomac TTDI,
699, Jalan Damansara, Bukit Kiara,
60000 Kuala Lumpur, W. Persekutuan.

Admin Office:

3.02D, East Wing, Level 3,
Menara BRDB, 285, Jalan Maarof,
59000 Kuala Lumpur, W. Persekutuan.

+603-8603 2259

enquiries@rmaict.com

www.rmaict.com



Terms and Conditions for Company-Rented Accommodation

1. Eligibility

- The company-rented house is provided **only to eligible employees** for residential purposes.
- It is not to be used for any commercial or subletting purposes.

2. Occupancy & Visitors

- The employee is allowed to stay at the assigned premises **only during the employment period** as agreed.
- **If the employee wishes to bring someone (family member, friend or other individuals) to stay overnight or for an extended period, prior written notification and approval from HR Management is required.**
- Unauthorized occupants may result in disciplinary action or revocation of the accommodation.

3. Maintenance & Cleanliness

- The employee must **maintain the cleanliness and hygiene** of the premises.
- Any **damages caused by negligence or misuse** will be charged to the employee.
- **Regular maintenance checks** may be conducted by the company with prior notice.

4. House Rules

- No illegal, dangerous or disruptive activities are allowed on the premises.
- Employees must behave responsibly and considerately towards neighbours and other occupants.

5. Security & Safety

- Ensure the premises are locked and secured at all times when unattended.
- Any security breach, theft or suspicious activity must be reported immediately to the HR Management and local authorities.

6. Termination & Vacating

- The accommodation **must be vacated within 3 working days** upon resignation, termination of employment or as directed by HR Management.
- All keys and access cards must be returned. A **final inspection** will be conducted before the employee's departure.

7. Breach of Terms

- Any violation of these terms and conditions may lead to disciplinary action, including removal from the company-rented accommodation.



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By signing below, the employee acknowledges and agrees to comply with the above terms and conditions.

Units Address

B-21-01, Glo Damansara
699, Jalan Damansara
Taman Tun Dr. Ismail
60000 Wilayah Persekutuan
Kuala Lumpur

| Employee Name | Signature | Date |
|--|-----------|------|
| Wong Kei Fai (IC No. 001122-08-0251) | | |
| Jordan Pang Hui Sheng (IC No. 010806-13-0859) | | |

Units Address

2A, Jalan SS20/3
Damansara Kim
47400 Petaling Jaya
Selangor Darul Ehsan

| Employee Name | Signature | Date |
|---|-----------|------|
| Yap Hao Yih (IC No. 990120-06-5833) | | |
| Eng Jiang Song (IC No. 000209-07-0609) | | |
| Liew Jun Sheng (Jason) (IC No. 970906-38-5101) | | |
| Sia Yeong Sheng (IC No. 980312-01-6383) | | |

HR Representative: Diane Yap

Date: 29th April 2025