



**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: 29<sup>th</sup> April 2025