

Reference : CHR/2024 (104)
Date : 12 September 2024

HEITECH/HRM/10/V2.0
Authorisation Date: 01 May 2011

NABIL AIMAN BIN ABDUL RAHIM
No. 17, Jalan Mawar 5,
Saujana Utama 2,
47000 Sungai Buloh,
SELANGOR DARUL EHSAN

Dear Sir/Ms,

We wish to inform that HeiTech Padu Berhad has agreed to accept you to do practical training with the Organization with regard to all the information stated below:-

Placement Information and Terms & Condition :-

A) Placement Information:-

- | | | |
|----------------------------|---|--|
| 1. Practical Training Date | : | 30th September 2024 – 14th February 2025 |
| 2. Institution | : | Universiti Teknologi MARA (UiTM), Jasin, Melaka |
| 3. Course | : | Bachelor of Information Systems (Hons) Information Systems Engineering |
| 4. Student Placement | : | SOLUTIONS ARCHITECTURE & PORTAL MANAGEMENT
Infrastructure Management,
Technology & Product, Technology Market Group
HeiTech Village 2 (HTV2), 1, Jalan Astaka U8/81,
Seksyen U8, 40150 SHAH ALAM, SELANGOR |

B) Terms & Condition:-

1. Rules & Regulations : Student who has been selected shall:-
- a) Be briefed by the Human Resource Department (HRAD) before reporting to the supervisor on her/his first day of work.
 - If the industrial student is not satisfied due to jobs given unrelated to the course taken, he/she may write to HRAD on their dissatisfaction.
 - b) Be given similar jobs as performed by other employees in the departments.
 - c) Behave in a good manner/attitude and discipline.
 - d) Always follow instruction and understand the Company's rules and regulations.
 - e) Not perform jobs individually in completing their practical assignment within the organization.

f) Need to always wear office attire within the premise of the organization.

g) Need to adhere office hours as follows:-

*** Office hour:-**

09:00 am - 06:00 pm (Monday – Friday)

Rest time:-

01:00 pm - 02:00 pm (Monday - Thursday)

12:30 pm - 02:30 pm (Friday)

** The Company does not encourage students to work outside working hours and outside office location. If anything happens to the students during that time and place, the Company shall not be responsible on any consequences which may happen during that time, and it shall be on students' responsibilities.*

2. Report & Payment : Must submit 'Work Evaluation Report Form' and "Timesheet" every end of the month to the immediate supervisor. With the Form and Timesheet submitted only then the payment can be calculated with the total amount of allowance of RM700.
3. Explanation : Latest examination result should be: CGPA 3.0 and above.
4. Termination : The Company will take action to terminate students without notice if found that student does not comply to Company's rules and regulation.
5. Service Continuation : If student requests to extent his/her practical service with the Company, he/she needs to apply by writing an official letter to HRAD on their interest and if student wishes to terminate his/her service earlier from the required notice, he/she should also write an official letter to inform HRAD at least five (5) working days.
6. Leave : Student is allowed to take leave one (1) day for each month during his/her service with the Company. However, the leave taken is consider as leave without pay and shall be deducted from his/her monthly allowance.
7. Others : The Company on its discretion shall make any changes on the terms and condition from time to time if required.

Please refer to Cik Hana Binti Abas from HRAD at 03-8601 3115 / 012-2746327 for **the acceptance of this offer or to reject the offer.**

Thank you.

Yours sincerely,

for HEITECH PADU BERHAD



WAN MARZILA BINTI WAN MUHAMMAD
Vice President of Corporate Human Resource