



27<sup>th</sup> September 2021

**Mr. Ong Cheng Yang**

27, Jalan Jernai 9, Medan Idaman 53100 Kuala Lumpur

**Ref: Letter of Appointment**

**Dear Cheng Yang,**

Please find enclosed the formal letter of your employment. The purpose of this cover note is to establish mutual agreement to the terms of employment.

This is also to formally welcome you to the Company known as Loco Digital. We hope you will remain with us for many years ahead.

Sincerely,

---

**Kong Lee Seng**  
Director



## **Agreement to Terms of Employment**

Name: Ong Cheng Yang  
Position: Programmer  
Date of Appointment: 27<sup>th</sup> September 2021

### **Probationary Period**

The probationary period is three (3) to six (6) months during which period either the Company or you will be entitled to terminate your employment with the Company by giving one (1) weeks' notice in writing or paying one (1) week's salary in lieu thereof.

On satisfaction completion of your probation, a performance evaluation will be held, and your appointment will be confirmed in an official letter.

You will not be entitled to leave during probationary period except for emergency or medical reasons. Medical leave will have to be substantiated with a medical chit from the clinic.

After confirmation, either party may terminate your employment by giving one (1) month notice (30 days) or one (1) month salary in lieu of such notice. No leave days outstanding to you can be used to offset such notice.

### **Salary**

Your salary will be RM4,000.00 per month. Your salary will be reviewed on a yearly basis thereafter. Any such review will be in the light of your progress and performance.

### **Working Hours**

Monday to Friday (except public holidays): 9.30am to 6.00pm.  
Lunch hour: 01.00pm to 02.00pm.

Given that your roles and responsibilities are part of the creative advertising industry, longer hours including weekends are occasionally requested of employees without overtime compensation.

### **Provident Fund**

You will be required to contribute to the Employees Provident Fund and the amount so contributed to you and the Company will be as provided under the Employees Provident Fund Ordinance. The rates currently in force are 13% by the Employer and 11% by the Employee.

## **Other Terms & Benefits**

1. The annual leave entitlement for members of the staff employed by the Company shall be as follow:
  - Less than two (2) years service with the Company = twelve (12) working days.
  - Between two (2) years and three (3) years service with the Company = fourteen (14) working days.
  - Between four (4) years and five (5) years service with the Company = sixteen (16) working days.
  - Between six (6) years and seven (7) years service with the Company = eighteen (18) working days.
  - Between eight (8) years and nine (9) years service with the Company = twenty (20) working days.
  - Above ten (10) years service with the Company = twenty two (22) working days.

An employee is expected to take his annual leave during the year in which it is earned. A maximum of quarter of total leave is allowed to be carried forward and utilized within the first three (3) months of the following year, with prior approval.

2. The Company will subsidize 100% of your monthly non-reserved parking fee.
3. You are entitled to medical claims excluding dental, surgery, hospitalization and medication coverage for serious illness.
4. Annual bonus is at the discretion of the Company, pending employee's performance that will be evaluated during annual appraisal. Your annual bonus will be equivalent to 1.5% of company net profit of previous financial year or prorated value as if the employee did not serve the company in one full year (12 months).

## **Job Specification (Roles & Responsibilities)**

1. Manage project assignments within allocated budget and timeline, based on client requirements and company standards.
2. Assist project proposal developments by contributing prototype demonstration.
3. Attend internal meetings to discuss technical solutions and matters.
4. Attend client briefings or meetings to understand project requirements when necessary, accompanied by superior(s).
5. Constantly identifying problems and solutions using experience, technical skills and independent judgment.
6. Keep superiors and project team members updated on all project fluctuations and progress.
7. Stay updated with new digital trend, media and technologies.



## Reporting Structure

1. Reports to Tech Manager, Ang Hock Soon on daily basis.
2. A team structure will be reformed as soon as new employees are recruited as part of the digital team. This includes Programmers and Servicing Personnel.
3. Internal team structure may change or evolve periodically in order to optimize company growth and efficiency.

## Confidentiality

It must be understood and acknowledged that you will not, under any circumstances, divulge or make public in any way, transactions, statistics, marketing plans or any other confidential information imparted to or gained by you in the course of your duties. This applies to the Company's business and to that of our Clients, whether such confidential information is gained as an employee, or otherwise.

## General

It is an expressed condition of your employment with the Company that you engage yourself exclusively in the Company's business and do not undertake any other form of employment which in any way conflicts with the Company's business, our Client's business, nor with the efficient discharge of your duties.

Please acknowledge receipt of this letter of appointment and confirm your understanding and acceptance of the terms and conditions, by signing and returning the copy of this letter within one (1) week from the date of this letter.

Sincerely,

I agree to the said terms and conditions.

---

**Kong Lee Seng**  
Director

---

**Ong Cheng Yang**  
(I/C: 960606-14-5529)