

INTERNSHIP ACCEPTANCE FORM

Group Human Capital Management
Telekom Malaysia Berhad
Level 10 (South), Menara TM
Jalan Pantai Bharu
50672 Kuala Lumpur

Date:

Dear Sir/Madam,

With reference to your letter Ref:/ HCBO-SM/ Intern_A/2020 dated,

I **ACCEPT/ DECLINE** your offer of Internship Program in your company. I **WILL / WILL NOT** be reporting onat..... as per stated in the Offer Letter.

By accepting the offer, I agree to adhere to the following terms and conditions including but not limited to the confidentiality of information:

1. All information obtained from the Program with regards to TM and its affiliates is deemed sensitive and confidential. I shall keep such information restricted to myself only. Any disclosure to other parties without TM's prior written consent is strictly forbidden.
2. I am subjected to TM's office rules and regulations.

Yours sincerely,

.....

Name:

IC. No:

Tel. No.:

*Note: Please return this confirmation letter within 7 days upon receiving the offer letter.

ACCOUNT BANK DETAILS FORM**SECTION A: STUDENT INFORMATION**

| | |
|-------------------|--|
| STUDENT NAME: | |
| IC NO: | |
| ADDRESS: | |
| TELEPHONE NO.: | |
| EMAIL: | |
| BANK NAME: | |
| BANK ACCOUNT NO.: | |
| BANK BRANCH: | |

Student's Signature:

.....

Date:**SECTION B: HR ONLY**

.....

Name:

Designation / Unit:

Date:

Note:

***Please attach a copy of IC certificate and front page of the bank passbook or bank statement for verification.**

LEAVE REQUEST FORM- TM INTERNSHIP PROGRAM

| | |
|---|---|
| NAME: | |
| IC NO: | |
| INSTITUTION: | |
| UNIT/ DIVISION: | |
| DATES REQUESTED: | From: / / to: / / |
| REASON FOR REQUESTED LEAVE: <input type="checkbox"/> Annual Leave <input type="checkbox"/> Medical Leave <input type="checkbox"/> Other Notes/ Remarks: Student's Signature: | |

| |
|---|
| Manager/ Supervisor Approval: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Notes/ Comments: Supervisor's Signature: Date: |
|---|

Working Days in Telekom Malaysia Berhad

(Except Johor, Kedah, Kelantan and Terengganu)

| | | |
|--------------------------|-------------------|-----------------------|
| Working days/time | Monday – Thursday | 8.30 am until 5.30 pm |
| | Friday | 8.30 am until 5.00 pm |

| | | |
|---------------|-------------------|----------------------|
| Attire | Monday – Thursday | Formal/Office Attire |
| | Friday | Smart Casual |

(Except Johor, Kedah, Kelantan and Terengganu)

| | | |
|--------------------------|--------------------|-----------------------|
| Working days/time | Sunday – Wednesday | 8.30 am until 5.30 pm |
| | Thursday | 8.30 am until 5.00 pm |

| | | |
|--------------------------|--------------------|----------------------|
| Working days/time | Sunday – Wednesday | Formal/Office Attire |
| | Thursday | Smart Casual |

| | |
|--------------|--|
| Leave | 2 days per month (including sick leave) |
|--------------|--|

- The attendance is compulsory to be monitored by supervisor/sub supervisor.
- Every end of the month, student/ supervisor must submit the attendance to intern@tm.com.my
- Please attach any relevant documents if the student has applied leave.
- The allowance will be pro-rated if the attendance is below 90%.