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1.0

Abbreviation

| | | |
|-----|------------|--|
| 1.1 | HOD | Head of Company/Division/Department |
| 1.2 | GHCD | Group Human Capital Division |
| 1.3 | CEO/COO/ED | Chief Executive Officer/Chief Operating Officer/Executive Director |
| 1.4 | GM | General Manager |
| 1.5 | TRF | Transfer Form |

2.0

Transfer & Relocation

2.1

At the absolute discretion of the Company and depending on business necessity, the Company may transfer a staff from one job to another, of a similar or dissimilar nature, or from one department to another, or from one location to another (local or overseas), within the Company or related Companies.

2.2

Any transfer of staff whether internal or within the Group shall be initiated by the respective HOD. Any request for transfer must be submitted to GHCD via the **TRF** and approved by GHCD. GHCD will then issue a transfer letter together with the new job description (prepared by HOD) with regards to the new position.

2.3

Where the transfer involves relocation, the staff will be given sufficient time before staff is required to move. In cases where the transfer involves the staff only, two (2) weeks prior notice shall be given. In the case where transfer involves the staff and staff's family, one (1) month prior notice shall be given.

3.0


Relocation Allowance

3.1

When the staff is transferred to a new work location which is more than 100 km radius from staff's original work place and necessitates staff to move house and family, staff is eligible for Transfer Allowance as follows:

Peninsular Malaysia

| Job Grade | Position | Entitlement | |
|----------------|-------------------------------------|-----------------------|---------------------------------|
| | | Married & With Family | Married & Without Family/Single |
| TM1 & TM2 | CEO/COO/CFO/ED | Nil | |
| SM1 | Senior GM | Nil | |
| SM2 - SM3 | GM | RM3,000.00 | RM1,500.00 |
| SM4 & MM1- MM4 | Assistant GM/Senior Manager/Manager | RM2,000.00 | RM1,000.00 |

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| Job Grade | Position | Entitlement | |
|-------------------|-------------------------|-----------------------|---------------------------------|
| | | Married & With Family | Married & Without Family/Single |
| MM5 & EX1 – EX5 | Asst. Manager/Executive | RM2,000.00 | RM1,000.00 |
| NT1/TL1 – NT6/TL6 | Others | RM1,500.00 | RM800.00 |

Sabah & Sarawak

| Job Grade | Position | Entitlement | |
|-------------------|-------------------------------------|-----------------------|---------------------------------|
| | | Married & With Family | Married & Without Family/Single |
| TM1 & TM2 | CEO/COO/CFO/ED | Nil | |
| SM1 | Senior GM | Nil | |
| SM4 & MM1- MM4 | Assistant GM/Senior Manager/Manager | RM3,000.00 | RM1,500.00 |
| MM5 & EX1 – EX5 | Asst. Manager/Executive | RM3,000.00 | RM1,500.00 |
| NT1/TL1 – NT6/TL6 | Others | RM2,000.00 | RM1,000.00 |

Overseas

| Job Grade | Position | Entitlement |
|-------------------|-------------------------------------|-------------|
| | | Single |
| TM1 & TM2 | CEO/COO/CFO/ED | Nil |
| SM1 – SM3 | Senior GM/GM | Nil |
| SM4 & MM1- MM4 | Assistant GM/Senior Manager/Manager | RM3,000.00 |
| MM5 & EX1 – EX5 | Asst. Manager/Executive | RM3,000.00 |
| NT1/TL1 – NT6/TL6 | Others | RM2,000.00 |

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- 3.2 This is a one-off payment which will cover mileage and hardship incurred in the course of the transfer.
- 3.3 Half (50%) of the entitlement will be paid upon completion of six (6) months and the other half upon completion of one (1) year.
- 3.4 Where the relocation or transfer is initiated at the request of the staff, staff shall not be entitled to the above allowance.

4.0 Appendix

| No. | Title Form | Appendix |
|-----|---------------|------------|
| 4.1 | Transfer Form | Appendix 1 |