

HIGHLY CONFIDENTIAL

Our Ref : HO/Band G/411/2022

29 November 2022

Ms Yap Lih Shing
No 9, Jalan Cassia 2
Taman Cassia, Rawang
48000 SELANGOR

Malayan Banking Berhad (3813-K)
Menara Maybank,
100 Jalan Tun Perak,
50050 Kuala Lumpur, Malaysia
Telephone +603 2070 8833
www.maybank2u.com.my

Dear Ms Lih Shing,

OFFER OF EMPLOYMENT AS ASSISTANT VICE PRESIDENT

We have the pleasure of offering you employment with the Bank as **Assistant Vice President, Portfolio Risk Management (ICAAP & Stress Testing), Group Portfolio Management, Group Risk** on the following terms and conditions of service:-

Benefit Grade	Band G
Corporate Title	Assistant Vice President
Basic Salary	RM 10,200.00 per month
Transport Allowance	RM 380.00 per month
Probationary Period	Six (6) months from the date of employment
Termination of Employment upon Confirmation	Either party may at any time give three (3) months' notice to the other to terminate the employment. Such notice shall be in writing.
Other Terms and Conditions of Service	In accordance to the Terms and Conditions of Employment for Band G. Enclosed herewith are the documents for your perusal:- i) A copy of the above Terms & Conditions ii) A copy of Maybank Group Code of Ethics and Conduct Policy iii) A copy of the Maybank Information Systems Security Policy iv) A copy of Maybank Corporate Disclosure Policies & Procedures v) A copy of Maybank Group Anti-Bribery & Corruption Policy and Procedure vi) A copy of Maybank Handover Policy
Service Bond	As per Annexure I

This offer of employment is **conditional**, subject to you passing the pre-employment medical check-up & background screening assessment.


Kindly be guided that the Onboarding Session will be conducted virtually on your first day of employment and the relevant details pertaining to the session will be shared accordingly. Upon completion, you are to report to the **Head, Group Portfolio Management, Group Risk at Level 29, Menara Maybank**.

We take this opportunity to welcome you and we are confident that you will execute your responsibilities with full commitment and dedication towards further enhancing the performance of the Maybank Group.

Meanwhile, we would appreciate if you could confirm your acceptance by signing and returning the duplicate of this letter to **Resourcing Operations, GHC FutureReady Operations & Service Infrastructure, Group Human Capital, 14th Floor, Menara Maybank, 100 Jalan Tun Perak, 50050 Kuala Lumpur** within 3 days, after which this offer will be deemed invalid.

Thank you.

Yours faithfully
for **Maybank**


PREMKUMAR A/L RAMA @ RAMO (82191)
Head
GHC FutureReady Operations & Service Infrastructure
Group Human Capital

MF

c.c Human Capital - Group Risk
Group Human Capital

Head, Group Portfolio Management
Group Risk

I hereby accept the above offer of employment and the offered terms and conditions of service as indicated in this letter. I will able to report for duty on _____

Signature : Date : 30 November 2022

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Annexure I


Ms Yap Lih Shing
29 November 2022**SERVICE BOND**

I am aware that Maybank will be paying a sum of **RM 63,480.00** being the amount payable as payment required for **Asian Institute of Chartered Bankers Staff Training Fund** (amounting to RM 63,480.00) as a direct result of having offered me employment.

In consideration of the same, I agree to serve a minimum twelve (12) months period with the Bank as a service bond effective from the date that I report for duty. In the event that I resign from employment within the twelve (12) months period, I shall reimburse the Bank the full sum of RM 63,480.00 immediately on demand.

Failure to do so, shall entitle the Bank to set off the amount due from my existing accounts with the Bank without further notice to me.

I hereby accept this offer of employment on the terms and conditions of service as indicated in this letter dated 29 November 2022.

Signature : 

Date : 30 November 2022