

29 February 2024

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FOO HERR PINN

43, Lorong Bendahara 37B
Taman Seri Indah 2
41200 Klang, Selangor

Dear Herr Pinn,

OFFER LETTER AS MANAGED SECURITY INTERN AT NEXAGATE SDN BHD

Reference is made on the above matter and on your application dated on 6 February 2024.

2. Nexagate are pleased to offer you an opportunity to become a part of our team as an **Intern in Managed Security Department at Nexagate Sdn Bhd** beginning **18th March 2024** subject to the following employment terms and conditions: -

Job Designation	Intern, Managed Security Department
Type of Post	Internship
Duration of Internship	18th March 2024 to 30th August 2024
Reporting To	Suziyanti Shahrudin, Chief Managed Security
Monthly Salary	RM 800.00 only
Working Hour	Monday to Friday (9.00am to 6.00pm)
Accommodation	Not Provided
Eligibility for Overtime	No
Eligibility for Claims	Yes, subject to the following rates: i) Mileage of claims at RM 0.70/km by motor vehicles or RM 0.40/km by motorcycles subject to the travelling to the client sites only. ii) Toll and parking reimburse as per receipts subject to the client sites only.
Paid Leave	5 days subject to proper application to and approval by the Head of Department (HOD). For the purposes of this Contract, pro-rated paid leave application will be applied on the second week of employment. Any leaves taken without the approval of the HOD shall be deemed as unpaid leave days and will be deducted from the monthly salary.
Medical Leave	5 days on recommendation of registered doctor and subject to immediate notification to HOD and HR. If the registered doctor's certificate is not produced, any leaves taken under the pretext of medical leaves shall be deemed as unpaid medical leave days and will be deducted from monthly salary. When hospitalization is required, a maximum of 60 days medical leave days will be granted inclusive the medical leave mentioned above.

Compassionate Leave	3 consecutive working days on the death of immediate family member, fire, or flood at employee house.
Responsibilities	<p>Your responsibilities as Intern, Managed Security shall be as follows:</p> <ul style="list-style-type: none"> i) Demonstrate expert-level knowledge of network traffic and communications, including known ports and services; ii) Demonstrate a knowledge of the Windows operating system, knowledge in various Linux distributions and the Unix framework; iii) Demonstrates knowledge of the following security related technologies: IPS, IDS, SIEM, firewalls, DNS, encryption, HIDS, NIDS, proxies, Network Packet Analyzers, malware analysis, forensic tools, and enterprise level appliances; iv) Demonstrate an understanding of various open source and commercial analysis tools used for incident analysis, both network and host-based; v) Demonstrate understanding of DoD accreditation policies, processes, and practices; vi) Demonstrate expert-level knowledge in planning, directing, and managing Computer Incident Response Team (CIRT) operations in an organization similar in size to this acquisition; vii) Expert proficiency in conducting research and analysis, compiling relevant all source intelligence to incorporate into analytical products and technical briefings; viii) Demonstrate expert ability to analyze and identify relationships and trends between incidents in the short term and patterns across incidents in the long term and report trend analysis in quarterly and yearly trend analysis reports; ix) Demonstrate expert ability to extract actionable information and indicators from intelligence reporting and articulate to network defenders to update network security posture; x) Demonstrate knowledge of threat intelligence tradecraft, structured analytic, contrarian, and imaginative analytic techniques; xi) Demonstrate expert knowledge of encryption algorithms (e.g., Internet Protocol Security [IPSEC], Advanced Encryption Standard [AES], Generic Routing Encapsulation [GRE], Internet Key Exchange [IKE], Message Digest Algorithm [MD5], Secure Hash Algorithm [SHA], Triple Data Encryption Standard [3DES]);

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	<p>xii) Demonstrate knowledge of basic physical computer components and architectures, including the functions of various components and peripherals (e.g., central processing units [CPUs], network interface cards [NICs], data storage);</p> <p>xiii) Demonstrate expert ability to analyze of file system implementations (e.g., New Technology File System [NTFS], File Allocation Table [FAT], File Extension [EXT])</p> <p>xiv) Performs forensic analysis of digital information and gathers and handles evidence.</p> <p>xv) Identifies network computer intrusion evidence and perpetrators.</p> <p>xvi) Investigates computer fraud or other electronic crimes, crack files and system passwords, detects steganography and recovers deleted, fragmented and corrupted data from digital media of all types.</p> <p>xvii) Ensures chain of custody and control procedures, documents procedures and findings in a manner suitable for courtroom presentation and prepares comprehensive written notes and reports.</p>
Transfer	The Company reserves the right to transfer at any department within the Company, or its subsidiary, branch or division where your service is required.
Code of Conduct	<p>The Company expects a certain code of conducts from its employees. As an intern, you are required to:</p> <ul style="list-style-type: none"> i) Observe and comply with all rules, regulations, procedures, practices and policies of Nexagate, whether expressed or implied, for the time being in force by the Management of the Company. ii) Discharge your responsibilities assigned to you by the aforementioned Company or its related companies. iii) Faithful and diligent at all times in performing duties and responsibilities as may be assigned to you by Nexagate and at all times promote and advance the interest of the Nexagate. iv) Always act professionally to reflect the Nexagate's good standing. v) Serve Nexagate with full commitment and never under any circumstances offer your services whether for compensation or otherwise to any other organisation without consent of Managing Director. vi) Shall not at any time, whether during your service with Nexagate or at any time thereafter, make public or divulge any confidential information without consent of the Managing Director.

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	<p>vii) If during the tenure of employment with Nexagate, an employee either alone or jointly with any persons makes or devises any invention, process of improvement, software programs, techniques or methods, he shall disclose truly and fully to the Company and deliver to the Company all documents, working papers, specification, software program and formula pertaining to the above, which may in his control, possession or custody.</p> <p>viii) Shall not cause, threaten, or instigate other employees to take any form of illegal industrial action and jeopardizing the image and reputation of Nexagate.</p> <p>ix) Shall not be working an alternative job be it full time, part time or freelance with any direct or indirect competitors of Nexagate.</p> <p>x) Shall not hold any job position in any other organisation that is similar nature of business with Nexagate.</p> <p>xi) Shall not in any manner or form offer on behalf of the Company or receive and offer of bribes or any illegal gratification for his own or Company benefit.</p> <p>xii) Shall not possess illegal drugs or narcotics, weapon within Nexagate's premises.</p>
Company Regulations	You are subjected to the Company's rules and regulations and other procedures as may be known to you from time to time through your period of service in accordance with Employee Handbook. Any matters not listed in the Employee Handbook shall refer to Employment Act 1955.
Circulation	Memo or letter on updating procedures, policies and practices of the Company are valid if there are any changes from time to time. You are required to adhere to all the instructions.
Non-Disclosure of Confidential Information and Trade Secrets	<p>Without the prior consent of the Managing Director or except as authorized or required, in the course of the performance of your duties:</p> <p>i) Shall not disclose, reveal, or make available, directly or indirectly any confidential operations, processes or dealings, any trade secrets or any information concerning the business, finance, transaction or affairs of the Company, or its parent Company or any of its subsidiaries or associate companies, which may come to your knowledge during your employment with the company.</p>

	<p>ii) Shall keep complete secrecy all confidential information in any manner which may injure or cause loss either directly or indirectly to the Company or its business or may be likely to do so.</p> <p>iii) Shall handover to the company all documents, data or other requisites, confidential or otherwise, obtained or made by you during your employment with the Company, pertaining to the business of the Company upon your cessation of employment with the Company.</p> <p>iv) Shall not at any time, whether during your service with Nexagate or <u>at any time thereafter</u>, make public or divulge any confidential information without consent of the Managing Director.</p> <p>The restriction and reservation shall not apply to any information, knowledge which may have come into public domain and/or subject to be surrendered to relevant regulatory body / authorized bodies.</p>
Resignation	<p>Any notice of resignation shall be by way of written notice to HOD and HR at least one (1) full week prior to resignation date. Any 24-hours notice of resignation shall be subjected to penalty to be paid by you amounting to payment of one (1) month's salary in lieu of notice with all leaves to be pro-rated immediately. The Company has the right to claim from you any short notice and/or to deduct any claims from your salary.</p>
Termination	<p>Termination of employment can be served on the employee by the Company subject to giving one (1) full week written termination notice to the employee.</p> <p>The Company reserves the right to terminate the employee due to the following:</p> <ul style="list-style-type: none"> i) Poor performance and/or non-performance of work ii) Misconduct/insubordination and/or any other actions challenging the rights of the Company or jeopardizing/damaging the image and reputation of the Company iii) Confirmation and/or report for drug abuse/ substance abuse iv) Conviction by a court of law for bankruptcy and/or corruption or unlawful or illegal activities; and v) Any other actions or activities that may be deemed to be in violation of the laws of Malaysia.

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3. This Letter of Offer of Employment is given to you in TWO (2) copies. If you are agreeable with the offer in this letter and accepts the same herewith, kindly sign a copy of this letter and return to us a copy of signed letter to us within THREE (3) days from the date of this letter. If we do not hear from you within THREE (3) days from the date of this letter, we assume that you are not agreeable to the terms of the offer and this offer shall automatically be withdrawn upon the expiry of the response time frame required.

We are looking forward to receiving a favorable reply.

Thank you.



NOOR HAZLINDAH ALOWI
Senior HR Executive

ACCEPTANCE OF THE OFFER

I, [Name] FOO HERR PINN, [NRIC Number/Passport Number] 030706-02-0941 have read and fully understand the above terms and conditions and hereby ****ACCEPT/ ~~DECLINE~~** the offer of the position as [Job Designation] MANAGED SECURITY INTERN offer to me as stated in the offer letter dated on 29 FEBRUARY 2024 above.

Date : 1 MARCH 2024

Signature: 

*** Please strike off whichever is not applicable.*

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