

3-Oct-2024

TERMS AND CONDITIONS

99 SPEED MART SDN BHD hereby agree to employ NUR SHAZANI LIM BINTI ABDULLAH with terms and conditions as follows:-

PERSONAL DETAILS

Name : NUR SHAZANI LIM BINTI ABDULLAH
 NRIC No. : 830911125334
 Address : NO 32,
 TMN DUYUNG INDAH,
 MELAKA
 Sex : FEMALE
 Employee No. : B190075
 Date of Birth : 11/09/1983
 Postal : 75460

Date of work commencement : 26/09/2024

Date of ceasing : _____

Work permit no. / Immigration work permit no. and expiry date : _____

1 **Dept.** : ME TMN PENGKALAN JAYA

Designation : Cashier

Job Description & Orientation Checklist as per attachment, would be explained to you by your immediate superior upon commencement of service.

2 **Wages (not including allowances)** : RM1,530.00

3 **Payable Allowances**

Type of Allowances

Amount Payable

a. -

-

b. -

-

4 **Probation and Confirmation**

a. Employees who are engaged with a view to regular employment shall undergo a probationary period not exceeding three (3) months in the first instance. This period may be extended for a further period of up to three (3) months at the discretion of the company to ascertain their suitability in every aspect subject to notification.

b. During or at the end of the period of probation or any extended period thereof, either party may terminate the employment. The period of notice required by either party shall be in accordance with the provision in the contract of employment or wages instead of notice.

5 **Notice Period for Termination**

a. Notice period for termination of employment by either party in respect of confirmed employees shall be in accordance with the provision as: Notice of termination for confirmed staff is one (1) month written notice or one (1) month's salary in lieu thereof. Notice of termination for probationary staff is two (2) weeks written notice or two (2) weeks salary in lieu thereof.

b. Such notice shall be in writing and may be given at anytime of the day on which the notice is given shall be included in the period of notice.

6 **Annual Increment**

a. Employees will be granted in accordance to service based on calendar year and subject to the following conditions :-

- i. The satisfactory performance of the employee and the profitability of the Company's business.
- ii. Annual increment may be withheld, deferred, or stopped, if in the opinion of the Company, the work performance is below standard.
- iii. Employee must have completed twelve (12) months of employment.

7 **Pay Day**

a. Salary will be paid at the end of the month but will not be later than the 7th of the following month. Cut off period for branch staffs will be on 24th - 23th.

8 **Transfer**

a. The company reserves the right to transfer an employee from one department to another within the company or our sister company or our associate or our outlet at all times according to the needs of the company.

Employee's Signature