

SKYCLEAN SERVICES SDN BHD

201501011416 (1136751-A) [The Professional Cleaner]
A17-01, Trefoil @ Setia City.
No. 2, Jalan Setia Dagang AH U13/AH, Setia Alam,
Seksyen U13, 40170 Shah Alam, Selangor Darul Ehsan, Malaysia.
SST Reg No.: B16-1902-32000164 W: <https://skyclean-services.com>



EMPLOYMENT CONTRACT

28 DECEMBER 2023

Seri Hartati

Block 1, No.5, Jalan Eco Majestic,
Kharisma Apartment,
43500 Semenyih
Selangor.

Dear Seri Hartati,

We refer to the recent interview and have the pleasure in offering you the following position in our office for a probationary period of three (3) months, during which your employment may be terminated with 24 hours notice on either side. Your employment will be subjected to the following terms and conditions:-

1. **Nature of Employment** : Cleaner
2. **Date of Commencement** : 01 January 2024
3. **Salary Package** : -
 - Basic monthly salary : RM 1,500.00
 - Allowance / Food / Transport / Shift : RM –
 - Overtime : RM – (In accordance with Malaysia Labour Law)
 - **Estimated monthly income** : **RM 1,500.00** (excluding Overtime)

Payment of salary shall be made at the end of each calendar month and not later than 7th of the month.

- **Working Day & Hour** : **6 days per week / 8 hours per day**
4. **Duration of Employment** : The employment contract shall be for a period of three (3) years from the date of arrival of worker and this contract may be extended by mutual agreement subject to the approval of relevant authorities.
 5. **Travelling Expenses** : Air ticket for worker from **SOURCE COUNTRY** to Kuala Lumpur International Airport (KLIA) shall be borne by the Employee, and upon completion of the Employment contract the travelling expenses, including air ticket, from workplace to **SOURCE COUNTRY** shall be borne by the employer.
 6. **Food and Accommodation** : The employee will pay food by himself. The employer shall provide the employee with accommodation complete with water and electricity supply, a kitchen with basic cooking utensils.

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7. Overtime :-

According to Malaysia labour law as follows;

- (A) On Normal days : Salary x 1.5
- (B) On Rest Day : Salary x 2.0
- (C) On Gazetted Public Holidays : Salary x 3.0

8. Annual Leave : You are entitled to eight (8) days for the first two years of services, for period of service between two years to five years the employee would qualify for 12 day of leave and for service of more than five years the employee qualifies for 16 days of leave.

9. Sick Leave (without hospitalization) : The employees shall be entitled to fourteen (14) days for each year of service for service less than two years and 18 days service between two to five years and 22 days annually for service exceeding five years.

And in case of hospitalization, the employee qualifies for 60 days leave in each calendar year.

10. Public Holidays : The employee shall be entitled to be paid holiday for a total of 11 Public holidays in any one year of service that must include the following five days:

1. The National day
2. The birthday of the Yang di-pertuan Agong
3. The birthday of the Ruler of the State as the case may be and/ or the Federal Territory day where the employee in working in such an area.
4. Labour Day
5. Malaysia day, and another six more days from:-
 - Chinese New Year - 2 days
 - Hari Raya Puasa - 2 days
 - Christmas - 1 day
 - Deepavali - 1 day

11. Employment and Work Permit : The employer shall provide the employment certificate or work permit within (60) days after medically fit for employment.

12. Yearly Medical Check : Yearly medical examination will be arranged as re quired by the Immigration Department of Malaysia and cost incurred be borne the employer.

13. Workmen Compensation :

In accordance with Malaysia labour law;

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(A) With effect from 1/1/2019, all foreign employees shall be insured under the **Employees Social Security ACT 1969** (Malaysian Labour Law) replacing the **Workmen Compensation Act 1955**

(B) According to Foreign Worker Hospitalization & Surgical Insurance Scheme, (FWHSS) shall be borne by the employer.

14. Deceased Employee : In the case the employee dies in the course of his employment, the employment shall be responsible to arrange for the body of the deceased to be repatriated to this next of kin in **SOURCE COUNTRY** and necessary repatriation cost be borne by the employer.

15. Government Levy And Immigration Fee : The employer will borne the levy fees.

16. Age : From 18 to 45 years old and physically and mentally healthy.

17. Restriction :

(A) That the employee shall not marry with any Malaysia and shall not participate in any political activities and activities of those connected with Trade Union in Malaysia.

(B) That the employee shall not changes his employment during the contract period and shall not carry or do business without the written permission from the employer.

(C) That if the employee is found creating social problems and or engaged in my illegal subversive or crimnrial activities, then he will dismissed with immediate effect and with be repatriated to SOURECE COUNTRY on his own expenses.

(D) Any employee shall not organize, participate or be involved in any kind of industrial action during his term of employment.

18. Termination : The Employer reserves the right to immediately terminate this contact with employee on occurrence of following events;

(A) If the employee breaches any of the restrictions of clause 16 mentioned above or is convicted of any offence under any law of Malaysia.

(B) If the employee's employment pass is withdrawn by the Malaysia authorities for any reason whatsoever.

(C) If the employee is absent from work for more than two (2) consecutive working days without reasonable excuse.

(D) If the employee to be discovered under eighteen (18) years old.

(E) If doctor certified the employee medically unfit for employment.

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19. Other Term And Conditions : The employer will pay the basic salary of due months, if workers are repatriated before completing the contractual period.

If any worker resigns willingly on his own free will from the service, the air ticket for repatriation will be borne by the worker. Moreover, will compensate to balance levy by employee.

20. Revision to the Terms and Conditions : The terms and conditions stipulated herein are subjected to revision or amendment by the Company From time to time as the Company may deem necessary.

Four copies of this Employment Contract are enclosed herewith and we shall be grateful if you could immediately sign and return duplicate copy to us as confirmation of your acceptance of the contract.

Thank you.

Yours faithfully,
SKYCLEAN SERVICES SDN. BHD.

A handwritten signature in black ink, appearing to read 'Seah Woon King', is written over a horizontal dashed line.



Full Name : Seah Woon King
Designation : Director

I understand and accept all the above terms and conditions of service.

A handwritten signature in black ink, appearing to read 'Seri Hartati', is written over a horizontal dashed line.

Seri Hartati
(Passport No. C5228755)