

F.W. FURNITURE INDUSTRIES SDN BHD

No. 15, Jalan Johan 1/3, Kawasan Perindustrian Pengkalan 2, Fasa 1, Pusing 31350 Perak

F.W. FURNITURE, a furniture factory who is processing different kind of furniture for export.

We have the pleasure to inform that we are in need to recruit the following workforce to work with us as below offer and term and condition:

DEMAND LETTER

35 General Workers

REQUIREMENTS:

- * Age 20 to 30 years old.
- * General works handling,
e.g. operate machine, store-keeping,
loading & unloading & etc.
- * Hard-working, able to work over time.

BASIC SALARY : RM1000 per month

With 2 hours OT per day -> RM375 per month

Minimum RM1375 per month



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Terms and conditions:

1. **Working Days** : 6 days per week
2. **Working Hours** : 8 hours per day 48 hours per week
3. **Overtime** : In accordance with Malaysian Labour Law:-
 - Normal days : salary x 1.5
 - Rest days : salary x 2.0
 - Public Holidays : salary x 3.0
4. **Contract Period** : 3 years
5. **Workmen Compensation:** In accordance with Malaysian Labour Law:-
The foreign workers are covered by the Foreign Workers Compensation.
6. **Accommodation** : A monthly accommodation fee RM50 will be charged.
7. **Government Levy and Immigration Fee**

The Employer shall pay advance to the Employee a sum of **RM 1,250.00** as payment of Levy which shall be subsequently deducted from the Employee's salary through 12 month installments. The Employer has the sole discretion to give the employee any subsidy of the levy.

The Immigration fee such as PLKS, Processing, and Calling visa will be borne by the Employer.

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8. Annual Leave, Sick Leave and Public Holidays:

In accordance with Malaysian Labour Laws:

Annual leave of 8 days for the first two years of service; for period of service between two years to five years the employee would qualify for 12 days of leave; and for services of more than five years the employee qualifies for 16 days of leave.

Sick leave (without hospitalization):

14 days for each year of service, for service less than two years, and 18 days for services of two years to five years and 22 days annually for services exceeding five years.

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

The employee shall be entitled to be paid holiday for a total of 10 public holidays in any one year of service.

9. Air Ticket

Single journey would be provided upon completion of the Employment Contract

10. Yearly Medical

Yearly medical examination will be arranged as required by the Immigration Department of Malaysia.

11. Restriction

- a) That the Employee shall not marry with any Malaysian and shall not participate in any political activities and activities of those connected with Trade Union in Malaysia.
- b) That the Employee shall not change 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 any illegal subversive or criminal activities, then he will be dismissed with immediate effect and will be repatriated to Myanmar 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.

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12. Termination of service

- a) That if the Employee breaches any of the restrictions in Clause 16 above or is convicted of any offence under any of the laws of Malaysia.
- b) That if the Employee's Work Permit is withdrawn by the Malaysian authorities for any reason whatsoever.
- c) That if the Employee is absent from work for more than two (2) consecutive working days without a reasonable cause or leave.
- d) That if the Employee is discovered to be under-aged on first appointment entry.
- e) That if a medical doctor certifies the Employee medically unfit for employment.

Kindly arrange to recruit the above-mentioned categories at the earliest.

Thank you

Yours faithfully,

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Authorised Signatory

Name :

Company Chop :