

Letter Head

CONTRACT OF EMPLOYMENT

This **CONTRACT OF EMPLOYMENT** is made on this day.....month of...20... between (hereinafter referred to as “the Employer”) of one part and Passport No. and/or Birth Registration No..... (hereinafter referred to as “the Worker”) of the other part.

WHEREAS the Employer shall employ the Worker in accordance with the terms and conditions of this Contract of Employment and subject to the laws, regulations, rules, national policies and directives of Malaysia.

IT IS HEREBY AGREED as follows:

1. Duration of this Contract of Employment

The duration of this Contract of Employment shall be for a period ofyear(s) commencing on the day of arrival of the Worker in Malaysia until such time the Contract of Employment is terminated in accordance with the terms and conditions of this Contract of Employment.

2. Wages

- 2.1. The Worker shall receive a basic wage of RM (Excluding allowances and overtime). The basic wage shall comply with the national minimum wage.
- 2.2. Wages shall be paid by the Employer on a monthly basis not later than seventh day of the following month.
- 2.3. The payment of the monthly wages shall be made through a bank account in the worker’s name.

3. Working Hours

The working hours are as follow:

- A) **Monday – Saturday : 00:00am – 00:00pm**
Lunch Break : **00:00pm – 00:00pm**
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4. Overtime

4.1. In the event of a worker, upon request by the employer, agree to work in excess of his/her normal working hours, the worker shall be paid as follows:

- a) On normal days : Hourly rate of pay x 1.5
- b) On rest days : Hourly rate of pay x 2.0
- c) On public holidays : Hourly rate of pay x 3.0

Remarks: Hourly rate of pay = Monthly salary / 26 / 8 hours

5. Rest Day

5.1. The Worker shall be entitled to one (1) rest day in each week.

5.2. In the event the Worker, upon the request by the employer, agrees to work on such rest day, the worker shall be paid in accordance with the labour laws in Malaysia.

6. Public Holiday

6.1. The employee shall be entitled to paid holiday for a total of minimum 11 public holidays in a year which must include the following **five (5)** days:

- a) Birthday of SPB Yang di-Pertuan Agong
- b) Birthday of the Ruler of the State / Federal Territory day
- c) Labour Day
- d) National Day
- e) Malaysia Day

6.2. Another **six (6)** more days which will be displayed on the company notice board at the beginning of each year.

7. Annual Leave

After confirmation, you shall be entitled to paid annual leave as follow:

- a) 8 days for every 12 months' service for the period of less than 2 years.
- b) 12 days for every 12 months' service for period of more than 2 years but less than 5 years.
- c) 16 days for every 12 months' service for period of 5 years or more.

8. Levy

The payment of levy shall be borne by the Employer.

9. Medical and Accident Insurance

The Worker shall be insured under the Foreign Worker's Compensation Scheme (FWCS) under the Workmen's Compensation Act 1952 and if applicable, the Foreign Workers Health Insurance Scheme (SPIKPA).

10. Deductions

The Employer is entitled to make deduction for not more than 50% in a month from the Worker's wages in the event of any monetary advance in accordance with the labour laws in Malaysia.

11. Accommodation

The Employer shall provide the Worker with reasonable accommodation with basic amenities in accordance with the laws, regulations, rules, national policies and directives in Malaysia.

12. Sick Leave

You shall be entitled to pay sick leave for the number of days specified below and such leave must be certified by a registered medical practitioner, or in the case of emergency, by a Government medical officer or any other registered medical practitioner. You shall be entitled to pay sick leave as follow:

- a) 14 days for every 12 months' service for period less than 2 years.
- b) 18 days for every 12 months' service for period more than 2 years but less than 5 years.
- c) 22 days for every 12 months' service for period 5 years or more.

Sixty days in the aggregate in each calendar year if hospitalization is necessary, as may be certified by such registered medical practitioner or medical officer. And provided further that if an employee is certified by such registered medical practitioner or medical officer to be ill enough to need to be hospitalized but is not hospitalized for any reason whatsoever, the employee shall be deemed to be hospitalized for the purposes of this section.

13. Renewal of Worker's Visit Pass (Temporary Employment)

- 13.1. The Employer shall renew the Worker's Visit Pass (Temporary Employment) three (3) months before the expiry date.
 - 13.2. Any penalty or compound due to the failure of the Employer to do so shall be borne by the Employer.
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14. Air Passage

The first travelling expenses from to any agreed point of entry in Malaysia shall be borne by the Worker and the expenses from any agreed point of exit in Malaysia to shall be borne by the Employer upon completion of this Contract of Employment.

15. Repatriation

15.1. The repatriation cost of the Worker from his place of work in Malaysia to his original exit point in shall be borne by the Employer under the following circumstances:

- i) At the completion of this Contract of Employment;
- ii) Termination of this Contract of Employment by the Employer other than non-compliance of the terms and conditions of this contract of employment by the worker; Or
- iii) Termination of this Contract of Employment by the worker due to non-compliance of the terms and conditions of this Contract of Employment by the Employer.

15.2. The Worker shall be responsible for all expenses relating to repatriation under other circumstances that are not mentioned in Clause 15.1.

The term "original exit point" in this Contract of Employment shall mean

16. Repatriation in the Case of Death of the Worker

In the event of death of the Worker, the funeral and repatriation of the remains shall be arranged at the expense of the Employer as provided for the Workmen's Compensation Act 1952 [Act 273].

17. Termination

17.1. In the event the Employer intends to terminate this Contract of Employment, the Employer shall give two (2) months' notice of his intention to terminate such Contract of Employment or two (2) months' wages in lieu of notice to the Worker, and shall provide air fare to.....for the Worker.

17.2. In the event the Worker intends to terminate this Contract of Employment, the Worker shall give two (2) months' notice or indemnify two (2) months' wages in lieu thereof to the Employer and the Worker shall bear the cost of air fare to

18. Restrictions

- 18.1. The Worker shall not participate in any political activities or activities of those connected with political organizations in Malaysia.
- 18.2. The Worker shall not change employment during this Contract of Employment period and shall not carry or do other business.
- 18.3. If the Worker is found by the competent authority concerned creating social problems or engaging in any illegal, subversive or criminal activities, the Worker shall be dismissed from the job and shall be repatriated to at the Worker's own expenses.
- 18.4. In the event the Worker marries any person in Malaysia during the worker's period of employment under this Contract of Employment, the Government of Malaysia reserves the right to revoke the Visit Pass (Temporary Employment) of the Worker.

19. Extension

The Employer and the Worker may agree that the contract of employment may be extended, subject to relevant laws, regulations, rules, national policies and directives relating to employment applicable in Malaysia.

20. Safekeeping of the Passport

- 20.1. The Employer shall not keep the passport of the Worker in his/her custody.
- 20.2. The Worker shall carry the passport all the time. In the event that the Worker's passport is lost or damaged, the Worker shall bear all related expenses.
- 20.3. The Worker shall submit the passport to the Employer for the following purposes:
 - i) Medical screenings;
 - ii) Application of Visit Pass (Temporary Employment);
 - iii) Application of Foreign Workers Identity Card; And
 - iv) Renewal of Visit Pass (Temporary Employment).

The passport shall be returned to the Worker upon completion of these purposes. In the event that the Worker's passport is lost or damaged while in the custody of the Employer for the above mentioned purposes, the Employer shall bear all related expenses.

21. Foreign Worker Identity Card

The employer shall ensure that each Worker receives the Foreign Worker Identity Card (I-Kad).

22. Outstanding Wages

In the event the worker is to be repatriated before the expiry of this Contract of Employment, the employer shall pay all outstanding basic wages and all other payments owed to the worker subject to the relevant laws, regulations, rules, national policies and directives relating to employment applicable in Malaysia.

23. Amendment

The Employer and the Worker may amend this Contract of Employment to incorporate any other terms and conditions which shall be more favorable to the Worker.

24. Time is an Essence

Time whenever mentioned shall be the essence of this Contract of Employment.

25. Interpretation

In the event there is a conflict of interpretation between the English text and any text in other language used in this Contract of Employment, the English text shall prevail.

26. Laws

This Contract of Employment shall be subjected to the laws of Malaysia.

27. Succession

This Contract of Employment shall be binding of the successor in title, assigns, personnel, representatives of the parties hereto.

28. Language of this Contract of Employment

This Contract of Employment shall be prepared in four (4) original texts, two (2) each in English and language of the country of origin of the worker, all texts being equally authentic.

IN WITNESS WHEREOF the parties hereto have signed this Contract of Employment on the day and year mentioned at the beginning of this Contract of Employment.

.....

(Employer's Signature)

Name :

NRIC No :

Address :

.....

(Worker's Signature)

Name :

Passport No :

Emergency Contact No :

.....

(Signature of Witness from Employer)

Name :

Address :

I hereby declare details of my dependent:

Name :

Address :

Contact No :

.....

(Signature of Witness from Worker) Name

:

Address :

(Note:

For Cambodia workers, they shall request approval with Cambodian Recruitment Agency for the extension of the Contract of Employment agreed between the worker and the employer. This is upon the request from the Cambodian Government and was included in the MOU signed on 10 December 2016)
