

Private and Confidential

10th January 2025

Dear Sho Ming Kang,

Re: Letter of Appointment

We are pleased to extend an offer of internship at Datum ClearMind Sdn Bhd.

You'll be joining our team in Datum as a Web Developer (Internship). We would like for you to commence on **3rd March 2025 to 22nd August 2025**, either party to terminate the contract upon rendering a 14 days notice.

Should you decide to accept this offer, you shall be eligible to receive the following:

- i. Allowance at RM1,000 per month.

Duties & Responsibilities

You will be required to assist in developing new & maintaining existing applications on assigned programming languages according to the specifications given, system testing and support. Contribute to team effort by accomplishing results as needed. Learn new programming languages, development environments, and system platforms by guidance. Maintain technical documentation, follow coding standards and enforce good programming practices; other duties as may be assigned to you by the appropriate officers of the Company from time to time.

During the continuance of this agreement, you will use your best endeavor to maintain and improve the business reputation of the Company and shall NOT be engaged in any other business of a similar kind to the business of the Company, either directly or indirectly.

Supervised by

Zhen Yuan

Reporting to

Mr. Davis Tan

Working Hours

Monday to Friday 9 am-6 pm

Alternate Saturday 9 am-1 pm (once a month)

Location

You will be based at D-9-3, Level 9, Block D, Menara Uncang Emas, No 85, Jalan Loke Yew, 55200 Kuala Lumpur but may be required to work at such other locations within Klang Valley as reasonably determined by the needs of the business.

Notes

- i. Please note that it's not subject to EPF, SOCSO, AL, or any other leave.
- ii. You shall not during working hours, use personal instant messaging, website surfing, YouTube Social media is not allowed unless it's required to perform your task.
- iii. Upon completion of the internship, all source code, manuals, documentation, and other work-related matters must be handed back to the management or person designated to commence the existing work.

Confidential Matters

You shall NOT during the continuance of this internship, or hereafter, without the prior permission of the Company, divulge, reveal or make known to any person whatsoever received during the course of your internship with the Company including but not limiting to:

- i. Information relating to the research, developments, systems, operations, clients, and business activities of the Employer or its business partners or affiliates / an employer's clients.
- ii. Information required to be maintained in confidence by the Employer Pursuant to an agreement with a client, business partner, associate, or another person.

Welcome and Acceptance

Sho Ming Kang, we would like to take this opportunity to welcome you to Datum Clearmind Sdn Bhd.

Yours sincerely,

Fion Leong

Datum Clearmind Sdn Bhd

I, Sho Ming Kang, (IC No) 011225-06-0041 hereby accepts the internship offered and confirmed that the terms & conditions contained herein are understood and acceptable to me.

I have also declared that I did not suffer from any serious illness (es)/ under any medication(s) before and during my time with Datum Clearmind Sdn Bhd and therefore, I am medically fit for internship placement.

Signed: 

Dated: 13/01/2025