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**Memorandum**

**From:** Stephanie Lim  
Chief Executive Officer

**To:** All Staff

**Date:** 12.12.2025

**C.c:** Board of Directors

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HR/MEMO/2025/013

**Staff Attendance Reward**

The Management wished to inform that the Board of Directors has approved the **revised criteria** for the existing Staff Attendance Reward. This update aims to encourage consistent attendance, promote the responsible use of medical benefits, and enhance overall employee satisfaction.

Below is a summary of the revised criteria, which will take effect from **January 2026**:

Description	Existing Criteria	Proposed Criteria (New)
<b>Cash Reward</b>	RM400	<b>RM500</b>
<b>Attendance &amp; Medical</b>	No medical leave taken	No medical leave taken <b>and NO MEDICAL CLAIMS</b> during the calendar year
<b>Punctuality</b>	No late attendance to office	No late attendance to office
<b>Service Requirement</b>	Confirmed staff with one full year of service in the calendar year.	Confirmed staff with one full year of service in the calendar year
<b>Eligible</b>	Non-HOD	Non-HOD

This enhancement reflects Management ongoing commitment to recognising the dedication and discipline of our employees.

Thank you.

**ANIKA INSURANCE BROKERS SDN BHD**



**STEPHANIE LIM**  
**CHIEF EXECUTIVE OFFICER**