

---

**Memorandum**

**From:** Dato' Hajjah Noraimi Alias  
Chief Executive Officer

**To:** All Staff

**Date:** 28/02/2022

**C.c** Board of Directors

---

HR/MEMO/2022/005

**SPECIAL REWARD ON STAFF ATTENDANCE**

Anika Insurance Brokers Sdn Bhd is pleased to introduce a new employee benefits policy effective from 1<sup>st</sup> March 2022.

<b>REWARD</b>	Cash reward of RM 400.00
<b>ELIGIBILITY</b>	i) Confirmed employee
	ii) Complete one full year of employment with Anika
	iii) Non-Managerial level (Asst. Manager and below)
<b>PERIOD</b>	1 year of attendance assessment starting from 1 <sup>st</sup> March – 28 <sup>th</sup> February
<b>CRITERIA</b>	i) No Medical Leave
	ii) No late attendance

Anika Insurance Brokers Sdn Bhd looks forward in this beneficial policy and we will continue to work toward employee wellness.

Thank You,

**ANIKA INSURANCE BROKERS SDN BHD**

  
Dato' Hajjah Noraimi Alias  
Chief Executive Officer