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**Memorandum**

**From:** Human Resources  
Department

**To:** All Staff

**Date:** 22.08.2025

**C.c:** Board of Directors

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HR/MEMO/2025/011

**Additional Public Holiday on Monday, 15<sup>th</sup> September 2025**

We would like to inform all employees that on **23<sup>rd</sup> July 2025**, the **Prime Minister of Malaysia** officially announced that **Monday, 15<sup>th</sup> September 2025** will be declared as an **additional public holiday**.

This is in conjunction with **Malaysia Day**, which falls on **Tuesday, 16<sup>th</sup> September 2025**, to allow Malaysians a long weekend to celebrate the occasion.

As such, the company will observe the following days as public holidays:

- **Monday, 15<sup>th</sup> September 2025** – Additional Public Holiday
- **Tuesday, 16<sup>th</sup> September 2025** – Malaysia Day

Kindly take note of the above and make the necessary arrangements to plan your work accordingly. For any further clarification, please do not hesitate to contact HR Department.

**ANIKA INSURANCE BROKERS SDN BHD**



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