

Memorandum

From: Dato' Hajjah Noraimi Alias
Chief Executive Officer

To: As per Distribution List

Date: 28.06.2023

C.c Board of Directors

HR/MEMO/2023/022

CAR MAINTENANCE ALLOWANCE - REVISED

Please note that Board of Directors have approved the revised '*Car Maintenance Allowance*' as below:-

Eligibility	Manager and above.
Criteria	Entitle after confirmation of employment.
	After confirmation, staff to submit actual invoices via claims reimbursement backdate to the join date (if any).
	This is on accrual basis.
	Upon resignation, entitlement will be prorated until last employment date. This is only application for insurance and road tax only.
Effective	1 May 2023

The other terms of conditions remain unchanged as per company policy.

Should we need further clarification/assistance, please contact Human Resource.

Thank you.

ANIKA INSURANCE BROKERS SDN BHD


Dato' Hajjah Noraimi Alias
Chief Executive Officer