



INSURANCE BROKERS

50 YEARS OF REPRESENTING YOU

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**Memorandum**

**From: Stephanie Lim**

**To: All Staff**

**Date: 11/2/2026**

**Chief Executive Officer**

**Cc: Board of Directors**

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HR/MEMO/2026/003

**Ramadhan Working Hours 2026**

Please be advised that the company, at its discretion, has agreed to continue the previous years' practice in rescheduling the working hours for Muslim staff during the upcoming fasting month of Ramadhan.

The reschedule work hours mentioned above will be as follows:

**From 19<sup>th</sup> February 2026 – 21<sup>st</sup> March 2026**

Monday to Fridays            8:30 AM – 1:00 PM  
   1:00 PM – 1:30 PM (Rest)  
   1:30 PM – 4:30 PM

Notwithstanding the above, staff are expected to make themselves available or remain after working hours when required by Management or their superiors. All staffs are reminded to be punctual at work.

Thank you,

**ANIKA INSURANCE BROKERS SDN BHD**

A handwritten signature in blue ink, appearing to read "Stephanie Lim".

**Stephanie Lim**  
**Chief Executive Officer**