

Memorandum

From: Dato' Hajjah Noraimi Alias
Chief Executive Officer

To: All Staff

Date: 01.04.2024

C.c Board of Directors

HR/MEMO/2024/038

Special Attendance Reward Y2023/Y2024

The Management is pleased to announce that the following staff has been awarded the Staff Attendance Reward for the period of 1 March 2023 to 29 February 2024:-

1) Rosliza	- Assistant Manager, Finance
2) Teh Min Min	- Senior Executive, Penang
3) Khadijah	- Executive, Penang
4) Lai Siew Mee	- Executive, Ipoh

Their consistent presence and commitment to their work serve as an exemplary model for all of us. This recognition is well-deserved.

The special reward for staff attendance based on the following criteria:-

Eligibility	i) Confirmed staff ii) Complete one full year of employment iii) Non-Managerial leave (Asst. Manager & Below)
Criteria	i) No medical leave ii) No late attendance
Period	1 year assessment starting from 1 March to 28 or 29 February
Reward	RM400.00

Please join us in congratulating them on this outstanding achievement. Let's continue to support and encourage each other as we work together towards our common goals.

Thank you,

Anika Insurance Brokers Sdn Bhd

ANIKA INSURANCE BROKERS SDN BHD

A handwritten signature in black ink, appearing to read 'Dato' Hajjah Noraimi Alias', written over a horizontal line.

Dato' Hajjah Noraimi Alias
Chief Executive Officer