

Our ref: MEF/MISC/(43-24)Strawberry Malaysia Sdn Bhd(KSS)

08<sup>th</sup> October 2024

**STRAWBERRY MALAYSIA SDN BHD**

Unit 5-7 & 7-7, Level 7,  
The Boulevard Offices, Lingkaran Syed Putra,  
Mid Valley City,  
59200 Kuala Lumpur,  
**W.P. KUALA LUMPUR**  
Attn: Ryan Tan  
Financial Controller

**MEMBER ID:  
WS9112**

**BY EMAIL**

[\(\[ryan@strawberrynet.com\]\(mailto:ryan@strawberrynet.com\)\)](mailto:ryan@strawberrynet.com)

Dear Sirs,

**RE: CONSULTANCY SERVICE ON RETRENCHMENT EXERCISE SCHEME**

We refer to your email dated 08<sup>th</sup> October 2024 on the above matter.

2. Thank you for your interest in engaging MEF for consultancy services on Retrenchment Exercise. We are pleased to confirm that **Mr. Kiranraj Sekar Seggaran, Consultant – Industrial Relations** will be the Consultant assigned to your Company on the above matter.

3. Scope of work: - Assisting the company in preparation and review of all documentation to JTK, LHDN and other government authorities regarding retrenchment and reviewing documentation, notification, and letters to relevant authorities and employees.

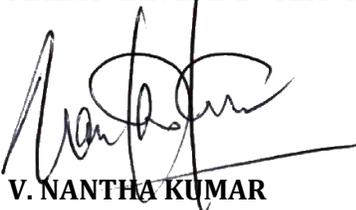
3. Please note that MEF's fee for the above service is **RM3,240.00 inclusive of 8% SST which is non-refundable**. However, the above quotations do not include cost of travelling, accommodation and other incidental expenses if incurred.

	RM	
Retrenchment Exercise		3,000.00
Add: 8% SST	240.00	
<b>Total Payment</b>		<b>3,240.00</b>

4. Should you require further clarification, please do not hesitate to contact our Mr. Kiran directly.

Thank you.

Yours sincerely,  
**MALYSIAN EMPLOYERS FEDERATION**



**V. NANTHA KUMAR**  
for executive Director