

Our reference: MEF/MISC/(1-25)Kaneka (Malaysia) Sdn. Bhd.(DJH)

8th January 2025

KANEKA (MALAYSIA) SDN BHD

Lot 123-124, Jalan Gebeng 2/3,

Gebeng Industrial Estate,

26080 Kuantan,

PAHANG DARUL MAKMUR.

Attn : Nor Kamariah Othman

Industrial Relations and Talent Acquisition Department Head

MEMBER ID:

CK2377

BY EMAIL

(norkamariah.othman@kaneka.com.my)

Dear Sirs,

CONDUCTING DOMESTIC INQUIRY (DI) AS CHAIRMAN

We refer to the above matter.

2. Thank you for engaging MEF to assist you in writing a written opinion. We are pleased to confirm that **Dato' Jalaldin Bin Hussain (Senior Principal Consultant – Industrial Relations)** will be the Consultant assigned to your Company on the above matter.

3. Please note that MEF's fee for the above service is **RM4,860.00 inclusive of 8% SST which is non-refundable**. However, the above quotations do not include cost of travelling and other incidental expenses (if any are incurred).

	RM
a) Domestic Inquiry Chairman	4,500.00
b) 8% SST	360.00
TOTAL PAYMENT	4,860.00

4. In the event the DI does not proceed for any reason whatsoever, RM 600.00 is payable by the Company to MEF for the opening of the file and other cost incurred.

5. With regard to the services provided in conducting the above said Domestic Inquiry, MEF (here means and includes its representatives including the Chairman of DI as follows:

- a. MEF would conduct the DI proceedings independently and will only make a decision on the finding of guilty or not guilty based on the charges and evidence presented. MEF shall not recommend any punishment which is the prerogative of the Company.

6. Further, MEF shall not at any time communicate with the witnesses or the accused prior to or after the DI and any communication will only be during the DI.

7. Further, if MEF is added as a party to any dispute due to any reason whatsoever, the Company shall bear the legal cost in defending the same. On the decision making, the Company shall not interfere with the findings of the panel of Inquiry. MEF shall prepare its findings within 3 weeks from the date of completion of the DI.

8. Should you require further clarification, please do not hesitate to contact our Dato' Jalaldin (012-217 3695) directly.

Thank you.

Yours sincerely,

MALAYSIAN EMPLOYERS FEDERATION

A handwritten signature in black ink, appearing to read 'Usha Devi', is positioned above the printed name. The signature is fluid and cursive.

DR. R USHA DEVI

Senior General Manager – Advisory