

Our Ref: MICP/HRA/333/PTC/26

Offer Letter

Made on this 5th day of May, 2026

This Letter of Offer from VIS Professional Portfolio Sdn Bhd [581165-W] (for **MAHSA International College, Penang**), hereinafter referred to as the **Employer**.

Ms. Nur Hawanis binti Hashim, hereinafter referred to as the **Employee** (NRIC No : 961014-09-5032).

Terms & Conditions:

1. **Designation** : Part-Time Counsellor
2. **Remuneration** : Remuneration will be paid at the following hourly rate: RM150.00 per-hour (Ringgit Malaysia One Hundred Fifty Only)
The remuneration takes cognizance of, and includes, preparation and related work and no further claims or reimbursements are permitted for disbursements or traveling. You will be required to submit a part-time claim form, approved by Chief Executive Officer in respect of hours worked. Payment will be in arrears.
3. **Term of Employment** : This is a Part-Time (Hourly Paid Contract between the College and you). The duration of the contract will be from **10th June 2026 to 9th June 2027**. This contract does not confer any right to any permanent job that may become vacant or available.
- 3A. **Conditions Precedent** : Subject to successful application of the teaching permit, medical examinations and practicing licenses with the relevant authorities, where required/applicable.
4. **Working Hours** : You will be required to counsel students referred to you for up to two (2) hours based on requirement.
5. **Duties** : You shall carry out such duties as are assigned to you in accordance with what has been assigned to you by Dean including;
 - a) Counselling of students referred to you;
 - b) Maintaining appropriate records and making available information as required by management
6. **Notice of Termination** : You understand and acknowledge that your employment with the College is "at-will". This part-time employment relationship may be terminated at any time, with or without good cause or for any or no cause, by the College or you by one (1) month's notice to that effect. In the event of death or disability during the term of this contract, this contract shall terminate immediately.
7. **Benefits of Medical, Insurance & Leave** : Your part-time employment with the College does not entitle you to any medical or insurance benefits or any leave, whether annual or medical.
8. **Office Secrecy** : All information obtained in the course of work with this company & college shall be deemed to be strictly confidential. No such information shall be divulged to any outside third party without the prior written consent of the employer.
9. **Service Rules** : Where relevant, you shall comply strictly with the Service Rules of VIS Professional Portfolio S/B and other procedures as may be made known from time to time.

VIS PROFESSIONAL PORTFOLIO SDN BHD
(581165-W)
Level 3, 17-21, NB Tower, No.5050
Jalan Bagan Luar, 12000 Butterworth
Pulau Pinang, Malaysia
Tel: +604 332 5050 Fax: +04 332 7070
Website: www.micp.edu.my



MAHSA
INTERNATIONAL COLLEGE

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10. **Applicable Law** : This agreement shall be governed by and construed in accordance with the Laws of Malaysia.
11. **Jurisdiction** : Any differences between the parties in connection with this agreement shall be decided by the courts in Malaysia.

In witness whereof, the parties have signed this document on this 5th May 2026

Signed by:

Nur Hawanis binti Hashim
(NRIC No.: 961014-09-5032)

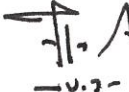
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Signed by:

Vijayendiran Subramanian
(NRIC No. : 740527-14-5809)
Chief Executive Officer
For and on behalf of
MAHSA International College, Penang

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KERAJAAN MALAYSIA

IBU PEJABAT
LEMBAGA HASIL DALAM NEGERI MALAYSIA
 MENARA HASIL
 PERSIARAN RIMBA PERMAI
 CYBER 8, 63000 CYBERJAYA
 SELANGOR DARUL EHSAN

**SIJIL PENGECUALIAN**

ASAL

EXEMPTION CERTIFICATE

(Sila lekatkan sijil pengecualian ini ke atas surat cara sebagai bukti penyeteman)

*Please attach this exemption certificate to the instrument as evidence of stamping***Cara Bayaran** *Payment Method***No. Adjudikasi** *Adjudication No.*

G01J3EE4EEXP009

Jenis Surat Cara

PERJANJIAN PEKERJAAN

Type Of Instrument

SURAT CARA UTAMA

Tarikh Surat Cara

05/05/2026

*Date Of Instrument***Balasan** *Consideration*

RM 0.00

Maklumat Pihak Pertama / Penjual / Pemberi *First Party / Vendor / Transferor / Assignor*

VIS PROFESSIONAL PORTFOLIO SDN BHD, (581165-W)

Maklumat Pihak Kedua / Pembeli / Penerima *Second Party / Purchaser / Transferee / Assignee*

NUR HAWANIS BINTI HASHIM, (961014095032)

Butiran Harta / Suratcara *Property / Instrument Description*

OFFER OF EMPLOYMENT



Dengan ini disahkan surat cara ini disetem dan diindors seperti maklumat di bawah:

This is to certify this instrument is stamped and indorsed as below:

No. Sijil Pengecualian <i>Exemption Certificate No.</i>	P0095E260863601
Tarikh Sijil Pengecualian <i>Date of Exemption Certificate</i>	12/05/2026
Indorsemen <i>Indorsement (Akta Setem 1949)</i>	Seksyen 37 Pengecualian Perenggan (b) kepada
	Butiran 4 Jadual Pertama Akta Setem 1949

No. Kelulusan Perbendaharaan *Treasury Approval No.* : KK/BSKK/10/600-2/1/2(60)
 Pemungut Duti Setem
 Tarikh Cetak *Printed Date* : 12/05/2026 09:08:02

Pengesahan ketulenan Sijil Pengecualian ini boleh dipastikan di stamps.hasil.gov.my atau melalui aplikasi telefon pintar

The authenticity of this Exemption Certificate can be verified at stamps.hasil.gov.my or by mobile app

Ini adalah cetakan komputer dan tidak perlu ditandatangani

This is a computer generated printout and no signature is required

--- tamat/end ---