

LUFTER Sdn Bhd

Design, Construct, Commission & Validate Clean & Containment Room (DCCV)
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(Company No: 781640-T)

Ref: L-HR-L-08-65

MEMORANDUM

TO : All Employees
FROM : Human Resource
DATE : 05-Jan-2023
SUBJECT : **UPDATE EMERGENCY CONTACTS**

With reference to the above matter, all employees must provide updated emergency contacts to Human Resource. The purpose of this is so that the Company can contact your emergency contacts, if anything happens to you at work, especially during working hours or after working hours when you're located at site or during commute (i.e., accidents).

We must be able to contact your emergency contacts as soon as possible, therefore your emergency contacts must be at least two (2) reachable next-of-kin or immediate family members.

Kindly email or contact Human Resource to provide the contacts, and take note that Human Resource will call to verify the contacts as well.

Thank you.

Noor Eliana Suhaimi
Senior HR & Admin Executive