

Ref: L-HR-L-08-67

MEMORANDUM

TO : All Employees
FROM : Human Resource
DATE : 06-Apr-2023
SUBJECT : **COMPANY PANEL CLINICS**

Refer to the previous Memo dated 09-Jun-2022 (L-HR-L-08-60), Company continues to offer a better care for our employees in the Company. And today, we are pleased to announce that **Klinik Oasis Ara Damansara is no longer a company panel clinic.**

For a better service, we have appointed **Klinik Patrick's Medical** as Company Panel Clinic. Kindly refer their details as below:

1. **Address** : No. 16-G, Block H, Jalan PJU 1A/3, Taipan 2 Damansara, Ara Damansara 47301 Petaling Jaya Selangor
2. **Clinic Operations Hour** : Monday - Sunday : 8.00 am – 8.00 pm
(Consultation is from 9.00 am – 8.00 pm) - *Clinic Is Closed on Certain Public Holiday*

Please be reminded, from now onwards The Company only recognizes Medical Certificate (MC) from the **Klinik Patrick's Medical, Panel Alam Medic, Government Hospitals and Government Clinics only**. MC from other clinic or hospitals will be treated as Unpaid Leave. The employee will be subjected to investigation, suspension from work and/or other disciplinary action if frequently apply for Unpaid Leave due to refusal to seek treatment at recognized Hospitals/Clinics.

Kindly note that the **MC procedure remains the same**, even though seek treatment in hospitals/clinic that the Company doesn't recognize.

- i. Inform superior and HR that you're unwell and need to apply for **Time-Off** to seek treatment.
- ii. Once obtained **MC** from hospital/ clinic, inform superior, HR and in the group immediately.

Note : For outstation staff, kindly follow the instructions from HR from time to time. Certain clinics are banned due to unethical practices. Otherwise, the MC is not claimable, and shall be treated as Unpaid Leave.

Your kind cooperation is appreciated.

Thank you.



Noor Eliana Suhaimi
Senior HR & Admin Executive