

# LUFTER Sdn Bhd

Design, Construct, Commission & Validate Clean & Containment Room (DCCV)  
Head Office: C-5-05, Capital 3, Oasis Square, No.2, Jalan PJU 1A/7A, Ara Damansara  
47301 Petaling Jaya, Selangor.  
Phone: 03-7859 6218 Fax: 03-7859 6219 Email: [simonloh@lufter.com.my](mailto:simonloh@lufter.com.my)



(Company No: 781640-T)

Ref: L-HR-L-08-103

## MEMORANDUM

TO : All Employees

FROM : Human Resource Department

DATE : 21-Nov-2025

SUBJECT : **NEW UPDATES FOR OFFICE ATTIRE**

Dear All,

With reference to the above matter, please be informed **effective from 24-Nov-2025 (Monday)**, office attire will be changed. Kindly refer to the schedule of wearing uniform as table below:

| Position         | Monday                  | Tuesday            | Wednesday          | Thursday    | Friday      | Saturday / Sunday  | 1st of every month / Tender Interview / Official Meeting |
|------------------|-------------------------|--------------------|--------------------|-------------|-------------|--------------------|----------------------------------------------------------|
| Male Manager     | Dexcom (Grey)           | Dexcom (Grey)      | Lufter (Navy Blue) | GSK (Black) | GSK (Black) | Lufter (Navy Blue) | Batik                                                    |
| Female Manager   | Office – Own Attire     | Lufter (Navy Blue) | Lufter (Navy Blue) | GSK (Black) | GSK (Black) | Lufter (Navy Blue) | n/a                                                      |
|                  | Project – Dexcom (Grey) |                    |                    |             |             |                    |                                                          |
| Male Executive   | Dexcom (Grey)           | Lufter (Navy Blue) | Lufter (Navy Blue) | GSK (Black) | GSK (Black) | Lufter (Navy Blue) | n/a                                                      |
| Female Executive | Dexcom (Grey)           | Lufter (Navy Blue) | Lufter (Navy Blue) | GSK (Black) | GSK (Black) | Lufter (Navy Blue) | n/a                                                      |

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| Attires                              | Design |
|--------------------------------------|--------|
| Long Sleeve<br>(Dexcom – Grey)       |        |
| Short Sleeve<br>(Lufter – Navy Blue) |        |
| Short Sleeve<br>(GSK – Black)        |        |
| Short Sleeve Batik                   |        |

If you have any concern, please feel free to contact the HR Department.

Thank you for your cooperation.

  
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Noor Eliana Binti Suhaimi  
Senior Executive – HR & Admin