
Ref: L-HR-L-08-102

MEMORANDUM

TO : All Employees

FROM : Human Resource Department

DATE : 17-Oct-2025

SUBJECT : **EMPLOYEES PUNCTUALITY AND EMPLOYEES UPDATE ON HR MATTERS**

Dear All,

With reference to the above matter, we would like to highlight as below:

1. To be punctual and on time at workplace:

- Gentle reminder to all employees, every morning you are expected to be at designated workstations (office and project site) on time. Punctuality is not just a matter of discipline, it reflects our commitment to excellence, teamwork, and respect for one another's time.
- Please ensure that:
 - a) **All employees must arrive at the workplace before your working time** – The Employees are encouraged to be at workplace at least five (5) to ten (10) minutes before start working time, especially when you have a morning meeting. This is to ensure meeting can be start as per scheduled.
 - b) **No loitering during working hours** – Employees are not allowed to loitering during working hours. If require early lunch, employee have to inform Superior in advance.
 - c) Any delays or absences to be communicated and informed to your superior and HR in advance.

2. Changing on any related to personal and/or family information:

- We would like to remind all employees to promptly inform the HR department of any changes that may affect to your personal records such as below:

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



(Company No: 781640-T)

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- a) **Changing in marital status** – Employees to inform Superior and to apply Marriage Leave at least one (1) week in advance, and update HR for record. **(Supporting document is required)**
- b) **Employees or spouse expecting a child (pregnancy)** – Employees to inform Superior and HR at least thirty (30) days before the commencement of leave. **(Supporting document is required)**
- c) **Employees to update on new born information** eg: Name, MyKid no, Gender – This information is for employees personal file and to ensure employees information is updated. **(Supporting document is required)**

Thank you for your cooperation.

A handwritten signature in blue ink, appearing to read "Noor Eliana", is written over a horizontal line.

Noor Eliana Binti Suhaimi

Senior Executive – HR & Admin