Our Ref.: OST/MHH/03/2026/044

PRIVATE & CONFIDENTIAL

5 March 2026

Mr Muhammad Haikal Hafizee bin Mohd Azmi
No 15-5, Residensi RAH, Jalan Raja Abdullah
Kampung Baru
50300 Kuala Lumpur

Dear Mr Muhammad Haikal Hafizee,

INTERNSHIP ATTACHMENT

We are pleased to offer you an opportunity to undergo the internship programme at **Opensoft Technologies Sdn Bhd.** Below are the details together with the terms and conditions of your attachment:

PERIOD OF INTERNSHIP	:	9 March 2026 to 10 July 2026
SUPERVISOR	:	Ms D' Maria bt Zulkifli
INTERNSHIP ALLOWANCE	:	**RM800.00** per month. The allowance shall be prorated based on the days of attendance for the month.
WORKING HOURS/DAYS	:	5 days - Mondays to Fridays Working hours - 8:30am to 5:30 pm (9 hours, inclusive of 1-hour break) The Company reserves the right to change the working days/time as and when deemed necessary.
PUBLIC HOLIDAY	:	All gazetted public holidays observed by the Company.
OFF DAYS	:	During your internship period, you are eligible to apply **one (1) off day in a month on need basis (non-cumulative)** and justified reasons accepted by your supervisor.
RELEASE	:	The Company shall not be liable for any loss, damage, personal injuries and/or death occasioned incurred by you during the period of internship. You are recommended to have your own personal accident insurance coverage and be wholly responsible for any costs and expenses arising from the above events.

CODE OF CONDUCT : You will also be required to observe and adhere to the following:

- To be punctual and abide by the working hours of the Company.
- To obey and comply with all orders and directions given to you by the Company and faithfully to observe all the rules, regulations, procedures, practices and policies of the Company, whether expressed or implied, for the time being in force for the management of the Company's business in all respects.
- To conduct yourself with propriety and decorum at all times.

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- To honour the confidentiality of the information that you may acquire during the course of your attachment.
- To return all Company properties assigned to you at the end of the attachment.

We welcome you onboard and look forward to assisting you in your personal development and similarly appreciate your cooperation and support during the internship period with the Company.

Yours sincerely,
OPENSOFT TECHNOLOGIES SDN BHD

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SHAHRIZAL BIN MUHAMAD KASIM
Director

ACCEPTANCE OF TERMS AND CONDITIONS

I,……, **NRIC:** …… have read and fully understand the above and hereby accept the offer of the internship.

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Signature Date