Attachment 4



# Offer-Acceptance Letter

# Iron and Steel Industry Training Programme

# Batch:

**Name:**

**I.C. No.:**

# Terms and Condition

1. Allowance

You will be paid an allowance of RM 1000.00 (Ringgit Malaysia: One Thousand Only) by the Malaysia Steel Institute (MSI) during 20 days training program period. Allowance will be only be paid by MSI to participants within 14 days after completion of training and receiving acceptance employment letter from steel companies.

1. Effective Date

The effective date shall be on (day/month/year) subject to your attendance.

1. Training period

Comprehensive classroom / Online training – 20 days On-Job-training —1-3 months

MSI reserves the right to revise the schedule and vary the training hours and days

1. Hosting company

MSI will arrange the interview for you, you need to perform in the interview and accept the offer by the company.

1. Duty and Responsible

Appointment is subject to your compliance with the terms and conditions or MSI and host company's rules and practices either express or implied for the time being enforce. Assignment of work will be at the discretion of the management of the company.

1. Termination
	1. Your appointment may be terminated by MSI with one week notice in writing if you have been found guilty of criminal offences in any Court of Law or it is proven through urine or blood test sample test that you are associated in using illegal drug.
	2. If you would under any circumstances withdraw from this program at any time, you will be required to reimburse MSI and host company all related cost incurred in the period in which you are in this program.
2. Program Content Secrecy
	1. During your period with Iron and Steel Industry Training Programme you are expected to devote your attention, time, skills and knowledge to the training.
	2. All the information obtained in the cause of work with the program shall be deemed to be strictly confidential. No such information shall divulge to any outside party without the prior expressed permission of MSI.
	3. Should you at any time disobey, neglect or refuse to comply with any lawful directive of management, or found to be guilty of misconduct, including dishonesty, or the management is satisfied that you are involved in divulging confidential matters to competitor, you shall be dismissed with immediate effect and all cost of training incurred by MSI and host company in training you in this program shall be paid fully by you.

By signing and dating this letter below, I fully understand the terms and conditions of the offer and accept the offer to participate in this programme.

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(Signature)

Name :

IC NO.:

Date: