

MEMORANDUM

To : All confirmed participants for the TA Gala Dinner 2017 (TA Employees & Remisiers)
From : TA Management
Date : 21st August 2017
Subject : **TA Gala Dinner (Absenteeism & Cancellation) & Letter Of Consent**

The TA Gala Dinner Organising Committee members have voluntarily worked extra hours to organize this big scale Gala Dinner for both TA employees and remisiers. Hence, to minimize unnecessary committee member's operation time and to avoid dampening Company's image or wasting Company's expenses, **attendance shall be compulsory for both TA employees and remisiers who have confirmed their participations for the Gala Dinner. Attendance will be taken.**


All TA's employees and remisiers who have confirmed their participation for the Gala Dinner are required to sign the respective Letter of Consent and hand it to HR (Employees only) and CCD Department (Remisiers Only) upon collection of the invitation card between 28th August to 30th August 2017.

Absent During The Annual Dinner

Employees and Remisiers and/or their respective spouse who have confirmed their attendance for the Gala Dinner but are absent during the dinner are required to provide a valid reason for their absence (if needed, with supporting document) to HR (Employees only) and CCD Department (Remisiers only) within 3 days after the event for Management's review.

Employees and Remisiers who fail to provide any valid reason (if needed, with supporting document) for their absence(including spouses) in the Gala Dinner are required to pay a penalty sum of RM300 per person which will be imposed via salary deduction (Employees) or commission deduction (Remisiers).

Yours sincerely,



Datin Alicia Tiah
Authorised Signatory