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MEMORANDUM

Date : 12 May 2020
To : All employees
From : HR and Admin Department

RE : HARI RAYA AIDILFITRI

With reference to the above, our Prime Minister, Muhyiddin Yassin has announced that the conditional movement control order (CMCO) has been extended from May 12 to June 9 2020.

Plastictecnic wishing all our employees in advance *Selamat Hari Raya Aidilfitri* and at the same time our company humbly remind our employees that:-

1. Raya visit within same state allowed, **capped at 20 people**. The size of the house must also be taken into consideration.
2. Visiting during the coming Hari Raya Aidilfitri will only be allowed on the first day of celebration and is limited only to immediate family members.
3. **Visiting among neighbors and family members** within the same state is allowed but with a maximum of 20 people at one time.
4. **Interstate travel** is still not allowed.
5. There is no need to have an **open house** or **big receptions** or **big gatherings**.
6. To observe **social distancing**, **good hygiene** and put on a **face mask**.
7. For employees who wish to **apply leave** for celebration, the procedure is same as Annual Leave Application as usual.

It is important to note that:-

1. On **religious gatherings, congregational prayers at mosques**, including Friday prayers, the Islamic Development Department of Malaysia (Jakim) is fine-tuning certain standard operating procedure (SOP) for the congregation and the government **will make an announcement in the near future.**

For all Head of Departments, kindly disseminate the above information to all your subordinates. Your co-operation and understanding is highly appreciated to combat this pandemic outbreak together.

Thank you.



Wong Wai Fun
HR and Admin Manager