

PLASTICTECNIC (M) SDN BHD (30481-V)

Lot 1, Jalan P/2A, Kawasan Perusahaan Pkt 1,
43650 Bandar Baru Bangi, Selangor Darul Ehsan, Malaysia.
Tel: (6) 03-8925 6950 (8 lines) Fax: (6) 03-8925 6955
Website: www.plastictecnic.com
GST Registration no.: 001008467968

MEMORANDUM

Date : 5th May 2020

To : All employees

From : HR and Admin Department

RE : RESUME TO WORK

During this movement control order (CMCO), our company has had giving the best cooperation and leniency for our office employees to work from home and/or come back to work half day with rotation; while for production employees to work by batches to protect the safety and health of employees.

Now it is the time we *boost our morale* to resume to work since Covid-19 is under control.

With reference to the above, management has decided to:

Plastictecnic (M) Sdn Bhd, Bangi Plant AND Nilai Plant:

1. Our factory will be officially in **full operation** starting 11 May 2020 (Monday), and therefore **all office staffs** shall resume to work like normal working hours.
2. When CMCO ends on 12 May 2020, employees who face difficulties to report to work due to personal issues, they shall **write in to their respective HOD** for discussion in advance effective **13 May 2020**.
3. It is almost 2 months due to the MCO from 18 March 2020 until current. To avoid floodgate and accumulation of leaves, for the **leaves that are carry forward from 2019**, kindly utilize it **before end of July 2020**. After July 2020, it will be automatically removed.

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