



Port & Maritime Civil Engineering,
Civil & Structural,
Structural Appraisal & Repair,
Project Management,
Engineering Consultancy.



Our Ref.: ACE/Admin/HR/2020 (03)

Your Ref.:

Date: **09th. June, 2020**

Dear Arsea Consulting Engineers Sdn Bhd Employees,

RE: Notice Of Change On Working Days And Salary

As we are all aware, the economy is posing challenges for everyone. We need to be financially responsible and proactive. To that end, the executive team had reviewed all business goals, objectives and processes in order to find ways to decrease expenses, increase revenue and protect the future well-being of Arsea Consulting Engineers Sdn Bhd.

As a result of this analysis and in an effort to manage company assets conservatively during this economically challenging time, the executive team has come to a difficult but necessary conclusion. Effective on **09th. June, 2020**, all employees will receive a 40 percent reduction in their monthly basic salary. In addition, all overtime work will cease and employees are expected to continue to work their regular full time schedule. However, for the month of July of 2020 onwards, our company could not guarantee on paying employees salary on time even with the reduction of salary.

This was an extremely tough decision, and we understand this impact will have on you and your family. However, please know that we considered several other alternatives and the choice we made is the best option at this time and will have the least impact on our employees overall.

The executive team will continue to monitor Arsea Consulting Engineers Sdn Bhd finances and reevaluate this decision each quarter this year. We believe the outcome from this measure will better position the company for a solid financial future.

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We appreciate all of your hard work and we know we will have your support as we all strive for continued business success. Should you have any questions, please don't hesitate to speak with your manager or contact human resources.

Yours faithfully,

ARSEA CONSULTING ENGINEERS SDN. BHD.



DATO IR. ROSLI BIN DAUD
EXECUTIVE CHAIRMAN / PRESIDENT

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