

Reference Number HC/CM-12/07-2015

HUMAN CAPITAL CIRCULAR MEMORANDUM

ANNOUNCEMENT

Date

16 July 2015

То

All KFHMB Employees

10

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All KFH Asset Management Employees

All KFH Labuan Employees

From:

Human Capital

Re

EARLY RELEASE FOR AIDIL FITRI

بسم الله الرحمن الرحيم

السلام عليكم ورحمة الله وبركاته

We are pleased to announce that employees celebrating Aidil Fitri will be allowed an early release at **1.00** p.m. on **16 July 2015**. The early release is granted only to those who are working today, 16 July 2015.

Nevertheless, the Banking Hall will remain open as usual until 4.30 p.m. and the branch employees may leave after the closure of the banking hall.

Heads of Divisions are advised to make alternative arrangements for those in critical function areas to ensure minimal disruption to the Bank's operations.

The Bank wishes all our Muslim employees and their families "Selamat Hari Raya Aidil Fitri" and "Maaf Zahir dan Batin".

We would also like to take this opportunity to wish all employees who are travelling back to their hometowns to have a safe journey.

Thank you.

Nora Shah Abdul Wahab Shah

Chief Corporate Affairs