

Reference Number HC/CM-07/07-2016

HUMAN CAPITAL CIRCULAR MEMORANDUM

ANNOUNCEMENT

Date

:

5 July 2016

To

All KFHMB Employees

All KFH Asset Management Employees

All KFH LabuanEmployees

From:

Human Capital

Re:

EARLY RELEASE FOR AIDILFITRI

بسم الله الرحمن الرحيم

السلام عليكم ورحمة الله وبركاته

We are pleased to announce that employees celebrating AidilFitri will be allowed an early release at 1.00 p.m. on 5 July 2016. The early release is granted only to those who are working on this date and is subject to the approval of your Chief of Division.

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.

Chiefs of Divisions are advised to make alternative arrangements for those in critical function areas to ensure minimal disruption to the Bank's operations. We also wish to remind all employees to complete outstanding work for the day before leaving the office.

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