


**ERL Maintenance Support Sdn Bhd**

Co. Reg. No. 199901023674 (498574-T)

**MEMORANDUM**

<b>To:</b>  <div style="text-align: center;">   <b>All Staff</b> For CEO  16.5.24 </div>	Originator:	Suriani / Azmizam
	Department:	Human Resource
	Tel:	+(60) 3-2267-7657
	Fax:	+(60) 3-2267-7667
	E-mail:	SurianiEMS@KLIAekspres.com

Reference Number:  
OMH.OMG.M11720.24146

Date:  
15<sup>th</sup> May 2024
**REFER-A-FRIEND PROGRAM**

The Management is pleased to announce the re-introduction of "Refer-A-Friend Program". This program will run from 16<sup>th</sup> May 2024 until 15<sup>th</sup> May 2026 with the objective to encourage referrals from your friends and/or people that you know from your social networks to work with us in E-MAS.

Participants who successfully refer a friend will receive a total incentive of RM200.00, managed as follows:

**Employment on permanent basis:**

- ♦ The first RM100.00 will be paid after the "Friend" has been confirmed in his/her positions.
- ♦ The following RM100.00 will be paid 6 months after the "Friend" is confirmed.

**Employment under Fixed Term Contract:**

- ♦ The first RM100 will be paid after the "friend" has served the Company for 6 months.
- ♦ The remaining RM100 will be processed upon completion of 3 months in permanent employment.

Payment will be made via online transfer [subject to tax deductions].

To be eligible for the program, the following criteria applies:

## i. The Candidate / "Friend" Referred

- Must be an external person and not a related family member of introducer.
- Not registered with E-MAS on E-MAS/ERL websites or other hiring method that E-MAS subscribes e.g. Social-Media and any other job posting platform.
- Must not have been introduced to E-MAS by another employee, recruitment agency/search firm or has not applied directly in the past 12 months.
- Must not be an ex E-MAS/ ERL staff.

## ii. The Introducer / Referring Employee

- Employee MUST NOT be involved in the hiring process i.e. requestor, hiring managers, immediate supervisors and / or interviewers.
- Referral incentive is applicable to all employees except Managerial level.
- Employee's name MUST be mentioned in the job application form.
- Employee to submit Refer-A-Friend Form together with the CV to HRD via QR code/ link as follows:


Link: [Refer-A-Friend - Google Forms](#)

# MEMORANDUM

CONTINUATION SHEET - Page 2

Reference Number: OMH.OMG.M11720.24146

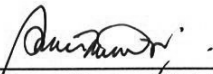
Date: 15<sup>th</sup> May 2024

When vacant positions are available, HRD will notify via email and provide the status updates with relevant requirements.

Please do not hesitate to call Pn. Norazmizam / En. Hendri Nasrizal at ext. 7657 / 7659 if you need clarification or additional information on the program.

Thank you.

Sincerely,

  
\_\_\_\_\_  
**Suriani Farisa Md Isa**  
Senior Manager, Human Resource

Attachments: {none}  
cc: {none}