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## MEMO

FROM : CE

TO : ED

Assalamualaikum Datin ED,

### **RE: PROPOSAL FOR CRITICAL ALLOWANCE**

I would like to propose the implementation of a salary adjustment and Critical Allowance for our staffs listed below, in recognition of their dedication, commitment, and the challenges they face. This allowance is essential for several reasons:

#### 1. Addressing Cost of Living:

The current salary for some of our staffs is insufficient to cover the rising cost of living in urban areas like Subang, Selangor. A Critical Allowance will bridge the gap between their current compensation and the cost of living in urban areas.

#### 2. Recognizing Competency and Commitment:

The staffs have demonstrated exceptional commitment to their work. Despite receiving lower initial salaries upon joining the company, they have shown remarkable dedication. This allowance acknowledges their contribution and provides a fair reward for their efforts.

#### 3. Motivating Staffs:

A Critical Allowance will serve as a strong motivational tool. It will inspire our staffs to work even harder and lead to increased productivity and a more positive work environment.

#### 4. Career Growth and Retention:

By offering this allowance, we can encourage the staffs to pursue long-term careers within our company. This will lead to improved staff's retention, reducing the costs associated with high turnover rates.


#### 5. Minimal Financial Implication:

The financial implication of implementing this allowance is minimal when compared to the significant benefits it brings. The positive impact on staff's morale, performance, and retention will far outweigh the associated costs.

We kindly request that this proposal be considered and discussed further to ensure that our staffs are fairly rewarded for their dedication and that we continue to attract and retain experience.

Thank you for your attention to this matter.

Sincerely,

  
23/11/23  
AMRAN SHAH BIN MASNON  
CHIEF ENGINEER

ED COMMENT

*Concur with the suggestion  
due to cost of living 2023 onwards.*

*James - 23/11/23*  
**DATIN ZULHANI ALIAS**  
Executive Director  
Galaxy Aerospace (M) Sdn. Bhd.  
(1040262-D)

NOS	STAFFS NO	NAME	DATE JOINED	CURRENT BASIC SALARY	PROPOSED SALARY ADJT	CRITICAL ALLOW	TELEPHONE	TOTAL
1	8317	MUHAMMAD SYAHMIN BIN ZAHARI	1/9/21	1,700.00	200.00	200.00	100.00	2200.00
32	8320	AKMAL HIDAYAT BIN ZULKEFLE	1/9/21	1,700.00	200.00	200.00	100.00	2200.00
4	8351	NAJMI AMSYAR BIN MUZAFAR SHAH	3/1/22	1,700.00	100.00	200.00	100.00	2100.00
5	8407	NUR MUHAMMAD MUZAFFAR BIN ASAN	1/9/22	1,700.00	100.00	200.00	100.00	2100.00
6	8408	MOHAMMAD RAZI BIN MOHAMAD ASLI	15/9/22	1,700.00	100.00	200.00	100.00	2100.00
7	8410	MOHD HAFIANZAH BIN HAIDIN	15/9/22	1,700.00	100.00	200.00	100.00	2100.00
8	8425	ABDUL MALIK BIN AMRAN SHAH	1/2/23	1,700.00	*200.00	200.00	100.00	2200.00
9	8426	NOR AINA AZMIRA BINTI MOHAMAD	1/2/23	1,700.00	0.00	200.00	100.00	2000.00
10	8431	SPENCER JENANG JEMARANG AJAU	15/2/23	1,800.00	0.00	200.00	100.00	2000.00
11	8433	KISHAENKUMAR A/L LETCHUMANAN	15/2/23	1,700.00	0.00	200.00	100.00	2000.00
		TOTAL			1,000.00	2,200.00		

\*Salary adjustment based on previous experience and entry qualification before joining (3 years at Helifix and Afjet and 1 Y at GAM)

*Concur*