



EMPLOYEE EDUCATION PROGRAMME (EEP)

United Malacca Berhad (UMB) offers an education programme to assist employees who are currently studying or interested in pursuing diploma, undergraduate, postgraduate, or professional studies on a **part-time basis** in Malaysia.

The employees may apply for the EEP based on the terms and conditions below.

1. Eligibility Requirements

- (a) The Applicant shall be Malaysian.
- (b) The Applicant must be a full-time employee at UMB company or its subsidiaries in Malaysia only.
- (c) The Applicant has served with UMB company or its subsidiaries for a minimum of 3 years.
- (d) The Applicant has not received any warning letters in the last 12 months.
- (e) The Applicant possesses a minimum CGPA of 3.0 or its equivalent in his/her most recent academic qualification.
- (f) The Applicant is not bonded, holds other scholarships, or receives financial assistance from any other organisation (excluding Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN)).
- (g) The Applicant must obtain approval from their respective Head of Department before submission of the application.

2. Accepted Fields of Study

Fields of study must relate to the businesses of United Malacca Berhad and/or the employee's field of work, subject to approval from the Human Resource Department.

3. Accepted Universities/Institutions

Any recognised Malaysian higher learning institutions that are approved by the Malaysian Qualifications Agency (MQA). (<https://www2.mqa.gov.my/pasp/>)

4. Value of Scholarship

- (a) The EEP award covers course fees up to a maximum of RM50,000 or the actual course fees, whichever is lower.

- (b) The EEP award is only valid for the duration of the course applied and does not cover any extension beyond its minimum duration.

5. Service Bond Period

EEP recipients will be bonded for a minimum period of 3 to 5 years with UMB Group of Companies after the completion of course study.

6. Application

The Applicant may fill out the application form (downloadable from UMB website at <https://unitedmalacca.com.my> and submit the form along with all necessary documents to the Human Resource Department, UMB Head Office 3 months before the course commence.

7. Other Provisions

- (a) The EEP is given at the sole discretion of UMB. Fulfilling the conditions does not guarantee approval of the EEP.

- (b) If the EEP recipient withdraws from the course study, or is suspended/expelled by the university/institution at any point of time before the completion of the course study, the EEP award shall terminate and be automatically revoked. UMB reserves the right to require the recipient to reimburse the total sum released of the EEP in such a situation.

- (c) The EEP recipient must provide UMB with a copy of his/her examination results for every term or semester of each academic year within seven (7) days of receiving notification of the examination result.

- (d) UMB reserves the right to amend any criteria and/or terms and conditions of the EEP programme as and when it deems necessary or to terminate this scheme at any time as it deems appropriate. The decision of UMB on all matters regarding the EEP award is absolute and final.