

MEMORANDUM OF UNDERSTANDING

Between

BATAM TOURISM POLYTECHNIC

Addressed at Jl. Gajah Mada, The Vitka City Complex, Tiban, Batam,
Kepri Indonesia.

(Hereinafter referred to "Learning Institution")

and

INTEGRATED NAUTICAL RESORT SDN. BHD. (989392-K)

T/A ST. REGIS LANGKAWI,
at Jalan Pantai Beringin, Kuah,
07000 Langkawi, Kedah, Malaysia
(Hereinafter called "the Hotel")

This Memorandum of Understanding (MOU) sets for the terms and understanding between the Education Institution: BATAM TOURISM POLYTECHNIC. and the Integrated Nautical Resort Sdn. Bhd. (989392-K) T/A St. Regis Langkawi, to cooperate in Learning and Development oaf Hotel on the Job Training.

Background

1. Learning Institution desires to enhance learning experience for selected foreign trainees in the hospitality industry.
2. Hotel is a lodging entity in Langkawi, Malaysia providing quality services to the customers, and it desires to promote collaborative partnership with Learning Institution on the basis of mutual benefits.
3. This Memorandum of Understanding ("MoU") sets for the terms and understanding between Learning Institution and Hotel with respect to the cooperation in industrial training and internship placement.

Purpose

This MoU outlines the details of the cooperation of the parties which provides selected foreign trainees a hands-on opportunity to work in the hospitality industry. Both parties agree that cooperation in education, industrial training, internship program and hospitality training collaborations would be mutually beneficial. The areas of cooperation may include, subject to mutual consent, any desirable and feasible activity that would further the goals of both parties.

The above goals will be accomplished by undertaking the following activities:

1. The Learning Institution will be responsible for the following:
 - a. Monitor the progress of their trainees over the training period.

- b. The Hotel reserves the right to terminate the training attachment should any of the trainees who do not perform to the satisfaction of the Hotel.
- 2. The Learning Institution will take necessary steps to inform the trainees and they have agreed to do the following:
 - a. To be responsible and to pay for their own expenses save for those which The Hotel has herein agreed to provide for their attachment.
 - b. To comply with the Hotel's policies, rules, and regulations.
 - c. To wear suitable uniform as prescribed by the Hotel during working hours.
 - d. To carry out duties given by the Head of Department or appointed supervisors.
 - e. To submit a copy of the Supervised Field Training report to The Hotel before submitting to the Learning Institution.
 - f. To brief all the students on the work schedule based on the following conditions:
 - i. OJT hours are 45-hours per week, five (5) day's week with two (2) rest day.
 - ii. 1 day off-in-lieu if student is working on observed gazette public holiday.
- 3. The Hotel will provide the facilities to meet the objective of the practical attachment that is to provide practical "hands on" experience and "on-the-job-training" for the trainees from the Learning Institution.
- 4. The foreign trainees may engage in practical industrial training and internship opportunities through placements provided they meet the legal criteria of the host country.
- 5. The practical training or internship attachment of the trainees shall be subject to The Hotel obtaining the necessary approval for the Professional Visit Pass (Internship) from the relevant authorities in Malaysia.
- 6. All parties must provide all necessary documentation for the Training Pass and Internship applications with ESD. This include the following:
 - a. Institutional MOU
 - b. Academic certificate, medical report, passport copy and passport size photograph of selected trainees.
- 7. The Hotel will be responsible for the following for the trainees selected to undergo training in our property:
 - a. All Meals at their Staff Cafeteria
 - b. Uniform & Laundry for the uniform
 - c. However, students are required to bring 2 sets of long sleeve white shirts, 2 pairs of black pants and 1 pair of black shoes in case there is no suitable size of uniform on property
 - d. Accommodation on a shared basis
 - e. Transportation to and from the accommodation

- f. Airport pickup at Langkawi International Airport and sent off from arrival point to the property of placement
 - g. Monthly practical training allowance of RM500 per trainee.
 - h. Training Pass application, visa payment & endorsement with ESD
 - i. Free Outpatient Medical Consultation by Company's panel Doctor for up to RM500 for the duration of 6 months, this amount may be accumulated for the entire internship duration.
 - j. In event of Medical Emergency, the Hotel will bear the hospitalization cost at the government hospital only.
 - k. Medical Leave (MC) from Panel/Hospital is allowed once a month
8. The Hotel may take the appropriate action on any trainees who has violated its hotel rules and regulations or the local laws in Malaysia or if they are unfit for training. The decision of the Hotel shall be final and conclusive. In the event of any repatriation mentioned above, all expenses incurred including flight ticket and penalties to be borne by the concerned trainee.
9. The Hotel will do the evaluation on the student's performance based on The Learning Institution's evaluation form.
10. The Hotel will issue a certificate to those students who have successfully completed the On The Job Training.
11. The Parties shall take necessary measures to ensure the successful implementation of this MOU.
12. Indemnity
- a. In the event that any damages arise the the Hotel Goods or Guests Belongings and are proven to be the negligence of the Students the "Learning Institution under MoU" shall be responsible to compensate for the said Damages to "The Hotel"
 - b. In the event the students have stolen or involved in such cases either to The Hotel or the Guests belongings, and are proven to be guilty, the "Learning Institution under MoU" shall be responsible and will compensate "The Hotel" for the actual value of items stolen.
 - c. The Learning Institution shall indemnify "The Hotel" in the event of Death, major illness, disabilities and any other untoward incidents that may happen to its student due to past history of illness or during placement.

Reporting

- 1. Learning Institution may at any time arrange for on-site visit for interim evaluation of interns' performance if deemed necessary by Learning Institution.

2. Upon completion of the training attachment, the interns will complete the Internship and Training Report in a format prescribed by Learning Institution to their supervisors at Hotel for review, and submit the Report to Learning Institution.

College Visit

1. Learning Institution may send the Instructor to The Hotel to monitor the progress of their students and The St. Regis Langkawi, Malaysia shall provide and arrange complimentary ONE (1) Night stay with full board (Dining at L'Orangerie Outlet Only) for 2 persons (Twin Share) only for the instructor of the BATAM TOURISM POLYTECHNIC for students on placement evaluation for the avoidance of doubt, the visit of the instructors shall be limited to one (1) visit only for every batch of the students.
2. Such visits will require a request to be made a minimum one month prior arrival date and not on a peak period or Public Holiday in Malaysia. All request are to be made via letter head of the college to The St. Regis Langkawi, Malaysia. Standard check in time would be 1500 hours and check out is 1200 noon

Funding

The parties hereby agree that this MoU is not a commitment of funds.

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from Batam Tourism Polytechnic & Integrated Nautical Resort Sdn. Bhd. (989392-K) T/A St. Regis Langkawi.

This MOU shall become effective upon signature by the authorized officials from the Batam Tourism Polytechnic & Integrated Nautical Resort Sdn. Bhd. (989392-K) T/A St. Regis Langkawi and will remain in effect until modified or terminated by any one of the partners by mutual consent.

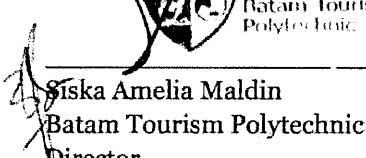
In the absence of mutual agreement by the authorized officials from Batam Tourism Polytechnic & Integrated Nautical Resort Sdn. Bhd. (989392-K) T/A St. Regis Langkawi this MOU shall end on **31st December 2026**.

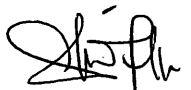
Contact Information

Partner name : Batam Tourism Polytechnic
Partner Representative : Siska Amelia Maldin
Position : Director of Batam Tourism Polytechnic
Address : Jl. Gajah Mada, The Vitka City Complex, Tiban, Batam,
Kepri, Indonesia
Telephone : +62 778-324000
E-mail : siskamaldin@btp.ac.id cc to: amelia@btp.ac.id & eva@btp.ac.id

Partner name : Integrated Nautical Resort Sdn. Bhd. (989392-K) T/A St. Regis
Langkawi
Partner Representative : Sharifah Azlinda Syed Md Zaki
Position : Assistant Director of Human Resources
Address : Jalan Pantai Beringin, Kuah, 07000 Langkawi, Kedah, Malaysia
Telephone : +60 4 960 6666
E-mail : sharifahazlinda.syedmdzaki@stregis.com



 Date: 1 December 2025
Siska Amelia Maldin
Batam Tourism Polytechnic
Director

 Date: 1 December 2025
Sharifah Azlinda Syed Md Zaki
Integrated Nautical Resort Sdn. Bhd. (989392-K) T/A St. Regis Langkawi
Assistant Director of Human Resources

ST. REGIS LANGKAWI
(INTEGRATED NAUTICAL RESORT SDN BHD)
REGISTRATION #989392K
JALAN BERINGIN
07000 PULAU LANGKAWI
KEDAH DARUL AMAN