

(Date)

Y .Bhg. Dato' Seri Zainal Rahim Bin Seman
Ketua Setiausaha
Kementerian Sumber Manusia
Aras 7, Block D3, Kompleks D
Pusat Pentadbiran Kerajaan Persekutuan
62530 PUTRAJAYA

No. Tel: 03-8886 5000

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(Name of COMPANY & Address)

Y. Bhg. Dato' Seri,

Application for Deferment of Implementation of the Minimum Retirement Age Act 2012

(Name of Company) (hereinafter referred to as "the Company") refers to the **Minimum Retirement Age Act 2012** (hereinafter referred to as "the Act") which came into operation on 1 July 2013 vide Gazette Notification P.U.(B)422 dated 18 December 2012.

2. As provided under section 18 of the Act, the Minister may, by order published in the Gazette, exempt with or without conditions any employer or class of employers from all or any of the provisions of the Act.

The Company hereby submits its application to the Ministry for a deferment of the implementation of the Act for a period of 6 months.

3. The reasons for this application are as follows:
 - i) The Company presently employs (*state the number*) local employees (Malaysian Citizens). employees are due for retirement at the age of from 1 July 2013 to 31 December 2013.
 - ii) The Company's manpower succession plan will be seriously disrupted if the minimum retirement age is implemented on 1 July 2013.
 - iii) (*To state any other reason, if any.*)
4. In the circumstances as described above, the Company hereby urges the Ministry to consider this application favourably. The deferment in the implementation of the Act would definitely assist the Company in the smooth running of its business operations.

Thank you.

Yours Sincerely

(Name and Designation)