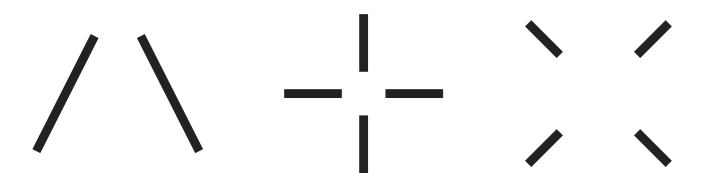




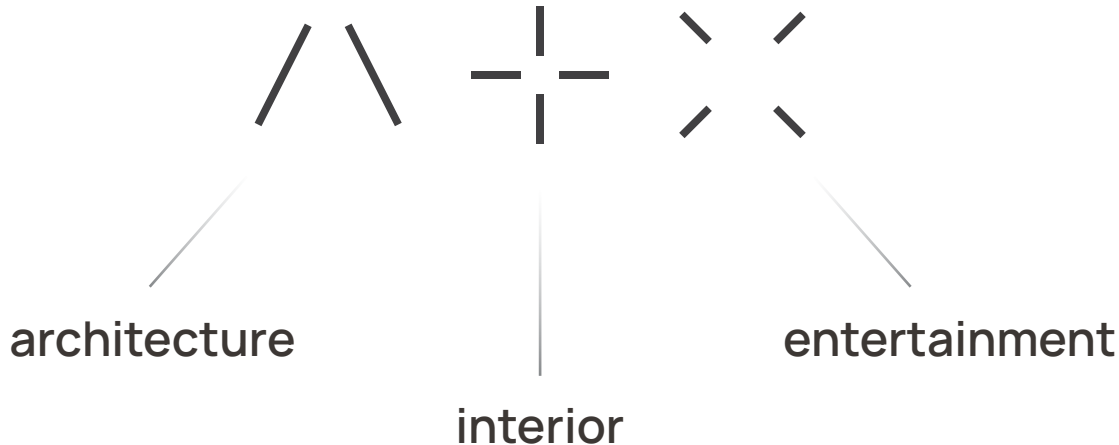
# Interior+ Handbook



International Award-Winning  
Interior Design Studio



# We are a brand-led collective.



We transcend conventional design by uniting **innovation, craftsmanship, and technology** to create spaces that inspire and endure. Our collective of specialist brands delivers **holistic, future-forward solutions**, seamlessly blending aesthetics, functionality, and sustainability to redefine how spaces are imagined and built.

## 4 Specialized Brands. Unified Excellence.

01. architectural & construction



02. interior design & build



03. entertainment design & build



04. commercial design & build



## OUR BRAND STORY

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ESTABLISHED

# 18 YEARS

PROJECTS COMPLETED

# 550+

In an industry where many Interior Design practices do not sustain beyond 5–7 years,

**Interior Plus stands defined by its ability to deliver, adapt, and remain accountable over time.**

## OUR TAGLINE

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Always served by somebody.  
**Always.**

Backed by a carefully curated team of interior design professionals, we combine creative expertise with a deep understanding of modern client expectations.

**This foundation guides our design thinking, execution systems, and client advisory approach.**

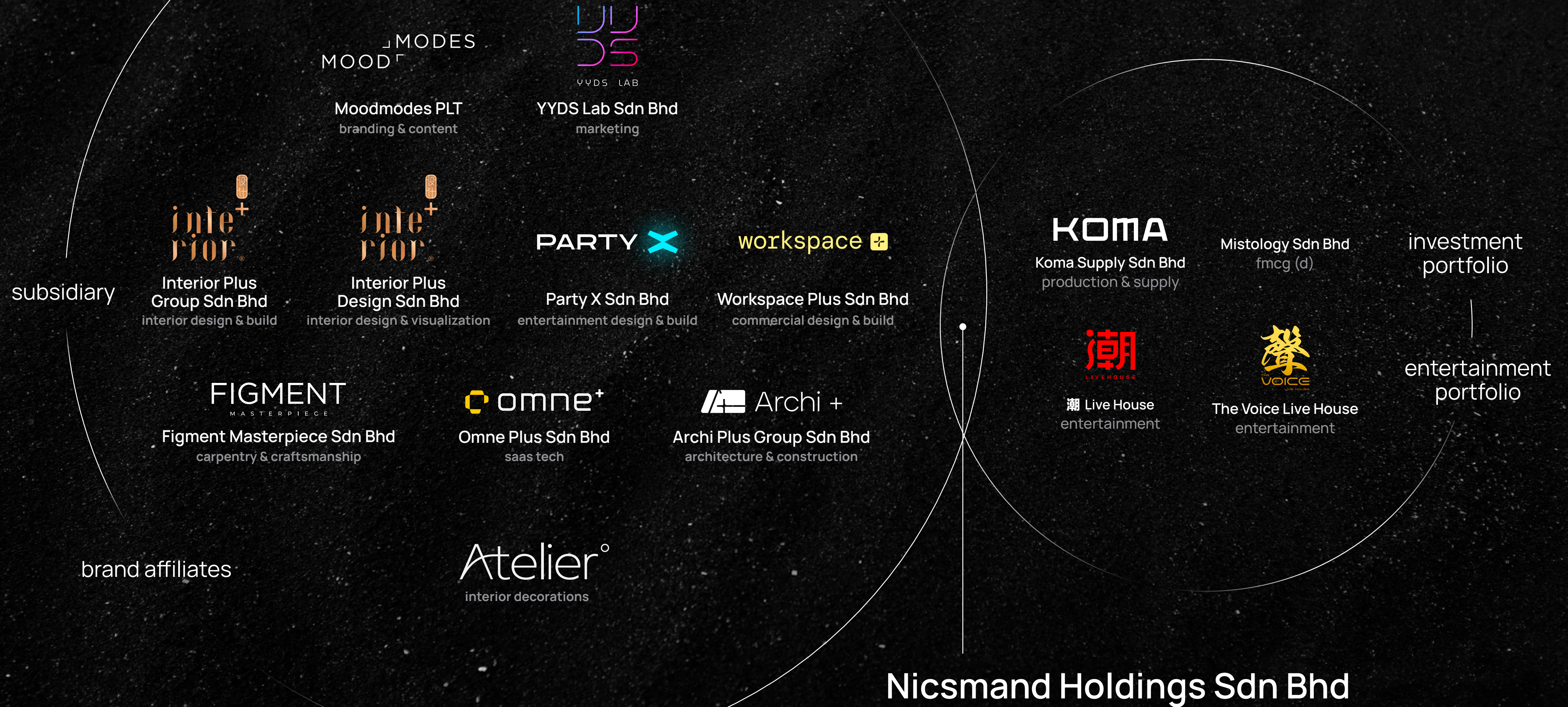
# 4.8

OF 5 STARS RATING

# 90%

SIMILARITY FROM REALITY

# + BUSINESS ECOSYSTEM





# ORGANISATIONAL STRUCTURE

## MANAGEMENT

**Nicsmand**  
Group Managing Director

-  
Executive Assistant

**Black**  
Executive Protection Officer

### ACCOUNT & FINANCE

**Meng Yee**  
Finance Consultant

**Macy** Senior Account Executive  
**Elena**

### MOODMODES

**Pearly**  
Brand & Creative Lead

-  
**Peter**  
Visual Creative Designer,  
Photo/Videography

### YYDS

**Cherlyn**  
Marketing Director

**Bthrust** SEO  
**Summer** ATAP  
**Skelly** SEM

### SALES

**Jack - 2.1m**  
Associate Director

**Andrea**  
Design Assistant to  
Associate Director - 1.5m

(DP) Design Partner (LDC) Lead Design Consultant

1.2m [ **Eden (Hybrid)** ← **Corrine - 2.1m**  
1.2m [ **Joon (Hybrid)** ← **Eunice - 1.5m**  
1.2m - - ← **Sheryl - 1.5m**  
1.2m - - ← **Lok Yen - 1.5m**  
1.2m - - ← **Mandy - 1.5m**  
→ **Derick - 1.8m**  
→ **Cheng Sin (CS) - 1.8m**  
→ **Shi Chie - 1.8m**

### DESIGN

**Wai Lam**  
Design Production Lead

**Sara** Visual Designer  
**Chris** Visual Designer

### OPERATION

**Tris**  
Operation Director

- QS  
- Procurement

### PROJECT

**Nicholas**  
Project Director

**Sum** Project Delivery Lead  
**Ivan** Project Delivery Lead  
**Derek** Project Delivery Lead

### SOFTWARE DEVELOPMENT

**Lee Jie**  
CTO

**Yong Zhi** App Developer  
**Chun Hong** Full Stack Developer

### FIGMENT MASTERPIECE

**Kit**  
Managing Director

**Yap**  
Operation Director

### ATELIER°

-  
Interior Decorator  
Consultant

**Chester** Management Assistant  
**Geogen** Project Manager  
**Shawn** Project Assistant  
**Iwan** Maintenance Assistant



# ONE PLATFORM. MULTIPLE BRANDS. CONSISTENT DELIVERY.

BRANDING  
& CONTENT  
MOODMODES

MARKETING  
YYDS LAB

Archi +

interior

workspace

PARTY

DESIGN

PROCUREMENT

QS

PROJECT  
DELIVERY

DEFECTS &  
MAINTENANCE

# OPERATION TEAM CAREER PATH TRACK

选择成为 YOUR CHOICE OF	简介 DESCRIPTION	薪资 EXCHANGE RATE	PRODUCTIVITY CONTRIBUTION REWARDS (PCR)		股权机会 VENTURE OPPORTUNITY	
			PROJECT BASIS	YEARLY BASIS		
<b>BALANCED GROWTH TRACK</b>						
稳定成长型	Intern	了解团队运作与工作流程，熟悉公司文化、基础流程与工具 协助日常运营工作，建立基本工作能力 <b>注重学习态度、纪律性与责任感</b>	- An entry stage to learn team operations, workflow, and company culture, supports daily tasks while building foundational skills. - <b>Focuses on learning attitude, discipline, and reliability.</b>	-	-	-
	Probation 实习生	观察期   了解公司文化，适应节奏 重点考核：行为表现、执行力、学习态度	- <b>Observation Stage</b> Understand company culture, adapt to the pace - Focus: attitude, execution, learning mindset - <b>2 months:</b> Attitude, Skills & Results oriented + <b>1 month:</b> Extension	-	-	-
	Executor 执行者	能完成分配任务，是团队执行力的基础 面对问题 → 愿意尝试 → 主动沟通	- Completes assigned tasks, foundation of team execution - Faces problems → Willing to try → Communicates actively - You are <b>stable, reliable</b> part of the team, trusted to get things done	-	1 month <small>*not a guaranteed benefit, subject to performance / agreed entitlement.</small>	-
	Contributor 推动者	投入时间与精力，展现责任感与热情 主动推动进展，但成果尚未显现 为团队营造积极氛围，奠定未来成绩基础 <b>时间+精力</b>	- <b>Invests time and energy</b> with responsibility and enthusiasm. - <b>Proactively drives progress</b> , though results are not yet visible. - Builds positive momentum, laying groundwork for future success.	subject to approval and scheme guidelines	1 month <small>*not a guaranteed benefit, subject to performance / agreed entitlement.</small>	-
	Talent 潜力者	不只完成任务，更主动思考“做得更好” 有企图心，愿意学习、挑战自己 <b>时间+精力+有成果</b> <b>开始创造“自己的价值”——效率、优化、成果、表现</b>	- Goes beyond tasks, thinks how to do better - Ambitious, eager to learn and challenge oneself - <b>Starts creating value</b> – efficiency, improvement, results, performance	subject to approval and scheme guidelines	1 month <b>OR</b> 2 month <small>if target achieved if target over-achieved</small> <small>*not a guaranteed benefit, subject to performance / agreed entitlement.</small>	-
<b>CHALLENGE FORWARD-MOVING TRACK</b>						
挑战冲刺型	Game Changer 破局者	面对混乱、问题、瓶颈，敢出手解决 能扛关键项目，是“救场型”人才 <b>你是改变现状的人，能带来突破与转机</b>	- Dares to solve chaos, problems, bottlenecks - Takes on key projects, a <b>“crisis solver”</b> - You make change happen, bring <b>breakthroughs and new opportunities</b>	subject to approval and scheme guidelines	subject to agreed entitlement	-
	Visionary 远见者	不只解决问题，更能规划方向 有系统思维，能整合资源、带动团队、影响业绩 <b>你是带路人，让团队“走得对、走得远”</b>	- Same as Game Changer, with <b>focus on long-term direction</b> - You create breakthroughs and <b>lead the team to go further</b>	subject to approval and scheme guidelines	subject to agreed entitlement	●
<b>REMARKS</b>						

## Productivity Contribution Rewards (PCR)

All Project/Productivity Contribution Rewards (PCR) and other similar incentives are discretionary rewards granted at the sole discretion of the Company. They are not part of contractual wages, and the Company reserves the full right to determine the eligibility, timing, and amount payable. These rewards do not form any fixed or guaranteed entitlement, and their availability may vary from year to year depending on Company performance and Management decision.



在这里，没有一步登天的捷径，只有踏实成长与破局之路。  
你可以选择保守，也可以选择突破，但每一个身份，我们都尊重并支持。选对方向，走得~~不~~后悔。

There's no shortcut to success – only the path of steady growth or breakthrough. You can choose to play it safe or aim for change. Whatever you choose, we respect and support you.

**Choose your path, move forward without regret.**



# OPERATION TEAM CAREER PATH TRACK

选择成为 YOUR CHOICE OF	上班时间 START WORK	工作时间 WORKING HOURS	SEASON PARKING REIMBURSEMENT	OR	AFTER 10PM TRANSPORT REIMBURSEMENT	MEDICAL CLAIM	MILEAGE CLAIM (SUPPORT TEAM) PETROL REIMBURSEMENT (PROJECT TEAM)	BIRTHDAY LEAVE 1 day on any day either 3 days before/after, or on the actual day	OTHER BENEFITS
<b>BALANCED GROWTH TRACK</b>									
<b>稳定成长型</b>	Intern	10am - 11am	8 hours work + 1 hour lunch	100%	-	-	-	-	-
	Probation 实习者	10am - 11am	8 hours work + 1 hour lunch	-	-	-	-	-	-
	Executor 执行者	10am - 11am	8 hours work + 1 hour lunch	50%	● female employees only	RM 700 annually	FOR SUPPORT TEAM: Mileage Claim: RM 0.35/km calculated based on office & approved work location only	●	-
	Contributor 推动者	10am - 11am	8 hours work + 1 hour lunch	100%	● female employees only	RM 700 annually	FOR PROJECT TEAM: Petrol Reimbursement Based on Valid Receipts capped at RM 700/month	●	-
	Talent 潜力者	10am - 11am	8 hours work + 1 hour lunch	100%	● female employees only	RM 700 annually	-	●	-
<b>CHALLENGE FORWARD-MOVING TRACK</b>									
<b>挑战冲刺型</b>	Game Changer 破局者	10am - 1pm	8 hours work + 1 hour lunch 自主提升认知, 能力, 增强破局能力	100%	● female employees only	RM 700 annually	FOR SUPPORT TEAM: Mileage Claim: RM 0.35/km calculated based on office & approved work location only	●	● - <b>Double annual leave</b> , with option to encash. - Exclusive access to the <b>yearly retreat or trip</b> , with either full coverage by the company.
	Visionary 远见者	自我调配时间 对成果负责, 由直属上级及 团队共评进度与质量	需确保责任与结果达标 团队成员可追踪其产出	100%	-	RM 700 annually	FOR PROJECT TEAM: Reimbursement Based on Valid Receipts capped at RM 700/month	●	● - <b>(SMF) SKILL MASTERY FUND</b> Any skill development and mastery within our company.
<b>REMARKS</b>									

**Annual Leave** (eligible after probation, applied at least 7 days in advance)

- 12 days for every twelve months of continuous work for one to five years; and
- 16 days for every twelve months of continuous work for five or more years.
- Unused leave will not be carried forward to the following year. Instead, any remaining leave balance will be reimbursed as cash at the end of each year.

**Medical Leave**

- 14 days for every twelve months of continuous work for one to two years; and
- 18 days for every twelve months of continuous work for two to five years; and
- 22 days for every twelve months of continuous work for five or more years.

**Maternity Leave** (eligible after employee has worked at least 90 days before delivery)

- 98 consecutive days

**Paternity Leave** (eligible after employee has worked at least 12 months)

- 7 consecutive days

**Hospitalization Leave**





- up to 60 days (including medical leave)

**Public Holiday**

- According to Public Holiday in Federal Territory of Kuala Lumpur.

# 2026 REVENUE TARGET



	ACHIEVEMENT TARGET	STRETCH TARGET
architectural & construction 	RM 1M	RM 2M
interior design & build 	RM 13M	RM 15M
entertainment design & build 	RM 2M	RM 3M
commercial designer & build 	RM 3M	RM 4M

# RM 5,000 REFERRAL BONUS FOR REFERRING GREAT TALENT

- Reward paid after successful completion of probation
- Applicable to full-time hires only

know someone great?  
contact HR for referral details.

## KNOW A FUTURE HOME OWNER?

### REFER A POTENTIAL CLIENT

**RM 50**

TNG Appreciation Credit

- upon verification of a qualified client lead

### REFER A SUCCESSFUL DEAL

**RM 5,000**

- paid upon successful project completion
- applies to completed design & build contracts

submit referrals to Marketing Team.

# STAFF LEAVE

## LEAVE POLICY



Annual leave on a prorated basis  
(1 full month of service earns 1 day of annual leave).



Any additional annual leave taken  
will be treated as unpaid leave.



All leave balance at the year end  
will be encashed; it cannot be carried forward.



# STAFF LEAVE



## BIRTHDAY LEAVE (ELIGIBLE AFTER PROBATION)

- i. **any day** 3 days before birthdate, or
- ii. **actual day** or
- iii. **any day** 3 days after birthdate



## MEDICAL LEAVE

- i. **14 days** for every 12 months of continuous work for **1 - 2 years**; and
- ii. **18 days** for every 12 months of continuous work for **2 - 5 years**; and
- iii. **22 days** for every 12 months of continuous work for **5 or more years**.

- \* Notify supervisor promptly;
- \* submit Medical Certificate within 2-3 working days upon return.

## HOSPITALIZATION LEAVE

up to **60 days** (including medical leave)

- \* with a medical certificate

## MATERNITY LEAVE

**98 consecutive days**  
(eligible after employee has worked at least 90 days before delivery)

- \* for female employees with medical proof

## PATERNITY LEAVE

**7 consecutive days**  
(eligible after employee has worked at least 12 months)

- \* providing false or misleading information to obtain employment or a leave of absence is strictly prohibited and will result in disciplinary action.



## ANNUAL LEAVE

- i. **12 days** for every 12 months of continuous work for **1 - 5 years**; and
- ii. **16 days** for every 12 months of continuous work for **5 or more years**.
- iii. **Unused leave** will not be carried forward to the following year. Instead, any remaining leave balance will be reimbursed as cash at the end of each year.

- \* Request at least one week in advance



## EMERGENCY LEAVE

provide proof (hospital slips, police reports, etc.) within **3 days**.



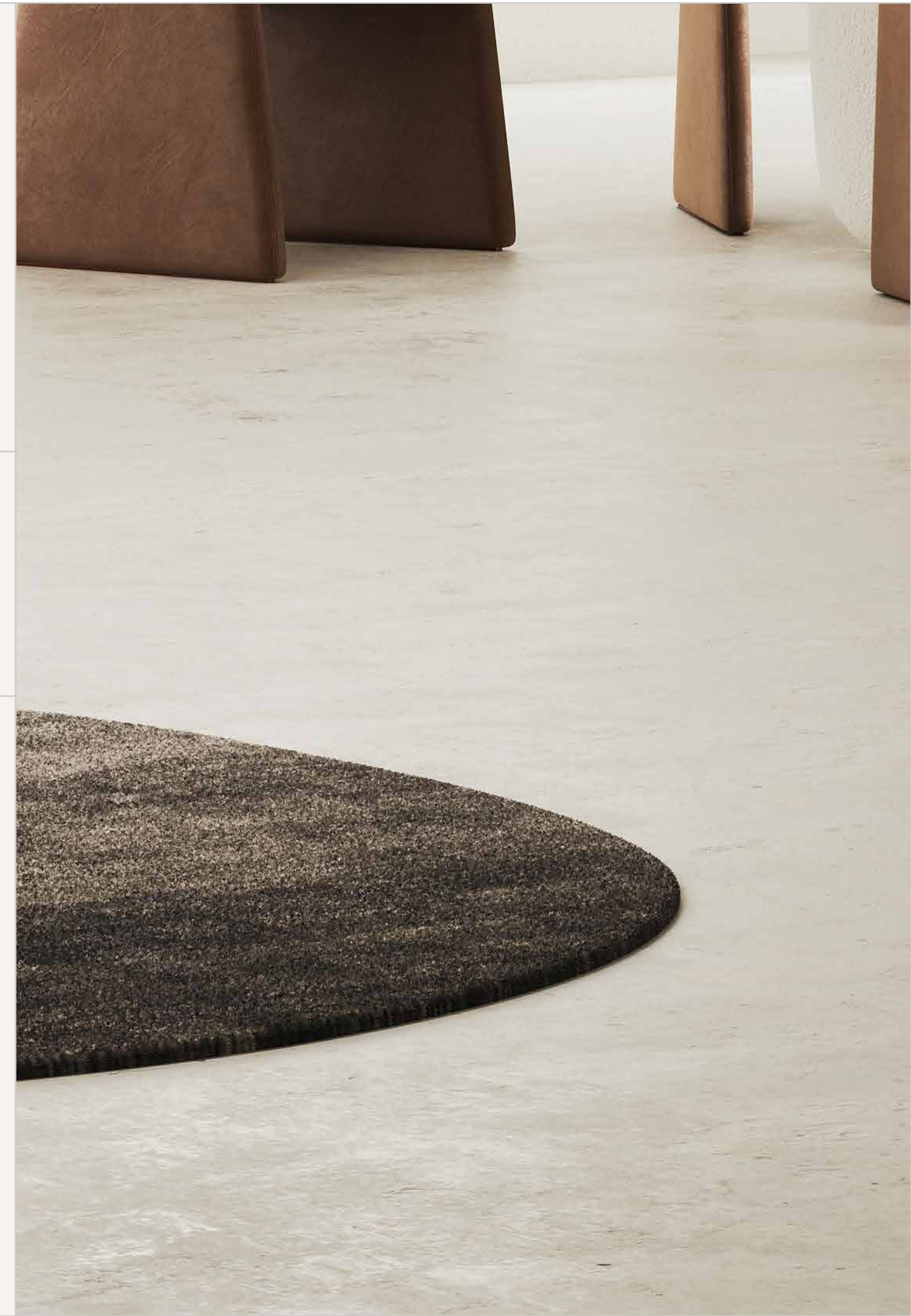
## CNY LEAVE

DAY 1 & 2 : Public Holiday

DAY 3 - 7 : Annual Leave OR Additional Leave taken will be treated as Unpaid Leave

DAY 8 : Back to Work

- \* staff are allowed resume work before Day 8, depending on tasks timeline and workload.



# RULES & REGULATIONS



## WORKPLACE ETIQUETTE

- Remove shoes upon entry; store properly
- **POWER OFF** devices & lights when not in use
- Respect and care for all **company equipment**
- Maintain a smart, **presentable appearance**
- Keep your **workspace** clean and organized



## WORKPLACE CONDUCT

- **No alcohol** or prohibited substances at work
- Use **ONLY ONE EARPHONE** during working hours
- Restricted areas require authorization
- **Keep phones on silent** during meetings



## WORKING HOURS

### - Intern / Probation / Executor / Contributor / Talent

- 10:00am – 7:00pm / 11:00am – 8:00pm

### - Game Changer & Visionary

- Start between 10:00am – 1:00pm (end time adjusted accordingly)

## LUNCH HOUR

- Lunch window : 1:00pm – 3:00pm
- Standard duration : 1 hour
- If exceeding 1 hour : additional time must be replaced after working hours (same day)
- Return to office : **NO LATER THAN 3:00PM**

This ensures smooth daily operations and proper coordination for meetings and team activities

# RULES & REGULATIONS



## OPERATIONS & ACCOUNTABILITY

- Log all appointments & leave in TimeTree
- Annual Leave: Apply at least 1 week in advance
- Medical Leave: Inform supervisor & provide valid MC within 3 days
- All approvals are subject to management discretion



## ACCESS & SECURITY

- **DO NOT OPEN DOORS** for unauthorized visitors
- Verify all appointments before granting access
- Inform supervisor for unplanned visitors



## HEALTH & SAFETY

- Self-test if unwell (COVID-19 / influenza)
- Do not report to work if symptomatic or positive
- **TEST BEFORE RETURNING FROM TRAVEL**



## INTEGRITY

- Misuse of company systems or false information will result in disciplinary action



## FOOD POLICY

- Beef and beef-based products are **NOT PERMITTED IN OFFICE**

# SUPPLIER'S PAYMENT TERMS

## VENDOR PAYMENT

If vendor submit a payment request on any day from Monday to Sunday, the **payment will be processed and released on the Friday** of the following week. Need to be verify by QS.

## OVERSEAS VENDOR PAYMENT

PBA: CUT OFF DAILY 2PM

< 10K - 1-2 working days

> 10K - 2-3 working days

ALIPAY: CUT OFF DAILY 2PM

< 10K - 1-2 working days

> 10K - 2-3 working days



# Interior+ Handbook

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workspace 

PARTY 

 Archi +



MOOD  MODES

FIGMENT  MASTERPIECE

Atelier°

+6012 - 650 1446  
arte mont kiara, kl