

Expatriate Services Division
Headquarters of the Immigration Department Malaysia
(Ministry of Home Affairs)
Level 3 (Podium) No 15
Persiaran Perdana, Precint 2
62550 Putrajaya

Dear Sir/Madam,

LETTER OF UNDERTAKING (PAGE 1/3)

(Company name & ROC Number)
Reference No: _____

I, the undersigned, _____ (name of the Company Director)
declare that all information and documents submitted are true. I also understand the content of the letter dated
_____, Reference No.: _____, and hereby accept the terms and conditions therein.

I therefore authorise the following personnel to do the following actions on behalf of the Company:

i) Endorser 1	ii) Endorser 2
Name:	Name:
MyKad/Passport No.:	MyKad/Passport No.:
Designation:	Designation:
Department/Unit/Division:	Department/Unit/Division:
Telephone:	Telephone:
Mobile Phone:	Mobile Phone:
Email:	Email:
Signature:	Signature:

The person identified in (i) and (ii) must be an employee within the Company

LETTER OF UNDERTAKING (PAGE 2/3)

(Company name & ROC Number)
Reference No: _____

iii) Company Login ID User	
Login ID:	
Name:	
MyKad/Passport No.:	
Designation:	
Department/Unit/Division:	
Telephone:	
Mobile Phone:	
Email:	
Signature:	

iv) Submission Officers 1 & 2	
Name:	Name:
MyKad/Passport No.:	MyKad/Passport No.:
Designation:	Designation:
Department/Unit/Division:	Department/Unit/Division:
Telephone:	Telephone:
Mobile Phone:	Mobile Phone:
Email:	Email:
Signature:	Signature:

LETTER OF UNDERTAKING (PAGE 3/3)

(Company name & ROC Number)
Reference No: _____

v) Submission Officers 3 & 4	
Name:	Name:
MyKad/Passport No.:	MyKad/Passport No.:
Designation:	Designation:
Department/Unit/Division:	Department/Unit/Division:
Telephone:	Telephone:
Mobile Phone:	Mobile Phone:
Email:	Email:
Signature:	Signature:

Neglectful failure of the Company to substantially comply with an applicable or other governmental requirements; or the negligence or willful misconduct or knowingly misrepresent with the intent to obtain any passes for the said foreigner/s, the Company, shall hereby be lawfully responsible to a legal action under the Immigration Act 1959/63 Section 56(1)(f): Any person who makes or causes to be made any false report, false statement or false representation in connection with any obligation on conviction, be liable to a fine not exceeding ten thousand ringgit or to imprisonment for a term not exceeding five years or to both.

Sincerely,

* Name :
MyKad / Passport No. :
Date :
Designation :
Company :
Company Stamp :

** (This part must be completed by an appointed director of the company)*