

Company Letterhead
(Sample)

LETTER OF UNDERTAKING

We the undersigned hereby undertake the following :

(a) I/We shall strictly implement the terms mentioned in the Contract of Employment attested by the High Commission of India, Kuala Lumpur and that under no circumstances will amend it or enter into any separate contract of Employment with the Indian employees before or after their taking employment with (company name)_____

(b) I/We shall repatriate any Indian employees as a result of termination of Contract by either side or for whatever reasons arising in the course of employment, by providing return air-ticket at the company's expense and settling all their outstanding dues, in addition to returning the passports to the employee.

(c) I/We undertake that execution and implementation of the contract and EMI is mandatory requirement for employing Indian workers and we would abide by the provisions thereof.

(d) We are aware of the fact that the Passport of an Indian National should always be kept in his custody. In case the documents are kept in the custody of the company for renewing work permit, we would be personally responsible for safe custody of the document. We also understand that no EMI services will be provided by the High Commission of India to the company if the passports are reported damaged or lost from the custody of the company.

Signature of Directors :

Name :

Designation :

Seal of the Company / Firm / Organisation :

Seal of Notary Public and certified by the Ministry of Foreign Affairs (Wisma Putra)