

**Company Letterhead**  
**(Sample)**

**LETTER OF UNDERTAKING FOR SUBMISSION OF PASSPORT OF WORKERS**

To,  
The Labour (Attaché)  
High Commission of India  
Kuala Lumpur  
Date

On behalf of \_\_\_\_\_ (name) \_\_\_\_\_  
(designation) \_\_\_\_\_ hereby undertake the following:

(a) I/We am/are aware of the fact that the Passports of an Indian National should always be kept in his custody. In case passports are kept in the custody of the company for renewal of work permit (with the consent of workers), we would be personally responsible for safe custody of the document. Unless informed otherwise, High Commission would presume that passports of Indian workers are kept in the custody of company / employer.

(b) If Indian workers **lodge complaints** against the company / employer about unauthorized keeping of passports, I/We \_\_\_\_\_ (authorized signatory) will **submit** the passports to High Commission of India, Kuala Lumpur within **5 days from date of complaint**. In case of non-submission / delayed submission of passports by company / employer, High Commission may **debar the company / employer** for hiring the workers from India and suitable action will be taken against the company.

Signature of Authorized Signatory:

Name :  
Designation :

Seal of the Company / Firm / Organisation:

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