

**LETTER OF UNDERTAKING AND INDEMNITY  
FOR SHORT TERM BUSINESS TRAVELER**

To:

**The Government of Malaysia as represented by  
the Business Travelers Centre (BTC)**  
Menara MITI  
No. 7, Jalan Sultan Haji Ahmad Shah  
50480 Kuala Lumpur  
Malaysia.

I,.....

**[Name of the approved Short Term Business Traveler]**

**Passport Number :**.....

**Addressed at:**

.....

**[Name of the hotel and address]**

(hereinafter referred to as "Short Term Business Traveler") verily undertake that I shall comply with the Observation and Surveillance of Coronavirus Disease 2019 (COVID-19) Contacts Order made under Section 15(1) of the Prevention and Control of Infectious Diseases Act 1988 [Act 342] (hereinafter referred to as "Observation and Surveillance Order") and other directives issued and enforced by the Government of Malaysia from time to time during **my stay in Malaysia commencing from ..... 2021 to ..... 2021** based on the approved itinerary by One Stop Centre (OSC).

2. In this regard, I solemnly pledge and will provide the following:
- (a) payment receipt for the accommodation at the hotel which include all services under the package;
  - (b) payment receipt for the Business Travelers Centre (hereinafter referred to as "BTC") charges for swab test, usage of lounge, food & beverages; and
  - (c) payment receipt for Liaison Officer for accommodation, daily allowance, overtime and local transportation including domestic flight.

3. I undertake to make full payment of the expenses regarding the medical charges, if I am admitted at the rate as specified by the designated government hospital **or private institutions or practitioners approved by the Government of Malaysia** i.e. University Malaya Medical Centre (UMMC) (hereinafter referred to as “designated hospital”) which shall include deposit payment upon admission to the hospital and payment of all medical bills as treatment specified by medical specialist, upon discharge from the hospital. I further undertake to subscribe to a valid and subsisting travel and/or health insurance to cover all types of illnesses prior to my departure to Malaysia.
4. If I am unable to make the payment as stipulated in paragraph 3, my next of kin or representative including sponsor i.e. company registered in Malaysia / Headquarter of the respective country, as named in paragraph 7 below, has agreed to become my guarantor to make such payment on my behalf to BTC upon request by the BTC.
5. I further acknowledge that:
  - (a) I must at all times abide to the Government's instructions throughout my short term stay in Malaysia as stipulated on the approved itinerary by the OSC, and any changes of the approved itinerary is not permitted.
  - (b) A dedicated Liaison Officer will be accompanying me throughout the confirmed itinerary and I will be responsible for the wellbeing of the assigned Liaison Officer.
  - (c) While in Malaysia, I shall comply with the following Malaysia's Covid-19 SOPs as follows:
    - i. Downloading and using the *MySejahtera* apps for contact tracing purposes;
    - ii. Using Surgical grade masks at all times;
    - iii. Ensuring hand hygiene by always using hand sanitizers;
    - iv. Conducting daily temperature checks; and
    - v. Practising safe physical distancing and adhering to all safety precautions and SoPs.
  - (d) I hereby acknowledge that I have to undertake a PCR COVID-19 Test at an accredited lab within three (3) days prior to departure from my home country and obtain certificate of having tested negative. Upon arrival in Malaysia, I will undertake a further compulsory RT-PCR COVID-19 test at the Business Travelers Centre. In the event that this Malaysian test result is found positive, then I will duly abide by all the instructions and guidelines by the Government of Malaysia in the further precautionary and medical actions and procedures.

(e) Whilst in Malaysia, in the event that I do develop any serious illness and diseases including COVID-19, I will abide with the requirements as stipulated in paragraph 3 above.

6. I verily understand that the Government of Malaysia has the right to take legal action against me or my next of kin or representative including sponsor i.e. company registered in Malaysia / Headquarter of the respective country for my failure to make all accrued payments as stated in the above paragraphs and I shall be fully responsible for any claims and/or damages made by the Government of Malaysia against me.

7. Should there be a need to contact my next of kin or representative including sponsor i.e. company registered in Malaysia / Headquarter of the respective country during my stay, my next of kin or representative including sponsor i.e. company registered in Malaysia / Headquarter of the respective country details are as follow:

Name of next of kin /  
representative including  
sponsor i.e. company  
registered in Malaysia /  
Headquarter of the  
respective country : .....

\*NRIC Number /  
Passport Number : .....

Address : .....  
.....  
.....

Mobile / Contact Number : .....

8. I hereby agree to the terms and conditions governing my business travel in Malaysia. By signing below, I hereby waive my rights to take any legal action against the Government of Malaysia and further undertake to indemnify and hold the Government of Malaysia, its agencies, employees and agents harmless from and against all actions, proceedings, losses (direct and/or indirect), shortfalls, damages, compensation, costs (including legal costs), charges and expenses resulting from my actions (including breaches to this LOU), negligence or dishonesty to the Government of Malaysia during my short term stay in Malaysia.

Signed by : .....  
Name : .....  
Passport Number : .....  
Address : .....  
Mobile Number : .....  
Date : .....

Witnessed by:

**On behalf of the Government  
of Malaysia:**

\*\*Name of representative at BTC: .....

NRIC Number: .....

Designation: .....

Date : .....

Note:

\* insert NRIC number for Malaysian citizen.

\*\* insert name, NRIC number and witness's position.

c.c.: MIDA – Business Travelers Centre at Kuala Lumpur International Airport (KLIA)