

**Letter of Undertaking on Confidentiality and  
Ownership of Intellectual Property Rights**

To: Tender Committee  
Asian Institute of Chartered Bankers  
LG5 Floor, Wisma IBI  
No: 5, Jalan Semantan  
Damansara Heights  
50480 Kuala Lumpur

Dear Sir,

In consideration of receiving document while participating in the Request for Proposal (RFP) for content development for Asian Institute of Chartered Bankers (AICB), I, \_\_\_\_\_ *[please fill in full name of the tenderer]* (NRIC No.: \_\_\_\_\_) *[please fill in identity card number of the tenderer]* of \_\_\_\_\_ *[please fill in name of company and address of the tenderer]* do hereby solemnly and sincerely declare that I am fully aware that all information or document acquired in the RFP process is confidential and I do hereby solemnly and sincerely agree and undertake that at all times during the RFP process:

- (a) I shall not reveal, divulge or discuss the information obtained prior to, after and while participating in the RFP process, including but not limited to any information disseminated to me by AICB prior to, after and while participating in the RFP process, to any person, unless authorised in writing by AICB to receive such information, or unless such information has been officially released by AICB to the public;
- (b) I accept the ownership of the Intellectual Property Rights of the project proposal, deliverables and services (know-how, other proprietary knowledge and information, all documents, information and materials provided by the consultant) shall remain vested with AICB at all times.
- (c) I shall not make copies of, make or cause to be made public or remove or cause to be removed, any documents, notes and any other materials or documents or property used for the purpose of the RFP process without the prior written approval of AICB;
- (d) I shall not make or cause to be made public, any findings made through the RFP process without the prior written approval of AICB;
- (e) I shall store safely with my utmost care any documents, notes and any other materials or documents or property used in the RFP process which shall at all times remain the property of AICB;
- (f) I shall faithfully and honestly keep confidential the affairs and concerns of AICB and all information relating to AICB or its customers, banking and other financial institutions or its customers or any other information obtained while participating in the RFP process;

- (f) I shall not reveal or make known any of the matters, affairs, concerns or information which may come to my knowledge while participating in the RFP process to any person except under compulsion or obligation of the law; and
- (g) I shall indemnify AICB against all losses, damages, costs and expenses, which AICB may incur or sustain by reason of any breach on my part of the terms and conditions of this letter.

Signed by :

Name :

Company :

NRIC No. :

Date :

*[please provide the above necessary details, if applicable].*



## DECLARATION FORM

I, .....NRIC No./Passport No: .....)  
do solemnly and sincerely declare that:

- (i) I have never been convicted on any legal charge; copyright or plagiarism allegation either in Malaysia or overseas; nor detained under the Emergency Regulations;
- (ii) I have never been dismissed or suspended from, or gazetted out of any Government, State Government, authority, body or company whether corporate or unincorporated
- (iii) I am at present date free from pecuniary embarrassment;
- (iv) I have never been addicted to drugs and have never been sent to any drug rehabilitation and centre; and
- (v) I have never suffered from a mental disorder of any form;

AND I make this solemn declaration conscientiously believing the same to be true and by virtue the provision of the Statutory Declaration Act 1960.

.....  
(Signature of Tenderer/Writer)