

Date: **[Insert Date]**

To: Tender Committee

Asian Institute of Chartered Bankers

Wisma IBI, L5 Floor

5 Jalan Semantan

Damansara Heights

50490 Kuala Lumpur

Dear Sir

Letter of Undertaking of Confidentiality and Ownership of Intellectual Property Rights

With regard to all documents received/acquired/managed/delivered while participating in the Request for Proposal (RFP) exercise for the development and production of the publication on AICB and Malaysian banking history for the Asian Institute of Chartered Bankers (AICB),

I, _____,

[Insert full name of the individual representing the tendering agency]

(NRIC No.: _____)

[Insert NRIC No. of the individual representing the tendering agency]

of _____,

[Insert company name and address of tendering agency]

do hereby solemnly and sincerely declare that I am fully aware that all information or documents acquired in the RFP exercise is strictly confidential. At all times during the RFP exercise:

- (a) I agree and will undertake to ensure that I do not reveal, divulge or discuss any information obtained prior to, while participating in, and after the RFP exercise — including but not limited to any information provided to me by AICB prior to, while participating in, and after the RFP exercise — 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 that ownership of Intellectual Property Rights of the project proposal, deliverables and services (i.e. know-how, other proprietary knowledge and information, and all documents, information and materials provided by the consultant) shall always remain vested with AICB;
- (c) I shall not make copies of, make or cause to be made public, and/or remove or cause to be removed, any documents, notes and other materials or documents or property used for the purpose of the RFP exercise, without prior written approval from AICB;
- (d) I shall not make, or cause to be made public, any findings made through the RFP exercise without prior written approval from AICB;
- (e) I shall store safely and with utmost care any documents, notes and other materials or documents or property used in the RFP exercise, which shall at all times remain the property of AICB;
- (f) I shall faithfully and honestly maintain the confidentiality of the affairs and concerns of AICB and all information relating to AICB or its customers; the banking and other financial institutions or its customers; or any other information obtained, while participating in the RFP exercise;
- (g) I shall not reveal or make known any matters, affairs, concerns or information that I may come to know while participating in the RFP exercise to any person, except under the compulsion or obligation of the law; and
- (h) I shall indemnify AICB against all losses, damages, costs and expenses that AICB may incur or sustain by reason of any breach on my part of the terms and conditions of this letter.

Signed by _____)

Name:

NRIC No.:

Date:

for and on behalf of _____) **[insert company name]**

Witnessed by: _____)

Name:

NRIC No.:

Date:



DECLARATION FORM

I, , NRIC No.)

do solemnly and sincerely declare that:

- (a) I have never been convicted on any legal charge and/or copyright or plagiarism allegations either in Malaysia or overseas, nor detained under the Emergency Regulations;
- (b) I have never been dismissed or suspended from, or gazetted out of any Government, State Government, authority, body or company, whether corporate or unincorporated;
- (c) I am, at the present date, free from pecuniary embarrassment;
- (d) I have never been addicted to drugs and I have never been sent to any drug rehabilitation centre; and
- (e) 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 of the provisions of the *Statutory Declaration Act 1960*.

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