

LEGAL DOCUMENTS**(1) Sample Letter (with Checklist) for submission of documents**

Date

Deputy Dean, Student Development

<Name of Faculty>

<Faculty Address>

Universiti Tunku Abdul Rahman

Dear Sir

SUBMISSION OF DOCUMENTS FOR INDUSTRIAL TRAINING

I _____ NRIC No _____ Student ID No. _____,
(to state student's name)

pursuing a Course of Study: <Course Name>, <state Year & Semester> refer to the industrial training from <date> to <date> given to me by the Company <to state the company name, company number and address>

I hereby submit the following documents: *(Put a ✓ tick in the appropriate boxes)*

- ☐ A copy of the Company's letter of offer for industrial training
- ☐ Letter of Undertaking and Indemnity for the University given by the student
- ☐ Letter of Undertaking and Indemnity for the University given by the student's parents/guardian
- ☐ Letter of Indemnity for the Company given by the student
- ☐ Letter of Indemnity for the Company given by the student's parents/guardian

A Cover Note or Duplicate Copy of Insurance Policy for:

- ☐ Additional insurance coverage of Group Personal Accident Insurance
- ☐ Death [please specify limit of coverage RM]
- ☐ Permanent Total Disablement [please specify limit of coverage RM]
- ☐ Personal Liability Insurance [please specify limit of coverage RM]
- ☐ Medical Insurance [please specify limit of coverage RM]
- ☐ Hospitalization & Surgical Insurance [please specify limit of coverage RM]
- ☐ Any other insurance policies as advised by the University
[please specify type(s) and limit(s) of coverage RM]
- ☐ Any other insurance policies as stipulated by the Company
[please specify type(s) and limit(s) of coverage RM]

Thank you.

Yours sincerely

Student's Signature

Name:

Contact Address:

Contact Phone Nos:

Enclosures: ()

ACKNOWLEDGEMENT

I,hereby acknowledge receipt of the above documents from the above named student.

Industrial training Coordinator's Signature:

Name of Coordinator:

(2) Sample Letter of Undertaking & Indemnity for UTAR Given By Student

Date:
Deputy Dean, Student Development
<Name of Faculty>
Universiti Tunku Abdul Rahman
Address

Dear Sir

INDUSTRIAL TRAINING UNDERTAKING AND INDEMNITY

I,NRIC No _____ Student ID No _____
(to state student's name)
am pursuing a Course of Study _____ Year &
Semester _____ <hereinafter referred to as "I"> refer to the industrial training from
<date> to <date> given to me by the Company
_____ <hereinafter referred to as "the Company">
(to state the company name, company number and address)

I, hereby declare and agree to abide by the University's terms and conditions for industrial training.

I further declare and confirm that the University shall not be held responsible in the event of any misfortune or accidents and/or personal injuries whether fatal or otherwise involving me.

I shall undertake full responsibility of all the consequences should any other person or body suffer such accidents and/or personal injuries and/or damage to property as a result of my negligent act or omission during the course of industrial training.

I shall indemnify and keep indemnified the University against any liability, demand, claim, loss or lawsuit in respect of personal injuries to me and/or to anybody and/or property damage arising out of or caused by my negligent act or omission during the course of industrial training.

I hereby acknowledge and confirm that I have been cautioned to obtain additional insurance coverage for the current Group Personal Accident (for students) Insurance and to obtain the necessary insurance coverage for Medical, Hospitalization and Surgical and Personal Liability Insurance coverage for any accidents or personal injuries or perils or losses or damage caused to persons or body or property during the period of the industrial training.

I further declare that I shall obtain, maintain and keep these insurance policies valid throughout the period of the industrial training.

Upon notification by the Company, I shall obtain and keep valid the necessary insurance policies (please specify insurance policies and limits of coverage) as stipulated by the Company throughout the period of industrial training. (optional paragraph)

I shall undertake to uphold the good name of the University and abide by the code of conduct of the University, the Company, the industry and any other relevant rules and regulations at all times during the course of my industrial training. I shall not hold the University responsible for my misconduct or wrong doing at all times during the course of my industrial training.

I further undertake not to breach the terms and conditions of the contract for industrial training between myself and the Company.

I enclose a copy of the Company's letter of offer for industrial training.

Yours sincerely

Student's Signature

Name:
Contact Address:
Contact Phone Nos:
Email:
Enclosure: ()

(3) Sample Letter of Undertaking & Indemnity for UTAR Given By Parents/ Guardian

Date:

Deputy Dean, Student Development
<Name of Faculty>
Universiti Tunku Abdul Rahman
Address

Dear Sir

INDUSTRIAL TRAINING UNDERTAKING AND INDEMNITY

We,the parents/guardian of
(to state parents/guardian names and NRIC Nos.) (to state student's name, NRIC No, Student
ID No.Course of Study, Year & Semester)

<hereinafter referred to as "the undersigned parents/guardian"> refer to the industrial training from <date> to
<date> given to our son/daughter by the Company (to state the company name, company number and
address) <hereinafter referred to as "the Company">

We, the undersigned parents/guardian shall ensure that our son/daughter shall abide by the University's
terms and conditions for industrial training.

We, the undersigned parents/guardian hereby declare and confirm that the University shall not be held
responsible in the event of any misfortune or accidents and/or personal injuries whether fatal or otherwise
involving our son/daughter.

We, the undersigned parents/guardian shall undertake full responsibility of all the consequences should any
other person or body suffer such accidents and/or personal injuries and/or damage to property as a result of
our son/daughter's negligent act or omission during the course of industrial training.

We, the undersigned parents/guardian shall indemnify and keep indemnified the University against any
liability, demand, claim, loss or lawsuit in respect of personal injuries to our son/daughter and/or to anybody
and/or property damage arising out of or caused by our son/daughter's negligent act or omission during the
course of industrial training.

We, the undersigned parents/guardian hereby acknowledge and confirm that we have been cautioned to
obtain additional insurance coverage for the current Group Personal Accident (for students) Insurance and to
obtain the necessary insurance coverage for Medical, Hospitalization and Surgical, and Personal Liability
Insurance coverage for any accidents or personal injuries or perils or losses or damage caused to persons or
body or property during the period of the industrial training.

We, the undersigned parents/guardian further declare that we shall obtain, maintain and keep these
insurance policies valid throughout the period of the industrial training.

Upon notification by the Company, we, the undersigned parents/guardian shall obtain and keep valid the
necessary insurance policies (please specify insurance policies and limits of coverage) as stipulated by the
Company throughout the period of industrial training. (optional paragraph)

We, the undersigned parents/guardian shall ensure that our son/daughter uphold the good name of the
University and abide by the code of conduct of the University, the Company, the industry and any other
relevant rules and regulations at all times during the course of industrial training.

We, the undersigned parents/guardian further confirm that the University shall not be held responsible for our
son/daughter misconduct or wrong doing at all times during the course of industrial training.

We, the undersigned parents/guardian shall ensure that our son/daughter shall not breach the terms and
conditions of the contract for industrial training.

We enclose a copy of the Company's letter of offer for industrial training.

Yours sincerely

Parents'/Guardian's Signature:

Name of Father:

Name of Mother:

Name of Guardian:

Contact/House Address:

Contact Phone Nos:

Enclosure: ()

(4) Sample Letter of Indemnity & Undertaking for the Company Given By Student

Date

Name & Designation
Name of the Company
Address

Attention: (to state name and designation of Contact Person of the Company)

Dear Sir

LETTER OF INDEMNITY FOR INDUSTRIAL TRAINING

I, NRIC No. Student ID No.
(to state student's name)

Course of Study: Year & Semester:

Period of Industrial Training: From <date> to <date>

<hereinafter referred to as "I"> refer to the above industrial training given to me by your Company.

In consideration of your Company affording the above industrial training, I shall be liable for and indemnify your Company against any liability, demand, claim, loss or lawsuit in respect of personal injuries to me and/or to anybody and/or property damage arising out of or caused by my negligent act or omission during the course of industrial training.

I shall undertake full responsibility of my action and behaviour at all times during the course of industrial training. The University shall not be liable for my misconduct or wrong doing.

I enclose a letter from the University stating that registered students are currently covered by Group Personal Accident (for students) Insurance which has a maximum compensation sum insured of RM45,000-00.

Upon notification by the Company, I shall obtain and keep valid the necessary insurance policies (please specify insurance policies and limits of coverage) as stipulated by the Company throughout the period of industrial training. (optional paragraph)

I further undertake not to breach the terms and conditions of the Company's contract for industrial training.

Yours sincerely

Student's Signature

Name:

Contact Address:

Contact Phone Nos:

Enclosure: ()

cc: Deputy Dean, Student Development
<Name of Faculty>
Universiti Tunku Abdul Rahman
Address

(5) Sample Letter of Indemnity & Undertaking for the Company Given By Parents/Guardian

Date

Name & Designation
Name of the Company
Address

Attention: (to state name and designation of Contact Person of the Company)

Dear Sir

LETTER OF INDEMNITY FOR INDUSTRIAL TRAINING

We,the parents/guardian of
(to state parents/guardian names and NRIC Nos.) (to state student's name, NRIC No, Student ID No.Course of Study, Year & Semester)

<hereinafter referred to as "the undersigned parents/guardian"> refer to the industrial training from <date> to <date> given to our son/daughter by the Company (to state the company name, company number and address) <hereinafter referred to as "the Company">

In consideration of your Company affording the above industrial training, we, the undersigned parents/guardian shall be liable for and indemnify your Company against any liability, demand, claim, loss or lawsuit in respect of personal injuries to our son/daughter and/or to anybody and/or property damage arising out of or caused by our son/daughter's negligent act or omission during the course of industrial training.

We shall undertake full responsibility of our son/daughter's action and behaviour at all times during the course of industrial training. The University shall not be liable for our son/daughter's misconduct or wrong doing.

We enclose a letter from the University stating that our son/daughter being a registered student is currently covered by Group Personal Accident (for students) Insurance which has a maximum compensation sum insured of RM45,000-00.

Upon notification by the Company, we, the undersigned parents/guardian shall obtain and keep valid the necessary insurance policies (please specify insurance policies and limits of coverage) as stipulated by the Company throughout the period of industrial training. (optional paragraph)

Yours sincerely

Parents'/Guardian's Signatures

Name of Father:

Name of Mother:

Name of Guardian:

Contact/House Address:

Contact Phone Nos:

Enclosure: ()

cc: Deputy Dean, Student Development
<Name of Faculty>
Universiti Tunku Abdul Rahman, Address