



Date: 7/ 7/ 2024

**FACULTY OF COMPUTING AND INFORMATICS
MULTIMEDIA UNIVERSITY
CYBERJAYA**

Attn: **Dr. Junaidi Abdullah**
Dean of Faculty of Computing and Informatics

Dear Sirs,

LETTER OF UNDERTAKING AND INDEMNITY ("LoU")

1. I, the undersigned do hereby undertake the followings:

- (a) I am currently pursuing an academic programme, Diploma In Information Technology at the Faculty/Centre of Computing and Informatics;
- (b) I will be undergoing an Industrial Training Program ("Industrial Training") from 22/7/2024 until 18/10/2024 at Minebea Electronics Motor ("Hosting Company"). The offer letter issued by the Hosting Company is attached herewith for the University's reference.

2. I hereby undertake that:

- (a) I shall at all times uphold the good reputation of the University and comply with the University's Rules & Regulations, relevant guidelines and/or relevant procedures for industrial training during the course of the Industrial Training;
- (b) I agree and acknowledge that the University shall not be held liable for any of my misconduct, wrong doing, action, damage, loss and/or injury suffered by me during the course of the Industrial Training;
- (c) I further declare and confirm that the University shall not be held responsible in the event of:
 - (aa) any misfortunate or accidents and/or personal injuries whether fatal or otherwise;
 - (bb) any property perils or losses or damage whether major or otherwise;
 - (cc) breach of confidentiality obligations between myself and the Hosting Company; involving me during the period of the Industrial Training.
- (d) I shall indemnify and keep indemnified the University against any liabilities, demand, claims, lawsuits and/or actions in respect of injuries including my death, and/or to anybody and/or property damage arising out of or caused by my negligent, act or omission or contributable to or partly contributable to my performance of work in the course of my industrial training.

- (e) I further agree that the University reserves the right to take disciplinary actions against me if there is a complaint lodged by the Hosting Company about my misconduct or wrongdoing during the course of my industrial training; and
 - (f) I further undertake not to breach the terms and conditions of the contract for Industrial Training between myself and the Hosting Company, including but not limited not to breach any confidentiality obligations as specified therein or as imposed by the Hosting Company.
3. I hereby further acknowledge and confirm that:
- (a) I have been cautioned by the University to obtain additional insurance coverage for the current Group Personal Accident (for students) Insurance and to obtain the necessary insurance coverage for Medical, Hospitalisation 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;
 - (b) I shall obtain, maintain and keep these insurance policies valid throughout the period of the Industrial Training;
 - (c) I shall undertake full responsibility of all consequences should any person or body or property suffered any accident or personal injury or peril or loss or damage caused to such person or body or property during the period of the Industrial Training in the event I failed or neglected from obtaining the above insurances.
4. I hereby acknowledge that I have been advised by the University on the content of this letter including but not limited to the release and waiver liability, indemnity and also to obtain independent legal advice regarding the contents of this document if necessary.
5. I have carefully read, and I understand, acknowledge and agree to this LoU, and this LoU represents a contract between the University and myself.



Name of the Student: <insert particular in capital letter>
NRIC No./ Passport: <insert particular>
Student ID: <insert particular>
Tel. No: <insert particular>