

**LETTER OF UNDERTAKING**  
**FOR THE RECEIPT OF PAYMENT CHEQUE FOR DECEASED EMPLOYEE**  
**<Mr/Ms Name of employee>, <NRIC/FIN/Passport No.>**

I acknowledge receipt of <Name of Bank> <Cheque No.> for the amount of <\$Amt> being payment by the SBS Transit Ltd for the abovenamed employee's final salary or related employment-related payments.

I declare that I am lawfully related to the deceased employee by way of being his/her <Nature of relationship> *(Documentary evidence provided)*.

In consideration of SBS Transit Ltd's release of this cheque as requested by me, I undertake as follows:

1. I agree that by acceding to my request, SBS Transit Ltd has hereby discharged its legal obligations to the abovenamed employee, and in so doing the Company will not be held legally liable in the event I am not entitled to make the request or receive the monies of the deceased.
2. I agree that should there be subsequent Letters of Administration or Grant of Probate granted for the administration of the estate for the abovenamed employee, I will transfer the cheque or pay the sum specified in the cheque to the appointed Administrator.
3. I agree that should I not be entitled to receive the monies of the abovenamed employee for any reason, I will hand over the cheque or pay the sum specified in the cheque to the estate of the deceased or SBS Transit Ltd.
4. I agree to indemnify SBS Transit and its representatives against any claims, proceedings, losses, damages, expenses or penalties which may arise in connection with this payment or in respect of this matter.

Dated: \_\_\_\_\_

Signed by:

Witnessed by:

\_\_\_\_\_  
(Name of recipient)

\_\_\_\_\_  
(Name of SBS Transit Ltd Representative)

\_\_\_\_\_  
(NRIC / FIN / Passport No.)

\_\_\_\_\_  
(Designation)

\_\_\_\_\_  
Official Home Address / Contact No.

\_\_\_\_\_  
(Company stamp)

Current residential address:

Employer:

Place of employment:

Designation:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

*Applicable  
if recipient  
does not  
read Eng-  
lish:*

The above was translated and explained to me in  
\_\_\_\_\_ (language) by  
(witness).