



MTD Group
IT Department
(Tel): 03 – 6195 1111
(Fax): 03 – 6188 0101

Appendix 3

From:
(Name)

.....
(Employee No.)

To:
(Company)

Date:

LETTER OF UNDERTAKING AND INDEMNITY

1. I, (NRIC No.), acknowledge that computer and communication facilities of MTD Group or of any company in the MTD ("the Company") are made available to me for the discharge of my duties as an employee of the Company.
2. I further acknowledge that the provision of such facilities is governed by the Company's policies and guidelines, including guidelines as per the **Appendix**, which may be amended from time to time at the Company's absolute discretion.
3. I hereby undertake to adhere to the above policies and guidelines.
4. I also acknowledge and agree that in order to prevent unauthorized use of the facilities, the Company may automatically log and monitor the usage activity of the facilities made available to me and detailed investigations may be undertaken.
5. I agree that the Company may take disciplinary action against me for any unauthorized use and/or failure to observe the abovementioned policies and guidelines.
6. Notwithstanding the disciplinary action mentioned above, I further agree to indemnify and save harmless the Company and its successors and assigns from any claim, action, liability, loss, damage or suit arising from my unauthorized use and/or non-compliance with such policies and guidelines.
7. This Letter of Undertaking and Indemnity shall be unlimited as to amount or duration and shall be binding upon and inure to the benefit of the parties herein, their successors and assigns.
8. I have read and understood **Acceptable use of IT Facilities policy**. I am also bound by the **Letter of Undertaking and Indemnity** that governs and regulates my use of MTD's computing and network facilities.

Yours faithfully,

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(Name:)