

SAMPLE FORMAT

Our Ref : xxxxxxxxxxxx
Date : xx/xx/xxxx

Jabatan Tenaga Kerja Sarawak
Tingkat 13, Bangunan Sultan Iskandar,
Jalan Simpang Tiga,
93532 Kuching
Sarawak.

Dear Sir,

BANK GUARANTEE NO. XXXXXXXXXX FOR RM XXXXXX.XX (BG AMOUNT)

As requested by **XXXXXXXXXX (Customer’s Name) (NO.XXXXX(CO’S No))** of XXXXXXXXXXXXXXXXXXXX (Address), we **XXXXXXXXXXXXXXXXXXXXXXXXXXXX (Bank’s Name)** of XXXXXXXXXXXXXXXXXXXX (Guarantor Address) (“**Guarantor**”), hereby guarantee that the sum of **Ringgit Malaysia : XXXXXX.XX (BG Amount)** free, and without inclusive of any interest claims, or any amount that have the same meaning of interest being the amount of guarantee for **issuance of license number JTKSWK XXXX under Section 9A, Private Employment Agency Act 1981 (Act 246)**.

This Bank Guarantee shall become payable by us on demand in writing given to us by **Jabatan Tenaga Kerja Sarawak**.

This Bank Guarantee shall be a continuing guarantee to wit from **XX/XX/XX (Effective Date)** to **XX/XX/XX (Expiry Date)** and is conditional on a claim there under being made within the period of the Bank Guarantee.

The Guarantor’s maximum liability under this Bank Guarantee shall be limited to the Guaranteed Sum.

This Bank Guarantee shall not be assigned without the Guarantor’s prior written consent.

Notwithstanding any provision hereinbefore to the contract, this Bank Guarantee shall expire on **XX/XX/XX (Expiry Date)**. Claims (if any), must be made in writing and received by XXXXXXXXXXXXXXXXXXXX (Bank name and address) not later than (14 days after Expiry Date). After which date, this Bank Guarantee is automatically cancelled and cease to have any effect whatsoever irrespective of whether or not the original Bank Guarantee is returned to the Guarantor for cancellation and no claims received after the said date shall be accepted or entertained.

This Bank Guarantee is and shall be governed by and construed in all respects in accordance with the laws of Malaysia.

Your faithfully
For **XXXXXXXXXX (Bank’s Name)**

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Authorised Signature/s