

LETTER OF GUARANTEE

CHIEF FINANCIAL OFFICER
UNIVERSITI TENAGA NASIONAL SDN BHD [199601026142]
Jalan IKRAM- UNITEN
43000 Kajang, Selangor Darul Ehsan



Duty Stamp
RM10

IN CONSIDERATION of UNIVERSITI TENAGA NASIONAL SDN [199601026142] (hereinafter referred to as "UNITEN"), agreeing at my request to admit _____,

(Student's name)

_____, of _____

(Student's NRIC No.)

(Student's address)

(Student's address)

(hereinafter referred to as "the Student") into UNITEN's academic program as per letter of offer dated _____, I, the undersigned, _____,

(Guarantor's name)

_____, of _____

(Guarantor's NRIC No)

(Guarantor's address)

(Guarantor's address)

hereby agree to guarantee UNITEN as follows:-

1. I will pay UNITEN on demand all monies which remain owing and outstanding to UNITEN from the Student or monies that remain unpaid on the general balances of his/her account with UNITEN, whether or not the Student complete his/her studies in UNITEN. A letter or certificate in writing from UNITEN, shall be conclusive evidence of the amount owing to UNITEN by the Student as at the date of such letter or certificate.
2. I shall accept that ANY notice or demand in relation to the above matter may be given or made to me by UNITEN in writing by either personal service, or left for me, or sent by post to me, at my usual or last known address.
3. I earn a monthly income of **not less than RM2,000.00** and I fully understand this guarantee and hereby agree to be bound by it at my own free will and I do solemnly and sincerely declare that I am not an undischarged bankrupt as defined under the Bankruptcy Act, 1967.

Dated this _____ day of _____ 20_____.

Signature (Guarantor): _____

Signature of Witness: _____

Full Name of Witness: _____

NRIC No. of Witness: _____

Notes:

1. Only those with a monthly income of **not less than RM2,000.00** are eligible to become Guarantor.
2. **Any one** of the following shall be eligible to be a Witness to this document: Commissioner for Oaths / Head of Village / 'Tuai Rumah' / 'Ketua Kaum or Mukim Bertauliah' / Lawyers / Judges / Government Officers at Management or Professional level (formerly Class 'A') / Government School Headmasters / 'Jaksa Pendamai' / State Government EXCO Members / TNB Officer. Please also ensure that **you get your witness to stamp their designation at the witness column of the Letter of Guarantee.**
3. Students are required to paste a duty stamp for RM10 and have this document **stamped** at the nearest Stamp Duty Office. Please take note that, in order to avoid any possible future misunderstanding, we do not receive cash for the duty stamp.
4. The completed document together with a certified copy of Guarantor's NRIC and proof of income document (e.g. Pay slip, Borang J, Borang EA or Employer's Certification Letter on salary), **must be submitted to the Counter of Student Unit, Finance Department within two weeks from the date of registration at the University.**

LETTER OF GUARANTEE

Personal Data Consent Clause

I consent to Universiti Tenaga Nasional (“UNITEN”) to collect, process, record, store and/or disclose personal data and sensitive personal data for all purposes associated in relation to my agreement, education, administration, attendance record and any other lawful activities performed or related to services rendered by UNITEN.

Declaration & Acknowledgement

I acknowledge and confirm that all information and documents provided by me is true and correct. I hereby consent to UNITEN to collect, process, record, store and/or disclose my personal data in accordance to the mentioned above purposes.

(Signature of Applicant/ Student)
(*Tandatangan Pemohon/ Pelajar*)

(Date)
(*Tarikh*)

(Signature of Parent/ Legal Guardian)
(*Tandatangan Ibu/Bapa/ Penjaga yang sah*)

(Date)
(*Tarikh*)