AIS/RD/002

(To be adopted in the Customer's Letterhead – Company/Enterprise)

Our Ref :
Date :

PENGURUSAN AIR SELANGOR SDN BHD

Sir,

LETTER OF INSTRUCTION/AUTHORIZATION CUM UNDERTAKING
Account No. :
Account Holder :

We refer to the above matter and to our application to close of account dated…….

We hereby instruct and authorize Air Selangor that refund of deposit (if any) for the above account be made to the person / company named below: -

(If Company) Company's Name : …….
Company's registration No. : …….
Company's Address : …….

(If Individual) Name : ……
NRIC No. : ……
Address : ……

We hereby confirm that refund made as aforesaid shall be regarded as refund made to us and Air Selangor is discharged from its duty and liability in future with regards to the said deposit. We also agree and undertake to indemnify Air Selangor against all actions, proceedings, claims, demands, charges, penalties, costs, damages and expenses arising from this arrangement.

A Board Resolution for the abovementioned purpose is also hereby attached.

Thank you.

Yours faithfully,
For and on behalf of
……(Company's name)……

Authorised Signatory :
NRIC No. :
Designation :
Company's chop :