[Bank Letterhead]

Date: [DD/MMM/YYYY]

**KETUA PENGARAH IMIGRESEN MALAYSIA**

Jabatan Imigresen Malaysia

Bahagian Khidmat Ekspatriat,

Unit Pas Lawatan Ikhtisas,

No. 15, Tingkat 3 (Podium),

Persiaran Perdana, Presint 2,

62550 Putrajaya, Wilayah Persekutuan.

Dear Sir,

**BANK GUARANTEE NO XXXXXXXX FOR RM1,500.00**

As requested by **[COMPANY NAME]** **(ROC NUMBER)** of **[ADDRESS]**. We [Bank Name], hereby irrevocably and unconditionally guarantee the sum of Ringgit Malaysia **[AMOUNT IN WORDS] (RM AMOUNT IN DIGIT)** being amount of Security Deposit for the issuance of Professional Visit Pas required for the personnel as listed below, and the said amount shall become payable by us immediately upon receipt of written demand from you.

**Name: [NAME] Passport Number: [XXXXXXXXXX] Nationality: [COUNTRY]**

This Guarantee is effective from [DD/MMM/YYYY], and expires on [DD/MMM/YYYY] (Expiry Date)

All Claims, if any, in respect of this Guarantee must be in writing and received by us at [Bank Address] not later than thirty (30) days after the Expiry Date, failing which we shall be discharge of all obligations and liabilities under thin Guarantee notwithstanding that this Guarantee is not returned to us for cancellation.

Your faithfully,

For [Bank name]

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\*\* *Note:*

*Please remove remarks in BLUE in the printed document.*