



**UPM**  
UNIVERSITI PUTRA MALAYSIA  
BERILMU BERBAKTI



**PERPUSTAKAAN SULTAN ABDUL SAMAD**  
LIBRARY

Ketua Perangkawan

Jabatan Perangkaan Malaysia.

**USER'S UNDERTAKING LETTER**

1. This undertaking letter is signed in relation to the approval of the use of micro data and detailed data issued by the Department of Statistics Malaysia (JP) in accordance with the requirements of Section 4.(2) of the Statistics Act 1965 (Revised-1989).

2. This undertaking letter is based on the requirements in the JP Micro Data and Detailed Data Dissemination Policy (paragraph 8.b).

3. I \_\_\_\_\_ (User) hereby agree and pledge that :

a. The micro data and detailed data obtained will be used only for the purpose of research or study entitled

\_\_\_\_\_

which will last for a period of \_\_\_\_\_ months / years.

Extension date 1 :

(Date Start : \_\_\_ / \_\_\_ / \_\_\_ ) ; (Date end : \_\_\_ / \_\_\_ / \_\_\_ )

Extension date 2 :

(Date start : \_\_\_ / \_\_\_ / \_\_\_ ) ; (Date end : \_\_\_ / \_\_\_ / \_\_\_ )

*Date of extension of period (if applicable only – Refer to Data Application Form).*

b. To comply with the provisions stated in the JP Micro Data and Detailed Data Dissemination Policy regarding the confidentiality of respondent information by :

i. To maintain the security and confidentiality of the micro data and detailed data obtained by taking appropriate and reasonable measures to protect the data from being lost, misused, altered, accessed without permission, destroyed or disclosed to any person;

ii. Not to spread, broadcast, announce, print and display individual data or any part of such data to any person for any purpose whatsoever; and

iii. Using the data only for the purposes mentioned in paragraph (a) only iv. Sending to the Perpustakaan Sultan Abdul Samad (PSAS), the 'Certificate Letter for the Disposal of Micro Data and the Return of the Data CD after completion of the study.

c. Will submit (2) two hard copies and (1) one soft copy of the study to PSAS.

d. Will use the data and publish the results of the study using the data (if any) within the period as promised in 3(a).

e. Will be subject to legal action and will be blacklisted from obtaining or using any form of data obtained in case of breach of the Letter of Undertaking contract.

User Signature :

\_\_\_\_\_

Name:

I/C No.:

Faculty:

Date:

Data Manager/Deputy Data Manager Signature:

\_\_\_\_\_

Name & Stamp:

Date:

Supervisor/Lecturer Signature:

\_\_\_\_\_

Name:

I/C No.:

Date: