

Agreement of Understanding on Commencement of Duty

1. I certify that I have been trained on security matters and understand my duties as well as my responsibility concerning overall security protection.

2. I hereby bear my responsibility in protecting official confidential matters to be obtain during my duty at(Government Agency) and would strictly follow the relevant security regulation(s).

3. I would not reveal any of official confidential matters to be obtained during my duty at(Government Agency) to unauthorized person, either in verbal, any written forms or any other means without permission of..... (Head of Government Agency)

4. When termination of my duty at (Government Agency), I must submit all official confidential matters I obtained or made during my duty except those authorized to possess by(Head of Government Agency)

5. When termination of my duty at(Government Agency), I must remain protecting all official confidential matters obtained during my duty. In case of revealing such official confidential matter to unauthorized person intentionally or carelessly, I might be prosecuted by law(s).

Signature.....

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Owner of Record

Signature.....

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Officer in Charge

Signature..... (Witness)

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(Date/Month/Year).....