REFERENCE NO.

Date

# NAME

Address

 **WITHOUT PREJUDICE**

Dear,

# LETTER OF INTENT (“LOI”) - XXX IN COLLABORATION WITH XXX

We refer to the above matters

We are pleased to inform that XXX intends to collaborate with XXX (“Service Provider”) on (details) (“Service”), with registered address of (address).

This LOI serves as an initial understanding to undertake the services of the Service Provider and does not constitute a confirmed offer for Service until and unless a Letter of Award (LOA) have been issued and the terms and conditions of the services have been agreed by both parties accordingly.

# TERMS OF SERVICES

* 1. The Service shall be subject to, inter alia, the terms and conditions, which is to be discussed, negotiated, and mutually agreed between both parties.
	2. The mutual Non-Disclosure Agreement (“NDA”) shall be forwarded to you in due course and shall contain such other terms and conditions to be mutually agreed by the parties and thereafter executed accordingly.
	3. In the interim period and pending the issuance of the definitive NDA as aforementioned, the Service Provider is required to proceed with the necessary part of the Service.
	4. Both parties shall not disclose and shall keep in strict confidence, the terms and all information furnished or made available to each other pursuant to the Service or otherwise. All public announcements by a party utilizing the other party’s name must be approved in writing by such other party.

1.6 Any costs incurred during the interim period shall be borne by the respective parties until and unless both parties have agreed to the definitive agreement or as mutually agreed by both parties.

1.5 Legally binding obligations will only arise upon execution of a definitive agreements and/or related agreements with respect to the Service. Each party reserves the right to vary and/or add on any of the terms and conditions contained herein, subject to mutual agreement between the parties.

1. Notwithstanding anything contained herein, nothing in this LOI shall be construed to create a legally binding obligation between **XXX** and **XXX**. Each party may unilaterally withdraw its interest in this LOI, at the withdrawing party’s sole discretion by notifying the other party of its intention to withdraw.

Kindly confirm your acceptance of this LOI and its terms by arranging for the duplicate copy of this letter to be signed by an authorized representative of **XXX** and return back to us at the above address before or by **XXX.**

Your co-operation is highly appreciated. Thank you.

Yours faithfully,

# XXX

**XXX**

President & Chief Executive Officer

# ACCEPTANCE OF TERMS

I,…………………………………………………………………………………………………

……………, a duly authorised signatory, for XXX (Company registration number) do hereby confirm receipt and acceptance of this Letter of Intent (LOI).

For and on behalf of XXX.

Name: Designation:

I/C No:

Date:

In the presence of:

Name: Designation: I/C No: