

## EMPLOYEE CONFIDENTIALITY AGREEMENT LETTER

Date of Submission

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<b>Project</b>			
<b>Date</b>			
<b>Company</b>			
<b>Address</b>			<b>Postal Code</b>
<b>Telephone</b>			<b>DID/ Extension</b>
<b>Point of Contact Name</b>			<b>Mobile</b>
<b>Number of Staff /Audience</b>			
<b>Pre Publicity</b>	Available	Not available	
<b>Security Clearance</b>	Required	Not Required	
<b>Operation Onsite Time</b>	<b>Start</b>		<b>End</b>
<b>Parking of MTS Onsite</b>	Available/Provided	Not available	
<b>Power source (Electrical power point)</b>	Available	Not available	
Remarks:			
<b>Official</b>			
<b>Date</b>	<b>Processed by</b>		<b>Confirmed</b>