

(Company letterhead)

Jakarta, \_\_\_\_\_

### Guarantee Letter for the Sapphire Application

Herewith, I, undersigned below, inform that <Mr/Ms. First Name, Last Name> has been affiliated with <Institution name, address> as <position> since <date>.

The <Institution name> is supporting the application of <Mr/Ms. First Name, Last Name> for Sapphire membership.

The <Institution name> guarantees:

1. To inform Sapphire immediately in written notice in the event of <Mr/Ms. First Name, Last Name> is no longer working at The <Institution name> and in EPO (Exit Permit Only) Process at Immigration Office.

The Written notice will be sent to :

Attention :

Sapphire Customer Care (PT Angkasa Pura Schiphol)

Terminal 2F-Arrival Hall Room F9P67

Soekarno Hatta International Airport

Phone : 62-21-55.910.910

Fax : 62-21-553093

Email : [member@sapphire.co.id](mailto:member@sapphire.co.id)

2. The <Institution name> will be responsible for any consequences due to the failure of not informing Sapphire regarding such process.

Sincerely,

<Institution name>.

<address>

<Legal institution representative (name, tel. e-mail)>

<Signature and place for official institution stamp>