



ISSUANCE OF SUPPORT LETTER POLICY

HUMAN CAPITAL DIVISION



MCMC POLICY ON ISSUANCE OF SUPPORT LETTER

- MCMC policy on issuance of support letter was circulated on **19th November 2019**. The practice of **issuing and/or approving** the issuance of support letters by any employees of the Commission to an external party is **STRICTLY PROHIBITED**.
- Support letters are letters (which include emails) that **provides benefits or advantages to an external party**.

Examples of Benefits & Advantages

1



OBTAIN UNFAIR ADVANTAGE

Using support letter to **obtain unfair advantage** in the external party's participation in tender exercises;

2



VALIDATE EXTERNAL PARTY'S CONDUCT

Using support letter to **validate the external party's conduct** as being in compliance with the laws administered by the Commission;

3



GAIN FINANCIAL AID

Using support letter to **gain financial aid** either in obtaining loans, grants or funding;

4



ENHANCE THE CREDIBILITY

Using support letter to **enhance the credibility** status of certain entities over its competitors;

5



SECURING PROJECTS

Using support letter to **securing projects** from the Government or from the private sector.

MCMC'S ACTION WHEN RECEIVING REQUEST FOR SUPPORT LETTER

MCMC has adapted 'Guidelines for Handling Support Letters' issued by MAMPU on 12th October 2020.

- Support letter received in writing must be filed in the relevant file;
- If support is given orally, the officer must record the communication in writing containing the details of the party giving the support, the date and form of support received;
- MCMC officers must immediately report in writing the support received to the respective Head of Division/ Department for further instructions.

"Saya tiada halangan"

"Diluluskan, dan sebagainya"

"Sila timbangkan"

"Mohon surat sokongan bagi pelaksanaan..."

"Disokong dengan kuat"