

**REQUEST TO BORROW GOODS  
FROM THE EMBASSY OF JAPAN IN BRUNEI DARUSSALAM**

**To: The Embassy of Japan in Brunei Darussalam**

I (Name), \_\_\_\_\_ from \_\_\_\_\_  
(Organisation), am requesting to borrow goods from the Embassy of Japan in Brunei Darussalam.  
As such, I hereby agree to the terms and conditions of the loan as set out below.

On behalf of \_\_\_\_\_ (Organisation), I declare that I/we will  
compensate the Embassy for any loss or damage caused to any borrowed items during the agreed period  
of the loan. Should I wish to extend the initial period of the loan, I will contact the Embassy to agree on  
the extension.

**Terms of the loan**

1. Reason for request: (Please give details)

\_\_\_\_\_

2. Period of loan:

From: (date/month/year) \_\_\_\_\_

To: (date/month/year) \_\_\_\_\_

3. Maximum lending terms: **10 days**

4. Description of goods borrowed: (Please give specific details & number of items)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Remarks/ observations: \_\_\_\_\_

***I agree to the above terms and conditions. (Pls refer to Page 2)***

Full Name: \_\_\_\_\_

I.C.: \_\_\_\_\_ **(Pls attach copy of IC)**

Position in organization/office: \_\_\_\_\_

Office Address: \_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_ HP No: \_\_\_\_\_

Date: \_\_\_\_\_

**IMPORTANT! (Culture goods)**

*Terms and conditions:*

Goods borrowed must -

1. **NOT** be used for private functions. **A copy of your event information must be provided.**
2. Only be used to promote Japanese Culture to the public and NOT for fashion shows or costume parties.
3. Be dry cleaned after use.  
**(Pls attach a copy of DRY CLEANING RECEIPT)**
4. Be returned in the same condition as when received.  
(if goods are not in the same condition when returned, a penalty charge will be made for replacement, repair or cleaning).
5. **Be returned to the Embassy within 10days.**

**IMPORTANT! (for DVD)**

*Terms and conditions:*

1. You must **not**:
  - Copy or duplicate the item(s)
  - Translate, amend, edit or transmit over open or closed circuit television, computer networks, cable or satellite systems without our permission.
  - Sell, rent, lend, give or sub-licence the item(s).
2. Item(s) must be returned in the same condition as when received.
3. If a DVD is returned damaged, without the original box or other contents included in the box, you accept that a penalty charge will be made for replacement.
4. **Items must be returned to the Embassy within 10 days.**