

## LETTER OF GUARANTEE (“Letter”)

To: Singapore General Hospital Pte Ltd (UEN 198703907Z) (“Hospital” or “you”).

**[Name of patient, NRIC/FIN number ](“Patient”)**

In consideration of your agreeing at our request to render medical treatment to the above named Patient without requiring the Patient to provide a cash deposit to you, we agree with you as follows:

- (1) We shall on demand promptly pay you all fees, charges, costs and expenses in connection with the hospitalisation and/or treatment of the Patient at or by SGH, including outpatient services (“Charges”). We will make payment of all sums invoiced by you under this Letter of Guarantee, subject to the limit of **S\$\_\_\_\_\_**.
- (2) As between us and you, we agree to be treated as a principal debtor<sup>1</sup> in respect of our obligations under this Letter and the guarantee herein created (“this Guarantee”) and not merely as surety, and we shall not be discharged, nor shall our liability be affected, by any act, thing, omission or other means whereby our liability would not have been discharged if we had been the principal debtor.
- (3) This Guarantee is a continuing guarantee and shall remain in full force and effect, notwithstanding any intermediate settlement, until discharge<sup>2</sup> of the Patient or revoked by us in writing, whichever is the later event and provided further that our indebtedness to you under this Letter shall have been fully satisfied and discharged. This Guarantee may be revoked by us giving at least one (1) months’ notice in writing to you. To avoid doubt, notwithstanding such revocation, we shall remain liable to you for Charges incurred before our notice takes effect (i.e. on the expiry of the notice period), in addition to any sums due and owing to you under this Letter that remain outstanding from time to time.
- (4) We acknowledge and agree that nothing in this Letter of Guarantee shall be construed to restrict or adversely affect in any manner the Hospital’s right to discharge<sup>2</sup> the Patient or cease to provide Services to the Patient.
- (5) We shall make payment of such sums set out in any invoice described in paragraph 1 above and in accordance with the payment instructions stipulated in the invoice within thirty (30) days from the date of our receipt of such demand. If we fail to make payment in full of any sum set out in that demand by the due date, we shall pay you interest on the outstanding balance at the rate of 6% per annum, for the period commencing from the date of the outstanding demand until such demand has been paid in full.
- (6) This Letter shall be construed in accordance with and governed by the laws of Singapore and the parties hereto submit to the jurisdiction of the Singapore courts.
- (7) Personal data protection
  - (a) We shall, and shall ensure that our employees, personnel, agents and contractors (collectively, “Authorized Recipients”) to whom Personal Data (as defined in the PDPA) is required to be disclosed for the performance of this Letter (“Purpose”) shall, comply at all times with the Personal Data Protection Act 2012 (Act 26 of 2012) (“PDPA”) with respect to the collection, use and/or disclosure of such Personal Data.
  - (b) We undertake and confirm that we shall, at our own expense, ensure that all necessary consents in accordance with all applicable laws and regulations, including the PDPA, have been obtained from the Patient for the collection, use and disclosure of the Patient’s Personal Data (including the disclosure of their Personal Data by you to us and/or our Authorized Recipients) for the Purpose and shall, upon your request, provide you with a copy of such consents. When a Patient withdraws consent for the collection, use or disclosure of his Personal Data for the Purpose, we shall notify you of the withdrawal in writing as soon as practicable.

Signed by )

**Name:** )

**Designation:** )

Duly authorised to sign for and on behalf of: )

**[ Name of company ]** )

\_\_\_\_\_  
**Signature / Company Stamp / Date**

<sup>1</sup>Principle debtor refers to the employer

<sup>2</sup>The ‘discharge’ here means the Hospital will discharge the patient when he / she is medically fit