



NB: Your attention is drawn to Departmental Circulars Nos. 55 / 1997; 41 / 1999 and 4 / 2000

**4. PARKING OF OFFICIAL VEHICLE:**

ADDRESS (where the vehicle will be parked): \_\_\_\_\_  
 \_\_\_\_\_  
 Are the premises secured? \_\_\_\_\_  
 IF YES how? \_\_\_\_\_  
 \_\_\_\_\_

**5. MOTIVATION BY OFFICIAL:** (why is it necessary to travel before 08h00?)  
 \_\_\_\_\_  
 \_\_\_\_\_

**6. UNDERTAKING BY OFFICIAL**

I hereby certify that I will abide by the conditions of this trip authorization and regulation governing Government Vehicles

Signature of Applicant \_\_\_\_\_  
 \_\_\_\_\_  
 Date \_\_\_\_\_

**7. RECOMMENDATION BY THE DIRECTOR/RECOMMENDED/ NOT RECOMMENDED**

I hereby certify that this trip is necessary and the public interest and use of the vehicle after hours is the most suitable arrangement under the circumstance.

Director: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**8. AUTHORIZATION BY THE TRANSPORT OFFICER**

I have satisfied myself that this application complies with all regulation governing use of Government Vehicles and is thus authorized

**8.1 AUTHORITY NO:** \_\_\_\_\_

**8.2 SIGNATURE:** \_\_\_\_\_

**9. APPROVAL**

The use of this vehicle before 08h00 / after 16h00 and parking arrangements are approved.

**HEAD OF DEPARTMENT** \_\_\_\_\_

**DATE** \_\_\_\_\_