



REQUEST FOR PRIVATE GARAGING OF A GOVERNMENT VEHICLE

Instructions:

- a. Requests must be approved in terms of departmental delegations.
- b. The Declaration by the Applicant must be attached to the authority.
- c. Original authorities must be kept in the vehicle at all times and be available on request.
- d. A copy of this authority must be kept on record for audit purposes.

1. Name of driver/official: _____
2. ID Number: _____
3. Designation: _____
4. Persal no. _____
5. Department: _____
6. Institution: _____
7. Section: _____
8. Vehicle registration number: _____
9. Make and model _____
10. Short motivation for application:

11. Address where vehicle will be stored: _____

12. Is a lock-up garage available? ☐ Yes ☐ No
13. If not available, what other secure storage facilities are available:

14. If no suitable garaging facilities are available at the official's residence, is safe parking available at a nearby Government institution? If such facilities are available, have the necessary arrangements been made and confirmed in writing?
☐ Yes ☐ No

DECLARATION BY APPLICANT

I, _____, hereby declare that every precaution will be taken to safeguard the vehicle against damage, theft or irregular use, further that -

the windows will be closed, the doors will be closed and locked. The ignition key and the door lock key will be removed and kept in safe custody, and

In a case where the vehicle locks by means of a remote, the driver should double check if it is properly locked.

SIGNATURE: _____

DATE: _____

Request recommended ☐ Yes ☐ No

REMARKS / CONDITIONS OF APPROVAL:

SUPERVISOR

SIGNATURE: _____

INITIALS AND SURNAME: _____

POST LEVEL: _____

DATE: _____

Request recommended ☐ Yes ☐ No

REMARKS / CONDITIONS OF APPROVAL:

RESPONSIBILITY MANAGER

SIGNATURE: _____

INITIALS AND SURNAME: _____

POST LEVEL: _____

DATE: _____
