**VEHICLE REQUISITION FORM FOR OFFICIAL DUTY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Requirement of type of vehicle(s)** | **Purpose** | **Date** | **Time** | | **Remarks** |
|  |  |
|  |  |  |  |  |  |

**Note:** The vehicle shall be provided subject to the availability of the vehicle. Owing to the paucity of fund for the maintenance of vehicle, the MTO shall try to coordinate and combine the use of vehicles as far as possible to minimize the mobility of the vehicles.

The requisition should be submitted at least one day before the tour programme.

**Name & sign of the Applicant Sign of HoD Sign of MTO Sign President**