

VEHICLE REQUEST FORM

DATE: _____

Requestor Title: _____

Requestor Name: _____

Requestor Address: _____

Phone Number: _____

Requestor E-mail: _____

Department Name _____

Organisation: _____

Phone Number: _____

Address: _____

Next of Kin: _____

Address: _____

Request Vehicle Type: ☐ NEW ☐ USED

Vehicle Make/Model/Year: (i) _____

(ii) _____

(iii) _____

Budget from _____ to _____ total cost

Monthly payment from _____ to _____

Amount to Deposit from _____ to _____

Vehicle use ☐ Private ☐ Commercial ☐ Others _____

Method of Payment:

Requestor Sign: _____

Date: _____

Supervisor's Sign: _____

Date: _____

FOR OFFICE USE

Requested through: Name: _____ Sign: _____ Date: _____

Remarks: _____

Approved by: Name: _____ Sign: _____ Date: _____

Remarks: _____

GUARANTORS FORM

Dear Sir/Madam

_____ of
_____ has called
on us for the purpose of leasing/hire purchase and has given your name as his guarantor.

We will be grateful if you can confirm in confidence that the application is known to you and the above services can be safely extended to.

That in case of default with our terms and conditions you will be liable if he is not available and the he having being known to you for years is suitable for the facilitiesw being granted.

Please reply attaching photocopy of utility bill/valid ID.

I _____
of _____

hereby introduce/guarantee _____ for the
purpose of facilitating instalment payments for vehicle make/nos:
_____ from you. And I will be liable if he is not available and this attach
photocopies of my particulars to proof my person.

Yours faithfully,

(Please attach 2 passport photos, please note it is dangerous to introduce whom you don't know and can't have access to)

...For lowest price, Best and secured services