



## Company Car Availment Form

Name		Employee No.	Date of Application
Group/Unit		Level	Limit
Residence Address (For Deed of Sale)		Passport (For Deed of Sale) Number: Date of Issue: Place of Issue:	
New Company Car Data			
Car Type/Model: _____			
Cost of Car:		P. _____	
Amount Applied to:			
Company Car Limit		P. _____	
Car Loan		_____	
Flexpoints		_____	
For Personal Account		P. _____ =====	
Check Payable To		I hereby agree to comply with the policies and procedures governing Company Car availment:  Employee's Signature                      Date	
PO Number		Date of Check Release	
PO Date			
<b>Accounting Verification</b>			<b>Verified by</b>
Car Type/Model of existing company car: _____			
Date of last availment (if any) _____			
Book value		P. _____	
As of _____		Percent of depreciation _____	
			<b>Date</b>
<b>Fair Market Value of Existing Company Car</b> P. _____			<b>Verified by</b>
			<b>Date</b>
<b>Strategic Human Resources Review/Approval</b>			<b>Reviewed by</b>
Is Company Car Purchase within requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No			
			<b>Date</b>
<b>Recommendation</b>			<b>Recommended by</b>
<input type="checkbox"/> Entitled <input type="checkbox"/> Not Entitled			
			<b>Date</b>
<b>Approved by</b>			
<b>Chief Human Resources Officer</b>		<b>Date</b>	