

# I-SHOU UNIVERSITY

## Application Form for Borrowing Company Cars

Date: (M) (D) (Y)

Applying Unit		Destination	
Date & Time of Use	From: (MM/DD) (HH:MM)	Reason for Borrowing	
	To: (MM/DD) (HH:MM)		
Vehicle Registration Plate No.		Driver	
Passenger(s)			

### Notes:

1. The applying unit should file an application to the General Affairs Section of the Office of General Affairs by 4 p.m. one day prior to the date of use for car inspection and dispatch.
2. The applying unit should not file an application until the consent from the head of the unit has been obtained. The applying unit should negotiate with the General Affairs Section in advance if the car borrowed cannot be returned by the end of the day.
3. The drive should have a driver's license and follow traffic rules. If the driver violates any traffic rules and receives a fine, the driver or the applicant should pay the fine on their own. Please call the police for further processing and the settlement of insurance claim in case of a traffic accident. Verbal reconciliation is NOT allowed. Those who fail to follow the aforesaid rules should be held liable for all necessary repair expenses.

Applying Unit		General Affairs Section	
Applicant	Head of the Unit	Staffer-in-charge	Head of the Unit