



# Vehicle Request Form

NEOM-NOP-PRC-011-FRM-002

## User/Department

Requesting Department *	Budget Code/Cost center *	Emp Group *
Vehicle User *	NEOM ID *	
Vehicle delivery location *	Vehicle Type *	
Duration *	From Date *	To Date *
Mobile Number *	NEOM Email *	

## Justification \*

## Approvals \*

I hereby authorize charging of the cost of requested service to the indicated Cost Center for the actual use.

Job Position	Name	Signature
Sector Head / Department Head		
Finance Accounting Director		
NEOM Operations – Senior Executive Director		

## Terms and Conditions:

- Any lease vehicle requester must possess a valid Saudi Arabian driver's license and a valid Saudi Resident's ID in line with the Kingdom of Saudi Arabia government legislation.
- NEOM accepts no responsibility for anyone who uses a vehicle without having a valid Saudi Arabian driving license, or anyone who uses a pool lease vehicle without first registering their use on the TAMM system as stated in the Pool vehicle user procedure.
- Vehicle lease requests require a minimum of 28 days' notice.
- Any request received less than 28 days before the required lease start date is subject to availability.
- An acknowledgment reply will be emailed within 24 hours of the original request.
- It is mandatory for drivers of a NEOM lease vehicle to carry a recognized national residents' ID and their Saudi Arabian driving license, whilst driving a NEOM leased vehicle.
- The budget code/cost center provided will be selected and verified as approved by Sector Head / Department Head.
- The budget code/cost center provided will be charged for any leased vehicle hiring costs and any associated TAMM system related costs.
- Before the vehicle key is handed over to the user, they are required to acknowledge they have read the Driving Safety Manual (DSM) and viewed the Vehicle Induction Video (VIV) on the Community Services Web site.

## Acknowledgement:

I hereby acknowledge the above terms and conditions and the below pre-requisites have been read, understood, and adhered to as part of this lease request.

- Before using the vehicle, I will do the following:
1. Read the Driver Safety Manual (DSM)
  2. Watch the relevant Vehicle Induction Video (VIV)

It is the user's responsibility to notify the transport team immediately of any changes to circumstances such as, change of name, work department or license validity by emailing [lumi.rental@neom.com](mailto:lumi.rental@neom.com). All car users will be fully responsible to report any accidents that occurs while in possession of the vehicle to the local KSA police, or if occurring within NEOM communities to NEOM Security.

**Vehicle Users Responsibility:** For full guidelines, refer to (NEOM-NOP-PRC-011-GUI-002 Lease Vehicle Guidelines)

- The vehicles are to be utilized strictly for the purposes stated on the Vehicle Request Form (VRF). The respective user of the NEOM leased vehicle should sign the VRF which acknowledges that the issued vehicle is for Business and approved use only.
- All passengers driving or travelling in NEOM leased vehicles must adhere to all current Traffic Rules and Regulations inside and outside NEOM as detailed in the DSM.
- Fines for Traffic Violations (Saher/TAMM System) shall be paid directly by the registered user within 48 hours from the receipt of the notification. Repeated traffic violations will be reported to the Department/Sector Head and may lead to the withdrawal of the driver's eligibility to drive a NEOM leased vehicle.
- All NEOM lease vehicles are "SMOKING FREE"

## User Acceptance \*

I hereby acknowledge and agree to abide by the guidelines set out within the NEOM Driver Safety Manual.

Full Name	Signature	Date