



VEHICLE STICKER REQUEST FORM

RULES AND REGULATIONS (R&R)

1. Every employee entitles one (1) sticker for car and one (1) sticker for motorbike.
2. Parking lot is based on first come first serve basis.
3. Parking arrangement - Reverse Parking (for single line Parking lot)
4. Speed limit within Flex premises is 25km/hr.
5. Speed limit within PTP area is 35km/hr.
6. Prohibited to park at emergency escape route, reserved parking (with or without vehicle number).
7. Designated parking lot only entitle for Directors and Senior Manager that permanently work at Flex PTP.
8. For any noncompliance, security will escalate to owner to remove the vehicle.
Further escalation / action will be enforced if no response from owner.

REQUIREMENT

All request must attach photocopy of valid Driving License.

Pregnant Parking Lot request (OKU):

- Copy of pregnancy book indicate Pregnancy Due Date.

Disable Parking Lot request (OKU):

- Support letter from doctor on the disability to walk a distance.

REQUEST DETAILS

VEHICLE TYPE	<input checked="" type="checkbox"/> CAR <input type="checkbox"/> MOTORBIKE	DATE REQUEST	DD/MM/YY 18/3/2019
REQUEST TYPE	<input type="checkbox"/> NEW REQUEST <input type="checkbox"/> STICKER DAMAGE <input type="checkbox"/> PROMOTED TO MANAGER LEVEL <input type="checkbox"/> SPECIAL PARKING REQUEST. REASON: <input checked="" type="checkbox"/> CHANGE VEHICLE NUMBER. CURRENT VEHICLE NUMBER: <input type="checkbox"/> OTHERS: Exchange New Logo sticker		

REQUESTOR DETAILS

NAME	ROVIA SAPARI	WORKDAY #	220094
DEPARTMENT	ITS	POSITION / GRADE	ITS ENGINEER
HANDPHONE #	016-7019943	SPEED DIAL / EXT	8602

VEHICLE DETAILS

VEHICLE NUMBER	JPK 3074	BRAND	PROTON
MODEL	PERSONA	COLOR	RED

SECURITY SECTION

NAME / EMP NO	Sam SC-882	DATE	18.03.019
SERIAL NO	Emp/C.0256	ZONE	

R&R AND RECEIVED ACKNOWLEDGEMENT

☒ I hereby confirm that I understand and agree with rules and regulation set above.

DATE	18/3/2019	EMPLOYEE NO	220094
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ATTACHMENT