MEMORANDUM

Date : 10 March 2026
To : All Admin Personnel – All Locations
From : HQ Admin
Subject : Monitoring and Management of Company Vehicles

This memorandum serves as an official instruction to all Admin personnel at every location to ensure proper monitoring and management of all company vehicles.

All Admin personnel are required to strictly comply with the following responsibilities:

1. **Summons Monitoring**
   Admin must check for any **outstanding summons for company vehicles on a monthly basis or at least once every three (3) months.** Any summons issued will be **borne by the respective driver responsible for the vehicle at the time of the offence.**

2. **Insurance and Road Tax Monitoring**
   Admin must monitor and ensure that the vehicle insurance and road tax are valid and renewed before the expiry date. **Each Admin is responsible to arrange and renew the insurance and road tax for the company vehicle at their respective location.** To ensure a smooth process, Admin are encouraged to **appoint an authorized agent who can renew both the insurance and road tax simultaneously** to avoid the need to visit JPJ.

3. **Vehicle Logbook Tracking**
   Each company vehicle must have a properly maintained logbook, and all vehicle usage must be recorded accordingly.

4. **Driver's License Verification**
   Admin must ensure that drivers operating company vehicles possess a **valid and active driving license.**

5. **Submission to HQ Admin**
   All Admin at each location are required to **share and submit the company vehicle insurance, road tax details, and summons records (including payment status) to the Admin at HQ** for monitoring and record purposes.

All Admin personnel are expected to **maintain proper records and ensure compliance at all times**. Any failure to comply with the above requirements may result in further action.

Your cooperation and strict adherence to this memorandum are highly appreciated.

Thank you.