

Letter of Undertaking

To: Operations Management

CC: HRMS

Re: Policy & Restrictions of Company Vehicle

I fully understand the following policy and restrictions regarding use of company vehicle.

- Company Car Policy & Restriction - No vehicle may be used for personal business and profitability.
- Disciplinary Violation Clause No.47 - Conducting illegal business/activities.

Violation of the policy may result to termination of my employment by SMSA Express Transportation Co. Ltd.

Conforme:

Emp. Signature over Printed Name: _____

Emp. No.: _____

Vehicle Plate No.: _____

Vehicle Model & Type: _____

Date: _____