

Vehicle Handover and Return Form

Company vehicle (custody) · United Arab Emirates

Company	
Form no.	
Date	

A Employee (driver)			
Employee name		Employee ID	
Department / job title		Mobile number	
Emirates ID number		Driving licence number	
Licence issued in (emirate)		Licence expiry date	
Approved by (manager)		Expected return date	
Type of use	☐ Assigned vehicle ☐ Pool / shared vehicle ☐ Temporary replacement ☐ Other: _____		

B Vehicle			
Make and model		Year and colour	
Plate: emirate		Plate: code and number	
VIN / chassis number		Mulkiya (registration) expiry	
Insurance policy no. / expiry		Fuel card number	
Salik tag number (Dubai)		Darb (Abu Dhabi)	☐ Registered in company account ☐ N/A
Tracker / telematics	☐ Installed ☐ None	Telematics unit ID	

C Readings at handover and return		
Item	At handover (to employee)	At return (to company)
Date and time		
Location / parking spot		
Odometer (km)		
Fuel level (or EV battery)	_____ % ☐ E ☐ ¼ ☐ ½ ☐ ¾ ☐ F	_____ % ☐ E ☐ ¼ ☐ ½ ☐ ¾ ☐ F
Dashboard warning lights	☐ None ☐ Yes: _____	☐ None ☐ Yes: _____
Cleanliness (inside / outside)	☐ Clean ☐ Needs cleaning	☐ Clean ☐ Needs cleaning
Distance driven (km) = return reading – handover reading		

D Equipment and documents					
Item	Handover	Return	Item	Handover	Return
Keys / key fob (quantity: ____)	☐	☐	Spare tyre or repair kit	☐	☐
Mulkiya (registration card)	☐	☐	Jack and wheel spanner	☐	☐
Insurance certificate	☐	☐	Warning triangle	☐	☐
Salik tag on windscreen	☐	☐	Fire extinguisher	☐	☐
Fuel card	☐	☐	First aid kit	☐	☐
Parking / access card	☐	☐	Floor mats	☐	☐
Phone holder / charging cable	☐	☐	Other: _____	☐	☐

E Damage diagram

At handover	At return

Mark each damage on the diagram and write its code: S = scratch · D = dent · C = chip or crack (glass) · B = broken part · M = missing part. Take a photo of every mark.

No.	Location / part and remarks	Code	Size (cm)	Photo no.	Found at
1					☐ Handover ☐ Return
2					☐ Handover ☐ Return
3					☐ Handover ☐ Return
4					☐ Handover ☐ Return

F Photo checklist (time-stamped photos)

Photo	Handover	Return	Photo	Handover	Return
Front	☐	☐	Dashboard: odometer and fuel	☐	☐
Rear	☐	☐	Windscreen with Salik tag	☐	☐
Left side	☐	☐	Front seats	☐	☐
Right side	☐	☐	Rear seats	☐	☐
Front-left corner	☐	☐	Boot / trunk	☐	☐
Front-right corner	☐	☐	Tyres and wheels	☐	☐
Rear-left corner	☐	☐	Close-up of every damage	☐	☐
Rear-right corner	☐	☐	Front and rear number plates	☐	☐

Photos stored in ☐ App with automatic time stamp ☐ Company phone / shared folder: _____

G Declarations and signatures

At handover: I, the employee signing below, confirm that I received the vehicle with the condition, equipment and readings recorded above, and that I will use it according to the company vehicle policy.

	Name	Position	Signature	Date and time
Handed over by (company)				
Received by (employee)				

At return: the vehicle was returned with the condition recorded above. Traffic fines, Salik/Darb tolls and damage during the custody period are handled per company policy and applicable UAE law.

	Name	Position	Signature	Date and time
Returned by (employee)				
Received by (company)				

This form is an internal company record. It does not replace the vehicle registration (Mulkiya), the insurance documents or a police report after an accident.