



Ref: ADMIN:FST:11.5 (004/26)

Dated: 21.05.2026

Mr. Muhammad Shakeel  
P-166, B-Block, Gulshan-e-Madina Phase-II,  
Sargodha Road, Faisalabad.

Dear Sir / Madam,

### HIRING OF VEHICLE

We confirm that your following vehicle has been engaged in our organization for a period of one year from **01.06.2026 to 31.05.2027** subject to day to day requirement, as per following terms and conditions. Please direct your driver to report to us for duty.

Vehicle No.	Category	Hiring Charges Per Day (Rs.)	Monthly/ Daily
LWN-2575	Toyota Hilux P/Up D/C	3043/-	Monthly
LE-12-2711	Toyota Hilux P/Up D/C	3043/-	Monthly

The period of hiring can be curtailed or extended at our option and without giving you any prior notice, depending solely on our requirement /discretion. However, vehicle hiring period shall not be less than 7 days in case of stations other than Islamabad / Wah.

#### 4. PETROL

- 4.1 Petrol /diesel only will be on our account. Mobil oil, Grease, Break oil and all other expenses will be arranged by you.
- 4.2 Petrol required during journey go & from any out station destination will be purchased by the driver and cost of the same will be reimbursed by us after verification of the officer Incharge.

#### 4.3 Fuel Average

Petrol	=	12 per km
Diesel	=	10 per km

#### 5. OVERTIME OF DRIVER

- 5.1 Overtime performed by your driver will be paid individually at the respective station directly by our local Accounts after verification by us.
- 5.2 Overtime to drivers will be paid as per policy after ten (10) hours of duty. Rate of overtime will be Rs.20/- per hour after completion of 10 hours duty.

#### 6. SERVICE / REPAIR

- 6.1 Servicing of the vehicle will be on your account, you will be allowed a reasonable time for servicing and other minor repair (not exceeding six hours on any given day). In case of major break down / accident, the responsibility of bringing the vehicle to road worthy condition will be yours. A proportionate deduction on daily basis will be made from your bill for the period for which the vehicle remain out of order and a suitable replacement is not

#### Registered Office:

Sui Northern Gas Pipelines Limited,  
21- Kashmir Road, Lahore, Pakistan.  
+92-42-99082000-06

www.sngpl.com.pk

#### Faisalabad Regional Office:

Sargodha Road, Faisalabad,  
Pakistan.  
+92-41-9210043



arranged by you as per clause 6.2. Such penalty amount will be recovered from your monthly bill.

- 6.2 In case you fail to make the vehicle road worthy within reasonable time per our requirements, we shall ask you to replace the vehicle at your own cost without any unnecessary delay and you will be obliged to effect such replacement at your own cost within shortest possible time (not exceeding one day).
- 6.3 The vehicle will remain de-hired on all public holiday (s) except if it is essentially required for emergency duties duly authorized by respective HODs / Regional Head.

7. **GENERAL CONDITIONS**

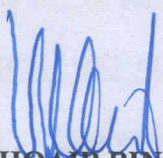
- 7.1 The emoluments / salary paid to the drivers will be at your cost and will be directly paid by you.
- 7.2 Insurance and road taxes will be your responsibility.
- 7.3 Your driver will make his own boarding / lodging arrangement at his own cost.
- 7.4 All Vehicles will be handed over / taken over by our Admin Section.

8. **PAYMENT OF BILLS**

- 8.1 You will submit your bill to the Admin Officer for verification. Every effort will be made to settle your bill within 30 days of their receipt.
- 8.2 Log sheet on day to day basis will be maintained by user for each vehicle and these will be attached with the bill and submitted to the Accounts. These log sheets duly signed by the user will be considered as user's certificate.

9. **HIRING / DE-HIRING OF VEHICLES**

Vehicle will be handed over to Admin and hiring period would start from the time and date when the vehicle was handed over to Admin. Similarly, termination of period will be taken into account when is handed over back to you.

  
(M. SHO AIB BIN SALAM)  
SENIOR ADMIN OFFICER  
FAISALABAD (T)

(NADEEM AKHTAR)  
GENERAL MANAGER (OPS)  
FOR MANAGING DIRECTOR