DIRECTORATE GENERAL FOR PUBLIC
PROCUREMENT AND SUPPLY
DIRECTORATE FOR GOVERNMENT VEHICLE SUPPLY

User identification number: .....
(to be filled in by KEF KGI)

Declaration of Liability

for the issuance of a permit to drive a state-owned vehicle

(Please, complete the Declaration in block letters! Thank you!)

Name: .....

Office and/or private mobile phone: .....

Office landline phone: .....

Ministry / organisation / institution: .....

.....

Organisational unit (secretariat, department, divison, faculty): .....

Position: .....

Driving licence number: .....

Expiry of driving licence category: .....

Driving licence category: .....

Birth name: .....

Date of birth (year, month, day): ..... Place of birth: .....

Mother's name: .....

Postal code of residence: ..... Place of residence: .....

Address: .....

Temporary residence (if different from place of residence): .....

Nationality: .....

I hereby request to issue a "Permit to Drive a State-Owned Vehicle" authorising me to drive vehicles operated by the Directorate General for Procurement and Supply (KEF).
I consent to my data being recorded in the registry system of the KEF and used in its vehicle usage records.
By signing this document, I acknowledge my payment obligation arising from the use of the vehicle provided to me by KEF for the performance of my duties.

1. I hereby acknowledge my responsibility regarding the use of the vehicle provided to me by KEF especially in connection with the following:
   - 1.1. Responsibility for the proper use and safekeeping of the vehicle,
   - 1.2. I have to verify the existence of a valid motorway usage authorization in advance,
   - 1.3. I have to ensure that parking fees are paid,
   - 1.4. I have to ensure the existence of the necessary entry or parking permits in advance,
   - 1.5. I will complete an accident report form in case of an accident, attaching the necessary data and documents, including the liable party's admission of fault on the form, or, if unavailable, the police report produced as a result of action by the police,
   - 1.6. I have to monitor the validity of my driving licence category,
   - 1.7. I have to use the vehicle in accordance with the applicable laws and reguations (e.g. Highway Code, Act on Misdemeanours), as well as permits, for the intended purpose,
   - 1.8. I am obliged to cover any surcharges and fines arising from the failure to comply with the above, as notified by the KEF.

……
signature

2. If I am entitled to use the following service, I acknowledge my liability and obligation related to the use of the vehicle provided to me by the KEF:
   2.1. the obligation to submit the travel report and trip log (as set out in the information notice),
   2.2. in the case of using mobile parking services, I am responsible for registration and for ensuring that any data (phone number, licence plate number) are updated,
   2.3. responsibility for the proper use and safekeeping of the fuel card,
   2.4. I will use KEF's Central Car Wash in accordance with the provided instructions and the rules posted;
3. I acknowledge that in the event of any problem or irregularity related to vehicle use, I am obliged to report it and cooperate with KEF's Directorate for Government Vehicle Support in order to resolve the issue as soon as possible;
4. I acknowledge that the following shall be considered as improper use of the vehicle in particular: administrative or minor offence fines, parking penalties, and damages caused by my own fault;
5. I acknowledge that in the event of a self-caused accident occurring while using the vehicle provided to me, the portion of the repair cost payable by me under the CASCO insurance shall amount to 10% of the gross repair invoice, but at least HUF 50,000. I am fully liable for any other damages caused by me that fall below the deductible amount;
6. I acknowledge that this declaration, together with the trip log or journey record of the vehicle provided for my use, as well as the vehicle handover–takeover document, collectively certifies my liability for the payment of any fines or penalties incurred during the use of the vehicle. I consent (in accordance with the provisions of the Act on the Right of Informational Self-Determination) to the KEF disclosing my personal data to the competent authority in the event of fines.
7. I consent to the employer, based on the notification of KEF's Directorate for Government Vehicle Supply, deducting from my salary, other remuneration, or contractor's fee the value (in HUF) of any excess fuel consumption, as well as the amount of any damage caused to the KEF due to reasons attributable to me in connection with vehicle use;

8. I consent to any outstanding, undeducted debt at the time of termination of my employment relationship being indicated on the certificate issued in accordance with the applicable legal provisions;
9. I acknowledge that any outstanding debt not settled through deduction by the termination date of my employment shall become due in full on my last working day, and that I am obliged to pay interest on any unpaid amount from that date;
10. I acknowledge that a full accounting of the use of the vehicle may not necessarily be communicated by KEF's Directorate for Government Vehicle Supply to the payroll department upon the termination of my employment, as additional payment obligations (e.g. fines received after termination, or deductible amounts determined following repairs of self-caused damage) may arise or be established afterward;

11. I declare that if any payment obligation is established after the termination of my employment relationship, I will settle it based on the notification of the KEF or the employer.

I declare that I have read and accepted the KEF's regulations on vehicle use, the provisions of this declaration of liability, and the information provided in the accompanying guidelines. I undertake to comply with all laws and internal regulations concerning vehicle use and traffic, and to use the vehicle provided to me in accordance with its intended purpose. I declare that I will return the state vehicle driving permit issued to me upon the termination of my service relationship. I also confirm that I have read the data protection notice related to this declaration of liability on the website www.kef.gov.hu.

……. .....
signature

In our presence, as witnesses:

Name: ..... Name: .....

Address: ..... Address: .....

ID Card number: ..... ID Card number: ……