

Date: 09.10.2002

Subject: Updated Parking Permit Policy for Ministry-Issued Vehicles

Issued by: Department of Transport Logistics and Employee Mobility

Effective **October 25th**, a revised parking permit scheme will be implemented for all staff operating ministry-issued vehicles. This change follows a recent audit that identified misuse of unregistered vehicle slots and expired permits at multiple enforcement sites.

Key changes include:

- Reissuance of all Q4 parking permits using tamper-proof holographic labels
- Mandatory permit registration for all ministry vehicles operating within shared lots
- Suspension of legacy vehicle tags older than issue year 2000

Staff are instructed to visit their site's mobility coordinator between **October 10–20** to collect updated permits. Failure to display a valid permit after October 25 may result in internal citations and temporary access suspension.

This policy aims to improve lot availability, ensure accurate vehicle tracking, and support the Ministry's broader move toward asset accountability.

This measure is administrative in nature and **does not affect enforcement procedures** or fine processing systems.