

TERRA CAT Z ENERGY STAFF FUEL CARD APPLICATION FORMEmail To: Fleet Admin, Christchurch fleet.admin@terracat.co.nzFrom: Employee name Jess Beattie Employee number(must be entered) 2600Business Unit IT Branch Name Christchurch

I wish to apply for a personal Z Fuelcard (or cards) as specified below.

In making this application, I understand that I will be liable for full payment for all purchases made with any Z Fuelcard which has been issued to me.

Delete one of the option boxes below according to your pay type.**Fortnightly Wages**

I authorise the Company to deduct the sum of my fuel purchases from my fortnightly wages.

Your previous months fuel purchases will be deducted 50% on your first fortnightly pay in the month following and the balance in the second fortnightly pay in February fuel purchases will be deducted in the two fortnightly pay in March.

Monthly Salary

I authorise the Company to deduct from my monthly salary the full amount owing for fuel purchases, as stated on the Z Fuelcard Transaction Report for my card(s) for the prior month.

I understand that the Company may, at any time, terminate my entitlement to the Z Fuelcard discount scheme by providing me with written notice.

I understand that, if I resign from the Company, my fuelcard(s) will be cancelled at the date of my resignation to enable card account wash-up and deduction from my final pay. If my employment with Sime Darby Group ceases for any reason other than resignation, I will promptly return my fuelcard(s) to my manager.

I understand that I may withdraw from the scheme at any time by giving written notice to the Company by emailing fleet.admin@terracat.co.nz and by returning all fuel cards issued to my manager for disposal.

I request a Z Fuelcard for each of the following vehicles (maximum 2 cards):

Old vehicle rego to be cancelled when new card issued HJN319

Vehicle make and model	Reg no	Driver name
<u>Toyota Will Cypha</u>	<u>MNIMSE</u>	<u>Jess Beattie</u>
<u></u>	<u></u>	<u></u>

Include car wash: Y / **N** (circle one)

PIN – pin numbers will be activated the first time you use your card. The number you enter will be your chosen pin number. Do not give your pin number to anyone else or right it down with your card.

In signing below, I confirm that I have read the above terms and that I will comply with them.

Jess Beattie
Employee signature

05/07/2022
Date