

租赁车辆使用告知书

感谢您租用本公司车辆。请您认真阅读以下租赁车辆使用要求。

一、承租人提供的相关身份信息必须合法、真实、有效。

二、承租人须按照合同约定的用途、车辆性能和操作规程使用租赁车辆。

1. 严禁将租赁车辆用于非法营运活动。
2. 严禁使用租赁车辆运输、放置危险品或其他违禁品。
3. 严禁利用租赁车辆进行违法犯罪活动和有损社会公共利益的其他活动。
4. 严禁将租赁车辆用于教练、竞技、技术测试和破坏性驾驶及实验；
5. 严禁将租赁车辆交与无驾驶证人员或非合同约定的驾驶人员驾驶。
6. 严禁酒后和服用精神药品或麻醉药品后驾驶租赁。

三、请随车携带承租车辆的相关证件。

四、不得将承租车辆进行抵押、变卖或者转租。

五、未经出租人允许，不得擅自修理车辆，不得擅自改造、更换、增设他物。租赁车辆需要维修时，承租人应将租赁车辆送至出租人指定的维修厂维修。

六、除您本人或您在《租赁车辆登记表》上注明的驾驶人员外，无出租方的书面许可，不允许任何人驾驶您承租的本出租人车辆，否则由此造成的各种损失由承租方承担。您应保证提供给出租方资料（如驾驶证、身份证、户口本、护照、营业执照副本、公章等）真实有效，否则由此产生的一切责任均由承租方承担。承租方不得将车辆交予无驾证人员驾驶，否则产生的一切责任均由承租方承担。

七、驾驶人须持有效的中华人民共和国驾驶证且驾驶证上准驾车型与租用车辆相符。

八、租车时请您一定仔细检查车辆是否正常，发现问题应在车辆离开出租人前解决，车辆一旦离开，车况即以离开时《租赁车辆检验交接单》为准。

九、您应按合同规定的还车时间、地点按时归还承租车辆且车况与《租赁车辆检验交接单》中您租车前的车况登记无出入，若出现新的刮、碰、损坏等现象或设备、证件不全，您应按实际损失交纳车损费及其它相应的费用。

十、请您每天对机油、刹车油、防冻液、轮胎气压、灯光等作常规检查，如发现问题，请及时与出租方联系。如确需添加油液，必须使用生产厂家允许的产品。还车时承租方应保持车辆的内外清洁。

十一、如承租车辆发生故障或异常，您应立即停车与出租方联系，如未与出租方联系继续使用所造成的损失将由您承担。

十二、您使用的燃料必须符合车辆的要求否则因燃料不当造成的损坏将由您承担。

十三、如果承租车辆发生交通事故及其它事故，由出租方安排维修地点，您不能自行维修或自行选择维修厂家进行维修，禁止继续使用已受损的车辆，否则由此造成的各种损失由您承担。

十四、出租方不承担车辆租赁期间交通事故或其它事故造成的一切后果，包括有关部门的罚金。

十五、您如果在承租车辆期间遗失牌照或其它有关证件，您应承担补办费用及车辆由此停驶期间的租赁费。

十六、您不能自行卸动或拆除所租车辆的零件和备件，否则，您不但须及时性归还原零件或设备，还须付给出租方最高不超过所拆零部件或设备原价三倍的违约金。

十七、您不能拆动车辆的里程表。

十八、您不能将承租车辆当作教练车，禁止用所租车辆参加竞赛，做测试试验及其它具有损坏性质的驾驶，否则您将承担由此引起的一切损失并交付出租方不少于 5000 元人民币的违约金。

十九、禁止用承租车辆从事盈利性质客货运输，禁载易燃易爆、易腐蚀物品，及会在车中留下刺激性气味的物品。

二十、未按合同规定提前办理续租手续而造成超时用车的，按承租人违约处理。

以上条款已由出租方明确告知承租方、担保方，且承租方和担保方已完全理解并认同。本《车辆租赁告知书》作为《个人租车合同》的附件，与其具有同等法律效力。

承租人：

（签章）

年 月 日

Car Rental Vehicle Use Notification

Thank you for renting our company's vehicle. Please read the following requirements for using the rental vehicle carefully.

1. The lessee must provide legal, authentic, and valid identity information.
2. The lessee must use the rental vehicle in accordance with the contract-stipulated purpose, vehicle performance, and operating procedures.
 - Strictly prohibited from using the rental vehicle for illegal operations.
 - Strictly prohibited from using the rental vehicle to transport or store hazardous materials or other prohibited items.
 - Strictly prohibited from using the rental vehicle for criminal activities and other activities that harm the public interest.
 - Strictly prohibited from using the rental vehicle for training, competition, technical testing, and destructive driving and experiments;
 - Strictly prohibited from entrusting the rental vehicle to individuals without a driver's license or drivers not agreed upon in the contract.
 - Strictly prohibited from driving the rental vehicle after drinking or taking psychotropic drugs or anesthetics.
3. Please carry the relevant documents of the rented vehicle with you.
4. Do not mortgage, sell, or sublet the rental vehicle.
5. Without the lessor's permission, do not repair the vehicle on your own, do not modify, replace, or add other items. If the rental vehicle needs maintenance, the lessee should send the rental vehicle to the maintenance plant designated by the lessor for maintenance.
6. Except for yourself or the driver specified in the "Rental Vehicle Registration Form," no one is allowed to drive the rental vehicle without the written permission of the lessor. Otherwise, all losses caused by this will be borne by the lessee. The lessee should ensure that the information provided to the lessor (such as driver's license, ID card, household registration book, passport, copy of business license, seal, etc.) is true and valid. Otherwise, all responsibilities arising from this will be borne by the lessee. The lessee must not entrust the vehicle to individuals without a driver's license to drive, otherwise, all responsibilities arising from this will be borne by the lessee.
7. The driver must hold a valid driver's license for the People's Republic of China and the license type must match the rented vehicle.
8. When renting, please carefully check whether the vehicle is normal. Any problems should be resolved before the vehicle leaves the lessor. Once the vehicle leaves, the condition of the vehicle will be based on the "Rental Vehicle Inspection and Handover Form" at the time of departure.
9. You should return the rental vehicle and its accessories on time according to the contract-stipulated return time and location, and the condition of the vehicle should be consistent with the vehicle condition registered in the "Rental Vehicle Inspection and Handover Form" before you rented the vehicle. If there are new scratches, collisions, damage, or incomplete equipment, documents, you should pay the actual loss for vehicle damage and other corresponding fees.
10. Please check the engine oil, brake fluid, antifreeze, tire pressure, lights, etc., on a regular basis every day. If there are any problems, please contact the lessor promptly. If it is necessary to add oil, you must use products allowed by the manufacturer. The lessee should keep the vehicle clean inside and out when returning the vehicle.
11. If the rental vehicle has a malfunction or anomaly, you should stop immediately and contact

the lessor. Any loss caused by continuing to use the vehicle without contacting the lessor will be borne by you.

12. The fuel you use must meet the vehicle's requirements; otherwise, damage caused by improper fuel will be borne by you.

13. If the rental vehicle is involved in a traffic accident or other accidents, the lessor will arrange the repair location. You cannot repair the vehicle on your own or choose a repair factory for repair. It is forbidden to continue using the damaged vehicle; otherwise, all losses caused by this will be borne by you.

14. The lessor does not bear any consequences of traffic accidents or other accidents during the rental period of the vehicle, including fines imposed by relevant departments.

15. If you lose the license plate or other relevant documents during the rental period of the vehicle, you should bear the cost of replacing them and the rental fee during the period when the vehicle is out of service.

16. You cannot remove or dismantle the parts and accessories of the rented vehicle on your own. Otherwise, you must promptly return the original parts or equipment and pay a penalty of up to three times the original price of the removed parts or equipment to the lessor.

17. You cannot tamper with the vehicle's odometer.

18. You cannot use the rental vehicle as a training vehicle, prohibit using the rented vehicle to participate in competitions, conduct tests, and other driving that has a destructive nature. Otherwise, you will bear all losses caused by this and pay a penalty of no less than 5,000 yuan to the lessor.

19. It is prohibited to use the rental vehicle for profit-making passenger and cargo transportation, to carry flammable, explosive, corrosive items, and items that leave a pungent odor in the vehicle.

20. If you fail to handle the renewal procedures in advance according to the contract and cause overtime use of the vehicle, it will be treated as a breach of contract by the lessee.

The above terms have been clearly notified to the lessee and guarantor by the lessor, and the lessee and guarantor have fully understood and agreed. This "Vehicle Rental Notification" serves as an attachment to the "Individual Car Rental Contract" and has equal legal effect.

Lessee:
(Signature)

Date: