



Policy No.:	LSH Group Australia AUA.2019.9001
Policy Name:	Employee Vehicle Purchase Policy
Attention:	All LSH Group Australia Employees
Version:	2.0
Last Reviewed:	12 <sup>th</sup> March 2019
Effective From:	12 <sup>th</sup> March 2019
Approved By:	MD and CFO

## Employee Vehicle Purchase Policy – New / POV / Wholesale

### **Scope:**

This policy applies to all LSH Group Australia (“the Company”) employees.

The Company retains discretion to amend, change, or discontinue any elements of the Staff Vehicle Purchase Policy at any time, with 30 days’ notice.

This policy is designed to enable employees to purchase a new, pre-owned or wholesale vehicles at the below pricing.

All vehicle purchases require the approval and sign-off from the Group CFO, Dealer Principal, and Head of Human Resources.

### **Policy:**

#### (a) Limited Purchases

Under this policy, an Employee may purchase:

- (i) 2 New Mercedes-Benz vehicles per calendar year (1 at 12.5% discount off manufacturer's list price).
- (ii) 1 POV vehicle on a case by case evaluation.
- (iii) 1 Wholesale vehicle per calendar year (wholesale cost price + \$750 processing and administrative cost).
  - a. A Wholesale vehicle is defined as vehicle purchased or traded with the intention of wholesaling out of the vehicle. These vehicles have not been reconditioned nor show room prepared. These vehicles are sold in the condition as acquired.

#### (b) Roadworthy Certificates – Wholesale Only

- (i) The Employee will be responsible for any/all costs associated with reconditioning as required for roadworthy certificates.

#### (c) Payment Terms

- (i) Vehicles will only be released to the purchaser upon receipt of full payment (as evidenced by cleared funds in Dealership's bank account).

**Guidelines:**

Please refer to attached application form

**Eligibility:**

Employees must be employed with LSH Auto Australia (or other LSH Group company) for a minimum of 12 months.

**Procedure**

1. Contact HR for Employer Vehicle Purchase Application form.
2. Complete application form with appropriate Sales Manager.
3. Obtain Dealer Principal signature.
4. Forward to HR for CFO and Head of HR signature.
5. Approved application returned to appropriate Sales Manager for processing.



## LSH Group Australia Employee Vehicle Purchase Application

### Employee Details

Name				
Street Address				
Suburb	State		Post Code	
Signature	Date			

### Eligible Purchaser

Name				
Street Address				
Suburb	State		Post Code	
Relationship to Employee / Star Auto				
Signature	Date			

### Description of Vehicle

Manufacturer	Mercedes-Benz		
Model			
Specifications			

### ACCEPTANCE OF TERMS AND CONDITIONS

I hereby apply to purchase a New / POV / Wholesale vehicle subject to the terms and conditions below, which I have read and accept without qualification. I confirm my relationship to the Employer; LSH Auto or LSH as meeting the requirements of this purchase program.

Employee/Eligible Purchaser Signature			Date	
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VEHICLE ALLOCATION / DELIVERY			
Commission Number		Registration Number	
Model		Registration Date	
Colour		Delivery Date	
On Road Purchase price			
Invoice Number		Dealer Name	



Approved by:

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Sales Manager Signature

Sales Manager Name (Print)

Date

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Dealer Principal Signature

Dealer Principal Name (Print)

Date

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Head of HR Signature

Head of HR Name (Print)

Date

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Chief Financial Officer Signature

Chief Financial Officer Name (Print) Date