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Policy Name:	Company Vehicle Policy
Attention:	All LSH Auto Australia Employees
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Approved By:	J. Good / A. Cordy
Updates	Appendix A – Model Guidelines

LSH Group Australia Company Vehicle Policy

1. General

1.1 Definitions

- **LAA** – refers to LSH Auto Australia
- **Company Car** – Any car owned by the Company
- **Demonstrator Vehicle** – Vehicle used for the predominant purpose of customer demonstration.

1.2 Protection of Corporate Assets

Employees have a responsibility to protect company assets (including Company cars) against loss, theft, abuse, unauthorised use and disposal.

1.3 Non-adherence

Non-adherence to any clause of this policy, including related policies and procedures, legislation and local guidelines, may result in disciplinary actions against the person committing the breach. Identified breaches of this policy or applicable laws will be reviewed by Management and where there are clear signs that an employee is not complying with applicable local laws, the matter will be referred to the employee's Manager and Human Resources for determination of appropriate action. The Company also reserves the right to recover any costs from an Employee who damages Company property as a result of breaching this policy or who incurs fines or other related penalties.

2. Company Vehicle Program

There are a number of Employee contracts that include a Company Vehicle as part of the employee's package. These legacy entitlements will remain in place however, all Employees who utilise a Company Vehicle will be require to pay a contribution to minimize the Fringe Benefit Tax costs, please see section 3.7.

2.1 Eligibility

Role which include the provision of a Company Vehicle include;

- Managing Director
- Chief Financial Controller
- General Manager(s)
- Operation Director
- Dealer Principal(s)
- Group Head(s)
- Department Manager(s)
- Business Manager(s)
- Sales Executive(s)
- Aftermarket Sales Executive(s)



- Service Advisor(s)

A number of separate Employee contracts, of which those positions are not listed, may include a Company Vehicle as part of the employee's total package. These legacy entitlements will remain in place where they are stipulated in an employee's contract/agreement.

2.2 Conditions of Use

- Company Vehicles are available for incidental private use.
- Company Vehicles are to be kept in a clean condition (interior and exterior) at all times.
- In addition to the Employee, the spouse or partner of the Employee is eligible to drive the car without the Employee being seated in the car.
- The Company Vehicle will remain part of the demonstration fleet and must be available if requested. In the event that an Employee's designated Company Vehicle is not onsite the Employee will need to make arrangements for the vehicle to be delivered within a reasonable time frame.
- When a Company Vehicle is not required for use such as annual leave / domestic / international travel etc the individual to whom it is assigned must leave the vehicle at the dealership and advise the dealership Accountant and HR that the vehicle is not being used for private use. The Employee will be required to complete an Employee Declaration indicating the dates which a Company Vehicle will not be available to them.

Managers should ensure that all staff members who are assigned a Company Vehicle are aware of all these conditions.

2.3 Car Models

The Company uses a defined band system that identifies the relevant car model available to each level of Employee. The location of a car within the defined band system will be determined by the New Car Sales Manager, Dealer Principal, and approved by the Chief Financial Officer (CFO). The banding is shown in Appendix A. Any exceptional allocation of a vehicle outside of the band system requires approval and sign off by the Dealer Principal and CFO.

For the models allocated to Employees under this program, please refer to **Appendix A– Model Guide**.

2.4 Period of Use

Allocation of a Company Vehicle will be for a minimum period of six (6) months unless otherwise approved by the Dealer Principal and CFO.

3. General Conditions of Use

3.1 Driver Must Hold a Valid Driver's Licence

Drivers of Company cars must hold a current driver's licence according to the provisions of the relevant regulations.

If for any reason or any period a driver ceases to hold a current driver's licence, his/her authority to drive a Company Vehicle will be automatically cancelled. It is the responsibility of the Employee to advise the Company within 24 hours of this occurring.

Loss of a driver's licence, for any reason (where holding a driver's licence is an integral element of the role and not having a driver's licence will seriously impact on the person's ability to perform the role) may also result in disciplinary action, including up to termination. Human Resources should be contacted to review all circumstances where an Employee provided with a Company Vehicle loses their driver's



license.

3.2 Approval for Probationary Drivers

There are statutory restrictions on certain cars that Probationary/Learners/Restricted Drivers can drive. For further information, refer to your relevant road traffic authority for a full list of Mercedes-Benz vehicles which are restricted for use when holding a Probationary/Learners/Restricted Licence, which is also applicable for Employee's family members.

Mercedes-Benz vehicles that are commonly restricted for Probationary/Learners/Restricted drivers are:

- A turbo charged or super charged engine that are not diesel powered;
- High powered performance vehicles with 8 or more cylinders;
- An engine that has a power output of more than 200kW as per the manufacturer's specifications.

It is the responsibility of the Employee to ensure that they comply with these conditions.

3.3 Provision of Fuel

Fuel for Company Vehicles is provided by the Company either by access to a Department Company fuel card or certain staff may be issued a Fuel Card. A monthly fuel card limit applies to all staff. Fuel cards are the only method for purchasing fuel and must not be used for any other purchases besides fuel. The Employer retains the right to withdraw this entitlement with 30 days' notice.

3.4 Fuel Type

Please refer to the owner's manual or filler flap for a list the fuels to be used in Company cars. LAA requests that cars are filled with fuel during the middle of the week avoiding Mondays, Fridays, weekends and public holidays to further reduce LAA or personal fuel expenses. In addition, petrol Company Vehicles should be filled only with RON 95 unless otherwise specified by the Manufacturer.

3.5 Insurance and Registration

LAA is responsible for providing full comprehensive insurance and registration for Company Vehicles.

3.6 Insurance Excess

Company Vehicle holders will be required to pay insurance excess for 'at fault' claims.

Refer to Appendix C for charges.

3.7 Fringe Benefits Tax (FBT)

The provision of a Company Vehicle will incur an FBT contribution.

The amount of the FBT contribution will be based on a Tier system, please see appendix A, the contribution amounts will be:

- \$50 (Inc GST) per week for Employees entitled to Tier A
- \$60 (Inc GST) per week for Employees entitled to Tier B
- \$70 (Inc GST) per week for Employees entitled to Tier C

For all Employees utilizing a Company Vehicle they are required to complete the Fringe Benefit Tax



/ Company Vehicle Deduction Form / Appendix F. This must be forwarded to your HR Representative.

3.8 Vehicle Tiering & Allocation

In the event that an Employee is allocated a Company Vehicle that falls outside the appropriate tier, authorization must be obtained by both the Dealer Principal and Chief Financial Controller **without exception**.

3.9 Complying with Applicable Local Laws

It is a requirement of all Employees to observe all local laws. This applies to the conduct of our Employees when in charge of a Company Vehicle. It is the expectation of LAA that all Employees comply with the applicable road laws at all times:

- 3.9.1 ensure the safety of our Employees
- 3.9.2 ensure the safety of the General Public
- 3.9.3 protect the Company's assets
- 3.9.4 protect the reputation of the Company and our brands

3.10 Use of Alcohol and Drugs

It is LAA policy that Employees shall not operate a Company Vehicle while under the influence of alcohol or drugs and, in the case of an assigned Company Vehicle the Employee shall not permit any other person to operate that car while under such influence. Please refer to the LAA Drug & Alcohol Policy if needed.

Insurance coverage may be void if a Company Vehicle is operated by a person under the influence of such substances and where this applies, the cost of damages to Company Property and/or 3rd Party Property will be borne by the Employee.

A police report or arrest which indicates that a Company Vehicle has been operated by a person under the influence of alcohol or drugs will be deemed sufficient reason to take disciplinary action. Moreover, no Employee shall drive or be in charge of a Company Vehicle nor permit any other person to drive or be in charge of a Company Vehicle while more than the prescribed concentration of alcohol is present in the blood of such employee or other person. As the prescribed concentration varies depending upon the jurisdiction within which a car is operated, the classification of licence/permit held by the person operating the car and the type of car being driven, it is the responsibility of each Employee to be aware of the prescribed concentration applicable to his or her circumstances. If an Employee has any doubt as to the relevant prescribed concentration, they must clarify the matter with the Human Resources Department.

3.11 Use of Company Vehicle

No Company Vehicle is to be used for racing, pace making, reliability trials, speed or hill climbing tests, or any other purpose other than private domestic use.

Company Vehicles, wherever parked should be securely locked and protected against theft, illegal use or damage. Drivers authorised to take Company Vehicles home, should park the car within the boundaries of their property when not in use.

The Company will not be held responsible for the loss of personal property taken/stolen from a Company Vehicle.

As Company cars are available for sale at all times, it is the responsibility of an Employee to whom a Company car is assigned to ensure that the car is maintained in the best possible condition



in terms of both appearance and mechanical condition. For example, smoking in Company cars is strictly prohibited.

It is the responsibility of the car custodian to ensure that regular recommended service inspections or maintenance requirements are attended to in accordance with the recommended schedule in the vehicle service booklet.

3.12 Road Traffic and Parking Fines

Employees will be held personally responsible for any traffic or parking fines attaching to the car assigned at the date of the infringement. If assigned cars are loaned within a department it is recommended that a record of car loans be kept to ensure that drivers can be traced in the event of a fine being imposed.

3.13 Fitting of Accessories

This is not permitted without the prior approval of the Dealer Principal.

3.14 Car Repairs and Maintenance

Any required repairs or maintenance must be approved by the Dealer Principal prior to any work being undertaken. The only exception to this rule is for emergency work that is required after hours and is required to protect the driver and the Company's asset.

3.15 Return of a Company Car

Upon return of a Company car the overall condition must exhibit the following:

- 3.15.1 Exterior must be clean (washed of all dirt)
- 3.15.2 Interior clean (vacuumed, free of stained or damaged trim and/or carpets)
- 3.15.2.1.1 The allocated set of keys, service literature, spare tyre, first aid kit, tool kit and floor mats must be returned. Any items missing will be replaced and charged to the employee

Upon return of a Company car a "Grounding Report" will be completed by the Sales Department and where it is considered repairs will be necessary, the cost of such repairs will be charged to the employee.

3.15 Road Tolls

There are a number of Employees who receive an E-Tag as part of their Employee contract, this legacy entitlement will remain in place however the Employer retains the right to withdraw this entitlement with 30 days' notice.

For a number of Employee contract an E-Tag will be included as part of their package. For those Employees who do not receive an E-Tag as part of their package or retain an E-Tag as part of a legacy entitlement they will be responsible for any tolls, unless stated in their contract or at the approval by the Dealer Principal.

3.16 Accidents/Company Car Repair

In the event of an accident or if the car is damaged in any way, it is the Employee/Driver's responsibility to advise Management of the occurrence within 1 working day of the event occurring. Management will provide the custodian of the car with a claim form that should be completed and returned to Management within 24 hours.

In the event that towing is required, arrangements should be made to have the car transported to the nearest authorised Mercedes-Benz Dealer. The Mercedes-Benz road side assistance contact details



are:

- 1800 807 700 in Australia

4. Reporting

4.1 Registration and Maintenance in Dealer Drive

All Employees issued a Company Vehicle are required to download and register their Company Vehicle in Dealer Drive. Information that will need to be maintain includes:

- Personal Details
- Vehicle registration number
 - Any change of allocated Company car must be registered in Dealer Drive
- Accurate kilometer reporting
 - In addition, some Dealerships may require reporting of fuel levels.
- Estimated End Time

The above information must be updated weekly.

5. Vehicle Allowance

For Employees or Management who have access to a Company car but do not wish to utilize this entitlement they may opt to receive a Vehicle Allowance payment of **\$12,000** per annum, in as a separate entitlement. This payment will be processed in the Employee's normal pay run and will be paid as a pre-tax allowance.

Employees who 'opt out' of a Company car must inform their direct Manager, complete an Opt Out Application, **Appendix E**. The application must be completed in full and submitted to your local HR Representative and Payroll.

For ease of processing, if you anticipate that you will 'opt out' of your Company car we request that your payroll processing date is taken into consideration. This will assist in processing any outstanding amounts or reimbursements owed.

6. Annual / Long Service / Parental Leave – Company Vehicle Usage

Employees and Managers who receive the benefit of a Company Vehicle as part of their remuneration package will continue to have access to a Company Vehicle during times when they utilise their accrued entitlements to paid leave, this will include Annual Leave and Long Service Leave.

When a period of unpaid leave is taken, including where it immediately follows a period of paid leave, the Company Vehicle must be returned for the full period of unpaid leave.

Employees or Managers who utilise the Company provided Paid Parental Leave, and who receive the benefit of a Company Vehicle as part of their package, will continue to have access to a Company Vehicle for the duration of this period of paid leave. It is recommended that Employees use and or exhaust their Annual and/or Long Service Leave prior to utilising the Company's Paid Parental Leave program.

Employees or Managers who request to take double the amount of their accrued leave entitlement or Paid Parental Leave at half pay will continue to receive the benefit of the Company Vehicle, but only for the period of leave which has accrued at the full rate of pay. The FBT contribution will remain at 100% while they have access to the Company Vehicle. For example:

- Teri is a Sales Executive who wishes to take 8 weeks Paid Parental Leave however,



she has requested this leave be paid at 50% extending the leave to 16 weeks.

Terry will have access to a Company Vehicle for 8 weeks of the 16 weeks taken. During those 8 weeks she will pay the full FBT rate for the time she is utilizing the vehicle.

Once the Company provided entitlement(s) have been exhausted and the Employee has moved to unpaid leave the Company Vehicle must be returned.



Appendix to the Company Car Policy

Appendix A

Model Guidelines

The following is a guide to the type of vehicles that may be made available to employees. As a guide, it is subject to withdrawal or variation without notice at any time due to factors such as supply, business & customer demands and changes to local and global company policies.

Employee Banding

Tier A – Administration / Sales Executives / Business Managers / Service Advisors / Senior Accountants

Tier B – Department Managers / Assistant Managers

Tier C – Managing Director / Chief Financial Controller / Dealer Principals / Group Heads / General Managers / Operation Directors

Certified Pre-Owned Sales Executives, Wholesale and Valuers will sit in Tier B due to the variance of vehicles they drive.



Tier A

Company Car Policy Banding

Model	Tier	FBT BAND	VALUE
A 180 hatch	Tier A	40-68K	\$ 43,900.00
A180 SEDAN	Tier A	40-68K	\$ 46,200.00
B 180 FL	Tier A	40-68K	\$ 47,800.00
A250 SEDAN	Tier A	40-68K	\$ 53,000.00
GLA 200	Tier A	40-68K	\$ 55,100.00
A 250 SPORT 4Matic hatch	Tier A	40-68K	\$ 56,900.00
A250 SEDAN 4m	Tier A	40-68K	\$ 59,200.00
GLB 200	Tier A	40-68K	\$ 59,900.00
CLA 200 NEW	Tier A	40-68K	\$ 60,700.00
A 250 e	Tier A	40-68K	\$ 62,000.00
A250E SEDAN	Tier A	40-68K	\$ 64,600.00
C 200 FL	Tier A	40-68K	\$ 65,800.00
GLA 250 4M	Tier A	40-68K	\$ 66,500.00
GLC 200 SUV	Tier A	40-68K	\$ 67,400.00
C 200T Estate FL	Tier A	40-68K	\$ 68,275.00



Tier B

Company Car Policy Banding

Model	Tier	FBT BAND	VALUE
A 35 AMG 4M hatch	Tier B	68-86k	\$ 68,891.00
CLA 250 NEW	Tier B	68-86k	\$ 70,200.00
C 200 Coupe FL	Tier B	68-86k	\$ 70,600.00
A 35 AMG SEDAN	Tier B	68-86k	\$ 71,352.00
GLB 250	Tier B	68-86k	\$ 72,428.00
C 300 FL	Tier B	68-86k	\$ 74,200.00
C 300 Estate FL	Tier B	68-86k	\$ 74,890.00
GLC 300 4m SUV	Tier B	68-86k	\$ 76,890.00
GLA 35 4MATIC	Tier B	68-86k	\$ 79,660.00
C 300E	Tier B	68-86k	\$ 80,737.00
CLA 35 NEW	Tier B	68-86k	\$ 81,352.00
GLC 300 E	Tier B	68-86k	\$ 81,660.00
GLB 35 AMG	Tier B	68-86k	\$ 83,967.00
GLC 300 Coupe FL	Tier B	68-86k	\$ 84,736.00
SLC 200	Tier B	68-86k	\$ 85,813.00
C 300 COUPE FL	Tier B	68-86k	\$ 85,890.00



Tier C

Company Car Policy Banding

Model	Tier	FBT BAND	VALUE
C 200 CABRIOLET	Tier C	86-135k	\$ 86,609.00
A 45 AMG 4M hatch	Tier C	86-135k	\$ 87,583.00
E 200 SALOON	Tier C	86-135k	\$ 90,401.00
E200 COUPE	Tier C	86-135k	\$ 94,248.00
C 300 CABRIOLET FL	Tier C	86-135k	\$ 97,275.00
GLA 45 4MATIC	Tier C	86-135k	\$ 98,198.00
SLC 300	Tier C	86-135k	\$ 98,660.00
GLE300D	Tier C	86-135k	\$ 98,737.00
CLA 45 AMG 4MATIC	Tier C	86-135k	\$ 101,121.00
C 43 AMG Sedan FL	Tier C	86-135k	\$ 101,967.00
GLC 43 AMG	Tier C	86-135k	\$ 102,121.00
E220d All-Terrain	Tier C	86-135k	\$ 102,352.00
C 43 AMG Estate FL	Tier C	86-135k	\$ 103,967.00
C 43 AMG COUPE FL	Tier C	86-135k	\$ 105,198.00
GLE450	Tier C	86-135k	\$ 105,889.00
E 300 Coupe	Tier C	86-135k	\$ 106,171.00
E 300 Saloon	Tier C	86-135k	\$ 106,555.00
GLC43 AMG Coupe	Tier C	86-135k	\$ 108,044.00
GLE400D	Tier C	86-135k	\$ 111,275.00
E 300e SALOON	Tier C	86-135k	\$ 111,284.00
C 43 AMG CABRIOLET	Tier C	86-135k	\$ 115,583.00
E 300 Cab	Tier C	86-135k	\$ 116,555.00
GLE 450 Coupe	Tier C	86-135k	\$ 121,248.00
SLC 43 AMG	Tier C	86-135k	\$ 123,967.00
GLS450	Tier C	86-135k	\$ 129,017.00
GLS400D	Tier C	86-135k	\$ 134,247.00



Vehicles Not Available

Vehicles listed below are not to be used as a Company Vehicle. In the case that a vehicle requires kilometers (Km) a request must be submitted and approved by the Dealer Principal, Chief Financial Officer and Managing Director.

Model	Tier	FBT BAND	VALUE
E53 AMG Saloon	Not available	>135k	\$ 138,863.00
CLS 450 Coupe	Not available	>135k	\$ 140,121.00
E53 Coupe	Not available	>135k	\$ 140,786.00
GLC63 AMG	Not available	>135k	\$ 142,198.00
C 63 AMG S Sedan FL	Not available	>135k	\$ 143,429.00
GLE 53 4MATIC SUV	Not available	>135k	\$ 143,814.00
C 63T AMG S Estate FL	Not available	>135k	\$ 145,506.00
E53 Cab	Not available	>135k	\$ 147,324.00
C 63 AMG S COUPE FL	Not available	>135k	\$ 147,429.00
GLC63 AMG Coupe	Not available	>135k	\$ 147,812.00
GLE 43 AMG 4MATIC Coupe	Not available	>135k	\$ 148,017.00
CLS 53 AMG	Not available	>135k	\$ 159,275.00
C 63 S AMG CABRIOLET	Not available	>135k	\$ 161,813.00
S 350 d	Not available	>135k	\$ 176,814.00
GLE 63 S AMG 4M SUV	Not available	>135k	\$ 185,556.00
GLE 63 S AMG Coupe	Not available	>135k	\$ 187,171.00
S 450L	Not available	>135k	\$ 199,660.00
E63 S AMG Saloon	Not available	>135k	\$ 208,478.00
AMG GT53 4 door	Not available	>135k	\$ 212,967.00
G 63 AMG	Not available	>135k	\$ 215,274.00
S 560	Not available	>135k	\$ 233,814.00
S 560 L	Not available	>135k	\$ 253,967.00
S 560 COUPE	Not available	>135k	\$ 267,121.00
AMG GT C Coupe	Not available	>135k	\$ 274,736.00
S 560 Cabriolet	Not available	>135k	\$ 284,506.00
AMG GT63 4 door	Not available	>135k	\$ 291,813.00
AMG GT C Roadster	Not available	>135k	\$ 294,659.00
AMG GT R Coupe	Not available	>135k	\$ 299,198.00
S 63 AMG COUPE	Not available	>135k	\$ 311,506.00
S 63 L AMG	Not available	>135k	\$ 318,044.00
S 63 Cabriolet	Not available	>135k	\$ 334,890.00
S 650 Maybach	Not available	>135k	\$ 358,351.00



Appendix B-Insurance Excesses

Employees who are involved in an 'at fault' incident will be required to pay \$2,500 insurance excess.

Additional Excesses (if applicable):

Aged 21 or over and under 25 years of age	\$600
Under 21 years of age	\$800
Holder of an Overseas Licence or Australian Licence for less than 2 years	\$600

The case of an incident please contact your Dealerships insurance representative:

- Mercedes-Benz Sydney / AMG Performance Centre – Dominic Russo
- Mercedes-Benz Brisbane / MBQ Autobody – Clare Barker
- Mercedes-Benz Melbourne – Your Departmental Manager

Notes:

Where it is deemed by our insurer an employee/driver is not at fault and provided the name and address of the other party and the make and registration number of the other party's vehicle are noted on the claim form, an excess is not payable by the employee/driver.



Appendix C FBT Savings

Employees and Management are encouraged to leave their company provided vehicles at the dealership whilst traveling and during annual leave in order to -

- reduce Fringe Benefits Tax (via reporting 'days unavailable for private use') and
- to protect the company assets through secure vehicle storage.

An Employee Declaration, **Appendix D** will need to be completed and submitted to the Dealership or Senior Accountant.



Appendix D Employee Declaration for Existing Employees

Employee Declaration

In the case that you utilise a Company Vehicle and you do not intend on utilising your vehicle during your leave (interstate, overseas), you are instructed to complete the below Declaration which must be submitted with your completed leave application. At the time of your leave, you will need to hand back your vehicle and upon your return you will be placed back into your previous vehicle or a new car will be assigned. Please note that you must make arrangements with Sales Management in relation to hand back and picking up your vehicle, this will be the responsibility of the employee taking the leave.

Business trips: employees must complete the declaration when flights are booked. Company cars are to be left at MBS, MBB or MBM Airport when flying interstate. No airport parking allowed.

I, declares that from

..... to a

Company Motor Vehicle was not available to me for private use.

The total number of days equates to..... this is
inclusive of all working days in addition to any and all Saturdays
and Sundays.

Name: _____

Signed: _____

Date: _____



Appendix E Option Out of Company Car for Existing Employees

Opting Out of Company Car / Current Staff

I,(please print), declare from(date) will fully relinquish my use of a Company car. I understand, in full that any benefits that arose from this entitlement cease from the above date.

In lieu of a Company car, I will receive a Vehicle Allowance to the value of \$1000 (Monthly) or \$461.54 (Fortnightly). I accept that this allowance replaces the previous entitlement.

Name: _____

Signed: _____

Date: _____

Manager: _____

Signed: _____

Date: _____

Payroll Sign off _____ (Name) _____ (Date)



Appendix F Fringe Benefit Tax / Company Vehicle Deduction Form for New Employees

Fringe Benefit Tax / Company Vehicle Deduction Form

As outlined in the Company Car Policy, the Company reserves the right to require employees to contribute to the cost of operating the Company Car by way of a monthly or fortnightly Employee contribution thus All Company issued drive cars will incur a Fringe Benefit Tax (FBT) Contribution.

The amount of the FBT contribution will based on a Tier system, please refer to the Company Car Policy, the contributions amounts will be:

- **\$50** (Inc GST) per week for Employees entitled to **Tier A** vehicles
- **\$60** (Inc GST) per week for Employees entitled to **Tier B** vehicles
- **\$70** (Inc GST) per week for Employees entitled to **Tier C** vehicles

Alternatively, for those who have access to the use of a Company car but wish to not utilise this entitlement, a Vehicle Allowance of \$12,000 per annum will be available and paid in your normal pay run cycle. Please note this allowance will be paid as a pre-tax allowance.

I **WILL NOT** participate in the Company Vehicle Program and opt to receive a Vehicle Allowance payment:

Name

Signature

Date

I **WILL** participate in the Company Vehicle Program

Deduction Authorisation

To the Payroll Officer, I hereby authorise Payroll to make the necessary deduction as outlined above commencing on the first payroll processed after my commencement date.

I understand and agree that if I request to commence a deduction for the above, that this will continue to be deducted from my pay until I instruct payroll to stop the deduction by exiting the Company Vehicle program. The deadline for changing this request is 15 days prior to the processing of the payroll. When exiting the program the final payment will be a pro-rata payment or reimbursement for the remaining amount based on the return date and submission of a completed Vehicle Return Form.

Name: _____

Department: _____

Signature: _____

Dealership: _____

Deduction Amt: _____

Date: _____

Please note the deduction amount will be based on your role in relation to the Tiers as prescribed by the Company Vehicle Policy