



Policy No.:	LSH Group Australia AUA.2019.9001
Policy Name:	Employee Vehicle Purchase Policy
Attention:	All LSH Group Australia Employees
Version:	2.1
Last Reviewed:	10 <sup>th</sup> October 2021
Effective From:	10 <sup>th</sup> October 2021
Approved By:	MD and CFO

## Employee Vehicle Purchase Policy

### **Scope:**

This policy applies to all LSH Auto 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 6 months.

**Procedure**

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

**Availability**

Purchasing of a New Mercedes-Benz vehicle at the employee discounted percentage will expire on the 31<sup>st</sup> of December 2021.

Purchases of a new Mercedes-Benz vehicle must be approved and submitted no later than the 30<sup>th</sup> of November 2021. Any employee purchase of a new Mercedes-Benz vehicle submitted after the 30<sup>th</sup> November will be processed at retail price without the employee discount percentage applied.



## 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



## Employee Vehicle Purchase Plan –

### LSH AUTO AUSTRALIA / LSH RELATED PARTIES

Eligibility	<ul style="list-style-type: none"><li>* Employees: minimum service of 6 months to qualify.</li><li>* Employees limited to 2 New vehicle purchases (only 1 at 12.5% discount off manufacturer's list price ("list price") on a NEW Mercedes-Benz car).</li><li>* Employees limited to 1 POV vehicle purchase (cost price + \$500 processing fee) in each calendar year subject to approval.</li><li>* Employees limited to 1 Wholesale vehicle purchase (wholesale price + \$750 processing administration fee) in each calendar year.</li><li>* Vehicles must be registered in the name of the eligible purchaser.</li><li>* Vehicles cannot be disposed of within the first 12 months of purchase.</li><li>* All sales are for payment on delivery.</li><li>* New models released may not be available for staff purchase until the later of 6 months from official launch date or until supply is readily available.</li><li>* LSH Group employees may purchase 1 new passenger car at 12.5% discount off the list price for their own use or that of their immediate family. This vehicle must be registered in the name of the LSH Group Employee. Subject to availability the vehicle may have to be ordered from the factory.</li><li>* Relatives may purchase 1 new passenger car at 10.5% discount off the list price, for their own use. This vehicle must be registered in the name of the eligible purchaser.</li><li>* Employees can also trade-in their current used vehicles (any make) or exit the employee lease program immediately at no penalty or cost if they wish to take advantage of, and proceed with a purchase under, the employee vehicle purchase plan.</li></ul>		
Pricing	<p><b>New MBC</b></p> <p>LSH Group Employee – Immediate family</p> <p>List price less 12.5 %</p> <p>+ GST / LCT + dealer delivery</p> <p>+ stamp duty + registration fee</p> <p>LSH Group Employee – Relative</p> <p>List price less 10.5 %</p> <p>+ GST / LCT + dealer delivery incl PDI</p> <p>+ stamp duty + registration fee</p> <p>LSH Corporate Partner</p> <p>List price less 7 %</p> <p>+ GST / LCT + dealer delivery</p> <p>+ stamp duty + registration fee</p> <p>The discount is subject to Dealer Principal discretion and may be adjusted depending on model</p>	<p><b>POV MBC</b></p> <p>Cost Price of Vehicle + \$500 Processing Admin Fee</p>	<p><b>Wholesale Vehicle</b></p> <p>Wholesale Price of Vehicle + \$750 Processing Admin Fee</p>