



Policy No.:	LSH Group Australia AUA.2019.9
Policy Name:	Employee Vehicle Purchase Policy
Attention:	All LSH Group Australia Employees
Version:	2.2
Last Reviewed:	1 st April 2023
Effective From:	1 st April 2023
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 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) 1 POV vehicle on a case by case evaluation.
- (ii) 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.



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 / LSH Auto					
Signature		Date			

Description of Vehicle

Manufacturer	
Model	
Specifications	

ACCEPTANCE OF TERMS AND CONDITIONS

I hereby apply to purchase a _____ 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	
---------------------------------------	--	------	--

VEHICLE ALLOCATION / DELIVERY

Commission Number		Registration Number	
Model		Registration Date	
Colour		Delivery Date	
On Road Purchase price			
Invoice Number		Dealer Name	



Approved by:

Sales Manager Signature

Sales Manager Name (Print)

Date

Dealer Principal Signature

Dealer Principal Name (Print)

Date

Head of HR Signature

Head of HR Name (Print)

Date

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">* Employees: minimum service of 6 months to qualify.* Employees limited to 1 POV vehicle purchase (cost price + \$500 processing fee) in each calendar year subject to approval.* Employees limited to 1 Wholesale vehicle purchase (wholesale price + \$750 processing administration fee) in each calendar year.* Vehicles must be registered in the name of the eligible purchaser.* Vehicles cannot be disposed of within the first 12 months of purchase.* All sales are for payment on delivery.* 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.		
Pricing	POV MBC Cost Price of Vehicle + \$500 Processing Admin Fee	Wholesale Vehicle Wholesale Price of Vehicle + \$750 Processing Admin Fee	
All pricing and supply of vehicles under this program is at the discretion of LSH Auto Australia.			