

Appendix E - CCG Lease Car Application Process

Complete the application form at Appendix D and pass it to your line manager to authorise the business mileage estimate and finance to authorise the request. The form should then be passed to the Lease car Administrator for verification/re-verification of eligibility. **Alternatively** complete the online application process (where available).

NB: If a driver has a vehicle under this or a previous scheme they will automatically receive a renewal pack which includes all the necessary documentation approximately 4 months prior to the end of the current contract.

Once signed and verified, the request will be submitted to the Fleet Management Company who will prepare the quotation(s), and these will be sent direct to the Employee at the base address provided on the application form, or to the nominated e-mail address.

NB if you provide an e-mail address, you are agreeing to the Lease Car Provider sending quotes by an unsecure e-mail across the internet.

When the quotation is received, decide on which vehicle you would like, complete the form and submit it to the Fleet Management Company. Please ensure that you include copy driving licences (both parts) for each driver.

The Fleet Management Company will then send a final agreement form. Please check this carefully as it will be used to order the vehicle, and form the legal contract.

Please note that leasing companies change lease rates monthly so there might be a change (up or down) between the informal quotation and ordering. Once ordered the price is fixed unless the manufacturer increases their prices to the leasing company.

Any changes made subsequently may incur delays and/or additional charges. Once ordered a fee will be made if the vehicle is cancelled. Any such fees are payable by the Employee.

Once the vehicle has been ordered the Lease Car Provider will give an approximate delivery date. Please note that this date is indicative only and it is quite common for manufacturers to lengthen delivery times considerably from original estimates. The Lease car provider will keep you informed of changes as soon as they become apparent.

Once the vehicle is available the Lease Car provider will arrange delivery and where appropriate will co-ordinate the collection of the old vehicle.