

## DOING BUSINESS IN MELBOURNE WATER

## CHECKLIST for ORDERING a NOVATED MANAGEMENT VEHICLE

## Introduction

03 April 2012

This fact sheet is designed to act as a checklist for eligible employees electing to take a vehicle under a novated lease arrangement as their management vehicle. The items listed below are the recommended steps to take prior to signing any documentation from our novated lease providers (Enlist and SG Fleet) and then takes you through the Enlist and MWC documentation processes.

Recommended Steps **Prior** to making a Commitment

## Initial Investigation

<input type="checkbox"/>	Understood eligibility requirements for getting a business use discount on a novated lease
<input type="checkbox"/>	Get preliminary quotes from Enlist
<input type="checkbox"/>	Understand to my satisfaction how a novated lease operates and the implications of this option. <i>The <a href="#">4.30 A Novated Management Vehicle</a> fact sheet might help.</i>
<input type="checkbox"/>	Reviewed the options and decided on a preferred novated lease vehicle option

## Finalising your choice and confirming eligibility

<input type="checkbox"/>	Checked my Melbourne Water employment contract to confirm I am either a permanent or a long term fixed employee to confirm eligibility
<input type="checkbox"/>	<p>Decide if I want a new car, a used car or to novate a car I already own (sale-and-lease back).</p> <p>If the car is new, decide if I wish to accept Enlist's pricing or if I want to shop around to try and get a better deal.</p> <p>Decide on the options, accessories or extras I wish to add to the car, and the colour of the car</p> <p>If the car is used or I find a better price on a new car and wish to secure a vehicle for lease independent of Enlist, make sure the sale is subject to the following conditions:</p> <ul style="list-style-type: none"> <li>• Subject to finance approval by Enlist</li> <li>• Deposit to be refunded upon settlement with Enlist</li> </ul>
<input type="checkbox"/>	<p>Decide on lease particulars;</p> <ul style="list-style-type: none"> <li>• Lease term (choose between 6 months and 5 years)</li> <li>• Average annual kilometres travelled (if I travel high kilometres whether to opt for a lower residual amount/ lower balloon payment)</li> <li>• Opt for Enlist Comprehensive Insurance or find an insurer of my choice</li> <li>• Include or exclude optional Lease Protection Insurance (LPI) in the lease to protect me in the event of accidental death or involuntary redundancy</li> <li>• Include or exclude optional GAP Insurance in the lease to protect me in the event of a total loss/write off</li> </ul>
<input type="checkbox"/>	Obtain a final quote from Enlist which accurately reflects all the above

## The Order Process

<input type="checkbox"/>	Enlist will provide you with a Finance Application. Upon submission, Enlist will confirm your finance approval (or otherwise) within 24 hours.
<input type="checkbox"/>	Enlist will provide you with an Employment Confirmation Letter request. Take this to either (Peter Thompson or Joe Mariniello) for sign off on behalf of Melbourne Water and return to Enlist
<input type="checkbox"/>	Enlist will order a Tax Invoice from the dealer (or private seller) and prepare lease documentation for your execution. This will include; <ul style="list-style-type: none"><li>• Deed of Novation</li><li>• Lease Agreement</li><li>• Statement of Assets and Liabilities</li><li>• Privacy Acknowledgement</li><li>• Agent's Appointment</li><li>• Motorpass Card application</li></ul> More documentation may be supplied depending on the nature of the transaction (new or used car and vendor) and the insurances you have elected.
<input type="checkbox"/>	Take the signed and witnessed Deed of Novation to the people and performance team (Peter Thompson or Joe Mariniello) for sign off on behalf of Melbourne Water
<input type="checkbox"/>	Return the suite of executed documents to Enlist
<input type="checkbox"/>	Await delivery of your new car!

## Approval

Not Applicable

## Related Fact Sheets

4.15a FBT and the Employee Contribution Method

4.30 A Novated Management Vehicle

## Scope

This fact sheet applies to all employees who are entitled to a vehicle under their executive, senior management or senior technical specialist employment agreement and are electing to apply this entitlement to a novated lease vehicle.

## Supporting Documentation

Managerial Fleet Policy

VCE's with ECM RR and order form

Enlist Employee Information Pack

## Inquiries

Anyone requiring more information in regards to Novated Leases should contact:

Enlist

1300 PRE TAX (1300 773 829) TOLL FREE

or

(03) 9860 0600

enlist@enlist.com.au

www.enlist.com.au