

ABP | KEEPING
BRITAIN TRADING

 Interactive
Fleet Management



EMPLOYEE PACK
SALARY SACRIFICE SCHEME RULES

POWERED BY **FleetEvolution**

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1. Introduction

ABP's Ultra Low Emission Vehicle (ULEV) and Electric Vehicle (EV) Salary Sacrifice Car Scheme is run by Interactive Fleet Management (IFM) in partnership with Fleet Evolution (FE). This document has been produced to outline how the scheme works and the benefits of joining. It is important you read this document carefully.

This scheme supports ABP's sustainability strategy and commitment to protect the environment and to support you and your financial wellbeing. It offers eligible employees a cost effective way to lease an ULEV or EV with additional benefits including road fund licence, insurance, breakdown cover and routine servicing and maintenance.

The FE team are on hand to guide you through the various options, advantages of salary sacrifice and will help you order your vehicle. The IFM team will carry out driving licence checks to support your application and be responsible for finalising your order and managing your vehicle once it has been ordered and for the duration of your lease.

Contact information

Fleet Evolution Limited

Telephone: **0300 302 0626**

Email: driverline@fleetevolution.com

Office Hours: 08:30 – 17:30
Monday - Friday

Address: The Dovecote
Pimlico Farm, Austrey Lane
Tamworth
B79 0PF

Interactive Fleet Management Limited

Telephone: **01536 536672**

Email: abp@interactivefleet.co.uk

Office Hours: 08:30 – 17:30
Monday – Friday

Breakdown & accident support is available outside of these hours on the number above.

Address: Balmoral House
Kettering Venture Park
Northants
NN15 6XU

2. Overview of salary sacrifice

2.1 The scheme

Under a Salary Sacrifice Scheme, you (the employee) agree to 'sacrifice' some of your salary in exchange for a fully maintained, taxed and insured company vehicle. The salary you sacrifice is from your gross pay, saving you tax and national insurance. This scheme is subject to Benefit in Kind (BIK) tax; however, when salary sacrifice is applied to ULEV or EV schemes they can be extremely cost effective. Savings can be significant, and you can benefit hugely from the tax treatment coupled with the attractive discounted rates agreed with suppliers.

2.2 Benefits to you

- A brand new vehicle for 1-4 years. You will have access to an extensive list of vehicles on or below 75g/km Co2 or an Electric Vehicle through the FE quotation portal. Please note only one vehicle can be accessed through the scheme at any one time;
- Fixed cost motoring – road fund licence, motor insurance, breakdown cover, routine servicing and maintenance are included in the price;
- Minimal risks – e.g. no unpredictable depreciation or unexpected maintenance costs;
- No deposit or credit checks required;
- Possible creation of capital through sale of existing car;
- Major discounts – benefit from the buying power and discounts normally associated with corporate fleets;
- Free delivery to your home or place of work;
- Protection against resignation, redundancy, maternity, paternity, long-term sickness and more;
- Choice from all major manufacturers and models of ULEVs and EVs in the UK;
- Salary sacrifice can also include the cost of a home charging point;
- Option to purchase the vehicle at the end of your lease.

The vehicle quotes provided by FE represent the all-inclusive price you will pay per month for the duration of your lease.

3. Summary of scheme rules

Scheme rules

To be eligible for the scheme, you must:

- Be a permanent employee with at least 6 months service at the time you order your vehicle (note: UKD (Guernsey) employees are not eligible to join this scheme due to not being paid through ABP's payroll); **OR**
- Be on a fixed term contract which is longer than the lease term you choose for your vehicle, and taking into account the current lead time of your selected vehicle (lead times vary across the different manufacturers and vehicle models);
- Be aged 21 to 70 (age limits apply for motor insurance reasons);
- Earn a minimum salary of £25,000 before the salary exchange reduction (pay must not fall below the National Minimum Wage including any other salary sacrifice arrangement you may already have);
- Earn above the National Minimum Wage after the salary exchange reduction;
- Be a UK taxpayer (i.e. pay tax and NI via PAYE);
- Hold a full valid driving licence for over 6 months;
- Not have any conviction resulting in a driving ban starting AC, CD, DD, DR, IN, MS, TT, UT in the last 5 years;
- Have no more than 6 penalty points on your licence from any two "Category A" convictions in the last 3 years (Category A convictions start with codes SP, CU, LC, MW and PC and will be shown on your licence);
- Be up to date with any payments relating to Salary Sacrifice schemes in respect of any current or previous agreements (and any other employee benefit schemes) at the point of placing an order.

Entry to the scheme is at ABP's discretion.

4. What's included within your lease

4.1 What's included

Your monthly salary sacrifice reduction includes;

- The use of a vehicle as per your order for the period of your lease;
- Road fund licence;
- Fully comprehensive motor insurance;
- Breakdown cover;
- Routine servicing and maintenance;
- Routine tyre replacement;
- Access to the FE team to support you with your order;
- Access to the IFM team who will look after you from order to the end of your lease;
- Home charge point (if selected at the point of order).

4.2 Other points to consider

- Your payment does not cover electric or fuel costs and other consumable items (e.g. screen wash, engine oil etc). Whenever these items need topping up, it is your responsibility to do so.
- You will reduce your gross salary for the duration of your lease. This may have an impact on other arrangements or entitlements such as Student Loans. If you are unsure if this is the right scheme for you, please seek independent financial advice before applying.
- The vehicle will be seen as a benefit on which you will pay tax. This is known as Benefit in Kind tax (BIK). HMRC will charge you the relevant BIK, based upon the Co2 emissions and list price of the vehicle. HMRC will need to be notified of your new benefit by you or by ABP via form P11d/P46 (Car) and you will receive a revised tax code to reflect this BIK. The BIK is reflected in the quote provided to you, so you can fully account for it. Please see Appendix 1, on page 21, for the current BIK rates.
- The vehicle provided to you can be used for business use, if required. Please note, should you claim business mileage, you will be reimbursed at the current HMRC Advisory Fuel Rates (AFRs), which is a lower rate than the HMRC Approved Mileage Allowance Payments (AMAPs) when using a personal vehicle. Please note, you are not entitled to claim tax relief on the difference between the AMAP and AFR in your tax return because a vehicle under this arrangement is considered to be a company car.
- The maintenance agreement within your lease does not cover accidental damage. Examples of this include: glass, body and tyre damage (see also section 7.5 Tyres). You will be able to claim under the motor insurance policy but you will be liable for the insurance excess (see also section 7.1 Accidents). If you do not claim under the motor insurance policy, you will be liable for the repair costs in full.
- You are committing to a long-term lease. If you choose to leave ABP part way through your lease, you will need to arrange for the vehicle to be collected on or before your final day of employment through IFM. The vehicle will need to be clean, in good condition and within pro-rata mileage.

5. Ordering a vehicle

5.1 How to obtain a quote and place an order

The FE quotation portal will guide you through all the vehicles and quote options open to you. Quotations provided will include road fund licence, fully comprehensive motor insurance (including business use), breakdown cover, routine servicing and maintenance and routine tyre replacement.

To request access to the FE quotation portal you will need to contact FE or request access via www.fleetevolution.com/abp-request-a-login/ (see appendix 2). You will need your Personnel Number (shown on your payslip). This will be used as your username and will form part of your password (see appendix 3). Your password will be the last 4 digits of your Personnel Number followed by the first 3 letters of your surname, all lower case. If your details do not work for any reason, please contact FE.

When logged on, you will need to enter your gross salary and tax rate location in order to receive quotes that calculate your gross and net salary deduction. Once this information has been provided you will be able to search all available vehicles by style, economy, NCAP safety rating or even boot size.

Once you have produced a quotation, you can save it or progress it by confirming your order. You can also save a selection of quotations to review later. The *Gross Salary Sacrifice* is the amount that will be deducted from your gross salary, and the figure you will see on your payslip. The *Monthly Cost to you* is the amount that your take home pay will be reduced by after BIK, tax and NI savings are taken into account.

Please note the contract mileage is completely flexible to suit your requirements (a maximum mileage limit may apply) but you must state the mileage you will cover whilst you have the vehicle before you place the order. This allows the financial calculation to take account of the impact of the mileage.

If you are happy with your quotation and the lead time on the vehicle, simply select 'order'. FE will provide you with an online insurance application form (see appendix 4) and will request IFM to send a link to you, in order to check your driving licence. FE will also confirm your eligibility to join the scheme with ABP based on the scheme rules.

When we have provided you with an insurance quote and have received your driving licence check result, you will be sent an order form, confirming your order and the change in your employment terms and conditions (see appendix 5). The order form will be based upon your specified gross salary.

After you have checked, signed and returned your order form just relax and IFM will proceed with ordering your vehicle and provide confirmation (see appendix 6). Once ordered, regular order updates will be provided.

5.2 Home charge point

You can select the option to include the standard installation cost of a home charging point for your vehicle into your salary sacrifice amount. You will need to include this option at the point of ordering your vehicle through FE. When the charge point company assesses your property for the installation, they will discuss the best location for installing your point. If the charge point company determines during the assessment that the cost of installing a charge point will exceed the standard installation cost (i.e. extra cabling is required), you will be required to pay the charge point company the additional cost directly. If you fail to pay the charge point company this cost will be deducted from your net pay. If you include an EV Charge Point within your Salary Sacrifice arrangement and you leave your employment before the expiry of your lease, you will be charged for the outstanding balance on a pro-rata basis.

5.3 When your vehicle arrives in stock

As soon as your vehicle arrives in stock with the supplying dealer, another driving licence check will be carried out to confirm your licence continues to meet the scheme eligibility criteria. When confirmed, IFM will arrange delivery of your vehicle with you to your home or place of work and provide you with your P11d value notification letter (see appendix 7). You may notify HMRC that you have taken delivery of your new vehicle via the HMRC website, <https://www.gov.uk/log-in-register-hmrc-online-services> or ABP will inform HMRC (on a quarterly basis). Once the information has been provided to HMRC they will issue a new tax code.

Following delivery, your payslip will show a reduction in gross pay equal to the amount you have agreed on your signed order form, in the next available payroll. If any additional deductions are required, in accordance with items specified within this pack (e.g. parking fines, excess mileage charges), they will be deducted from your net pay.

You are responsible for checking your payslip on a monthly basis to ensure deductions are correct. Any issues should be raised immediately with ABP HR Services.

5.4 Additional drivers

You may nominate up to 4 immediate family members aged between 21 and 70 to be able to drive your vehicle. They **must** have held a full valid driving licence for a minimum of 6 months and be insured on your salary sacrifice vehicle. You must be the main user of the vehicle and you cannot use the scheme to order a vehicle which will solely be used by a spouse, partner or immediate family members.

5.5 Driving licence checks

To fulfil ABP's health and safety and duty of care requirements, as participants in the Salary Sacrifice scheme, we will require you and your additional driver(s) to complete a licence check. Once you have placed an order, IFM will send you and your additional driver(s) a licence check link to complete online via the DAVIS licence system.

IFM will be able to check the validity and status of all driving licences throughout each year of your lease. You will be contacted if there are any issues with your licence checks.

To remain within the Salary Sacrifice scheme, you and your additional driver(s) cannot have or accrue more than 2 “Category A” convictions (+6 points) in the last 3 years (Category A convictions start with codes SP, CU, LC, MW and PC and will be shown on your licence) and convictions starting AC, CD, DD, DR, IN, MS, TT, UT in the last 5 years.

If you receive more than 6 points or a driving ban whilst in the Salary Sacrifice scheme you will be asked to leave the scheme, which would result in a cost for terminating your lease early.

IFM will share all licence check results and information with ABP to fulfil their health and safety and duty of care requirements and with FE to obtain accurate insurance quotes.

5.6 Ensuring additional drivers are insured to drive your vehicle

You must ensure that you provide the details of any additional driver(s) at the time you place your order. If you fail to disclose details of any additional driver(s) they will not be covered under the motor insurance policy and you will be liable for any costs that may subsequently be incurred whilst they are driving.

6. During your lease

6.1 Your obligations as a salary sacrifice driver

As a driver you should:

- Ensure you drive within the legal requirements;
- Ensure your vehicle is in a roadworthy condition;
- Regularly check and maintain brakes, fuel, oil, batteries, water level, tyre pressure levels and tyre tread depth, lighting, steering, windscreen wipers and washers to ensure they meet legal safety standards;
- Carry out routine services as required by manufacturer's specifications;
- Act on all warning notifications as they appear on your vehicle's dashboard;
- Arrange immediate repairs when necessary;
- Adhere to all other obligations set out in your motor insurance policy;
- Adhere to the ABP Driving on Company Business policy.

6.2 Change in personal circumstances

If your personal circumstances change you should contact IFM to discuss any issue impacting your lease. Below are example circumstances which could impact your lease:

- **Mileage amendment**

Sometimes, for example, due to a house move or change in job role it may be necessary to amend your agreed contract mileage. As soon as possible, please contact IFM who will advise whether a quotation to adjust your lease can be obtained. If you do not contact IFM, you may incur an excess mileage charge at the end of your lease. IFM will also review your mileage annually, where possible, and may advise you if your lease needs realigning. One mileage re-write change is allowable during the term of your lease. You are only permitted to request a change after the first 12 months of your lease has passed or if there is 12 months or more remaining on your lease.

- **Change of contractual hours**

If you change your working hours, you can retain your vehicle providing that your income levels do not fall below the National Minimum Wage as a result. Where income levels fall below this limit you will no longer be able to continue with your lease and will be liable for any costs in returning the vehicle or alternatively you may purchase the vehicle. As soon as possible, please contact ABP HR Services who will check the impact of your change in hours.

6.3 Parking fines and charges

When any type of contravention is received against your vehicle, IFM will notify you and provide a copy of the notice. It is then your responsibility to make a decision, within 48 hours of receipt of the notification, as to whether you accept and settle the contravention; or wish IFM to make representation to transfer liability for the contravention into your name for you to dispute with the issuing authority (where possible). If you fail to notify IFM of your decision within 48 hours, IFM will automatically pay the contravention and you will be invoiced directly. You will be charged an administration fee of £10.00 + VAT for each fine paid. If payment is not received within 30 days, an additional £50 non-payment fee will be applied, and the full amount will be deducted from your net pay.

ABP, IFM and FE will not be held liable for any increase in fine amounts during this process.

6.4 Speeding contraventions

If you have been caught speeding, any such notification will initially go to the lease company as registered keeper of the vehicle. Representation will be made into your name and it is your responsibility to identify who was driving the vehicle at the time.

If you are endorsed with more than 6 penalty points during your lease, this may lead to you having to return your vehicle or having your lease realigned (if possible), as this may affect your insurance premium.

IFM will check the possible impact on your eligibility to drive by carrying out another driving licence check and will advise FE of any speeding contraventions so they can notify your Insurer. This may affect your insurance premium.

6.5 Contract mileage

Your lease will be based upon a pre-determined annual mileage which must be agreed at the time of ordering your vehicle.

When you order the vehicle, you commit to a mileage figure that you are expecting to cover during the lease period.

If, during your lease, you suspect that you will exceed the agreed mileage, for example, due to a house move or change in job role, you may amend the agreed contract mileage, at any time after 12 months from the start of your lease or if there is 12 months or more remaining on your lease and subject to ABP's approval. Only one mileage amendment may be made during the term of your lease and you may be subject to an administration charge. Please contact IFM to provide your current mileage and the revised mileage you would like; they will confirm your eligibility and if appropriate, issue a lease realignment quotation (see appendix 8).

Please note that any amendment will apply from the next available payroll following receipt of the signed lease realignment quotation. Amending the annual lease mileage may result in an increase or decrease of the amount of salary you sacrifice.

6.6 Usage restrictions

You are permitted to use the vehicle for business purposes and for personal use. On no account can the vehicle be used for a taxi business, rental or competing in any form of rally or motor sports. The use of the vehicle for any type of driving tuition is prohibited.

You will not remove, change or interfere with any registration plate, identification or trademarks affixed to the vehicle, nor permit any such removal, change or interference without prior written consent. If you wish to assign a personalised registration to your vehicle, please contact IFM. IFM will liaise with the lease company to arrange this for you.

You will not, nor will you permit, the painting, signwriting, lettering, impression or erection of any lettering, writing or designs on the vehicle nor deface or permit defacing of any of the paintwork or body without our prior written consent.

You will not use nor permit the vehicle to be used for towing outside the manufacturer's recommended, or any statutory, towing limits. You will not affix any towing equipment to the vehicle, without prior written consent.

You will not affect any modification to the vehicle, fit non-standard tyres or use non-standard fuel or fuel additives without prior written consent.

You will not load nor permit any loading of the vehicle beyond the loading recommended by the manufacturer of the vehicle's plated capacity weight.

You will always ensure that the vehicle is used in a manner consistent with the manufacturer's recommendations.

You will not use the vehicle in a manner that will invalidate any insurance policy for the vehicle.

7. Day to day running of your new vehicle

7.1 Accidents

You **must** notify IFM of any accident/damage immediately. Where an accident involves a third party or third party property, IFM will provide appropriate support.

If an accident does not involve a collision with a third party or a third party's property, and the cost to repair the damage is less than your insurance excess, you should arrange for your vehicle to be repaired before it is returned at the end of your lease. All minor damage costs which are not met by the insurance policy should be met by you at the time of repair or they will be deducted from your net pay. Examples of this type of damage can include but is not limited to; small surface scratches to paintwork, damage to alloy wheels, stone chips or damage to upholstery caused by driver misuse or negligence. A copy of the British Vehicle Rental and Leasing Association (BVRLA) Fair Wear and Tear guidelines are available upon request. For any claims on your motor insurance policy, you will be invoiced for the £250 excess directly.

7.2 Windscreen replacements/damage

You must always ensure any chips or cracks are repaired swiftly. Windscreens are not covered by the maintenance package provided with your vehicle but are covered under your insurance policy. Please contact IFM who will be able to assist you with arranging a replacement or repair.

7.3 Recharges that could occur

Other examples of events which may incur a recharge are shown below:

- Recovery after running out of fuel or misfuelling;
- Locking yourself out of your vehicle;
- Tyre damage and unrepairable punctures;
- Vehicle being returned dirty and/or with odour in the interior;
- Missing a service (a penalty of a minimum of £500 will be chargeable, higher costs may be chargeable dependent on manufacturer);
- Causing damage to the engine/motor/battery through driver error;
- Any other event where the driver has shown negligence.

All recharges will be invoiced to you directly.

7.4 Routine services, maintenance and MOTs

You are responsible for arranging routine maintenance, servicing and MOT tests (where applicable) but to make this process easy for you, call IFM who will assist you with making your booking.

Your vehicle must be serviced in accordance with the manufacturer's service schedule by an authorised garage or the warranty for the vehicle will be invalidated. If any warranty claim is rejected due to lack of routine servicing, you will be invoiced for any costs.

You must ensure that the authorised garage stamps the service book (if applicable) after each service. When returning a vehicle, the service book must accompany it (where supplied).

7.5 Tyres

Replacement standard tyres are included in the maintenance package with your vehicle and no recharges will be made for worn tyres. Tyres damaged by driver abuse, i.e. kerbing or unreparable punctures will be invoiced to you based on a percentage of the unused tread.

If you require a new tyre, you can arrange this by calling IFM, who will direct you to the nearest Kwik Fit tyre centre or where possible, Kwik Fit mobile can arrange for a mobile tyre unit to come to you at home or work.

7.6 Breakdown assistance

Breakdown assistance is included within your lease. In the event of a breakdown, contact IFM who will transfer you to The AA. The AA team will take your details and arrange for a recovery agent to be sent out to you.

If your vehicle cannot be repaired at the roadside it will be uplifted to a nearby garage or your home. The recovery agent will take you and your passengers to a location within 20 miles. If your location is over 20 miles, a recovery mileage of £1.80 per mile (incl. VAT) will be invoiced to you.

7.7 Driving abroad

To take your vehicle abroad you must contact IFM at least 14 days before you travel for an application form, so that a Vehicle on Hire Certificate (VE103) can be issued, a letter of authority can be obtained from the lease company and they can ensure that the vehicle is covered by European breakdown cover*.

Once your application has been acknowledged by IFM, a fee of £20 + VAT for providing a VE103 certificate will become payable. Please call IFM to make an electronic payment.

Once the fee has been received, a travel abroad document pack will be issued to you containing the VE103 certificate together with the letter confirming authorisation for you to take the vehicle outside of the UK.

The VE103 and letter of authority will remain valid for 12 months as long as your personal details and vehicle information do not change.

Without the original copy of the VE103 certificate you may find yourself unable to take your vehicle out of the country or could have your vehicle impounded at the port or whilst abroad.

*European breakdown cover will either be provided by the manufacturer of your vehicle or by The AA European breakdown service.

7.8 Invoicing

Any additional charges and administration fees stated in this section will be invoiced by FE. If payment is not received within 30 days, a £50 non-payment fee will be applied, and the full amount will be deducted from your net pay.

8. Change of circumstances/life events

8.1 Leaving ABP

If you leave your employment before the end of your lease no early termination charges will apply, provided that you give **at least 30 days' written notice** to IFM and subject to any excess mileage charge or end of lease damage charges. You also have the option to purchase the vehicle.

This applies to all reasons for leaving including voluntary (e.g. resignation) or non-voluntary (e.g. redundancy).

8.2 Handing back the vehicle early

You may terminate your vehicle prior to expiry of your lease, without cost (subject to any excess mileage charge (pro-rated) and/or end of lease damage charges), under any of the reasons below:

- where a life changing illness or injury occurs and the DVLA determines that you can no longer drive a vehicle; or
- where a terminal illness is diagnosed.

All requests for early termination of your lease must be sent to IFM.

If you wish to return your vehicle for any other reason not listed above, you will be liable for all costs associated with the early termination of the vehicle (see below), which will be deducted from your net pay.

8.3 Early termination charge

The early termination charge will be 40% of the outstanding rentals for the remaining lease term, plus any applicable excess mileage charge (pro-rated) and/or end of lease damage charges to the vehicle, outside the BVRLA fair, wear and tear guidelines. Please note that the salary sacrifice reductions are collected in whole months and no credits will be given for part months.

8.4 In the event of absence

If you are absent from work for more than 30 days' due to sickness, maternity, adoption or paternity leave you may retain your vehicle.

ABP will continue to process your salary reduction until you reach statutory level or National Minimum Wage. To simplify; if you receive 50% of your full pay during a month, ABP will process as much of your reduction as possible without taking you below National Minimum Wage. If your pay reaches the statutory level or falls below the National Minimum Wage the salary reduction will not be applied.

You may remain in the Salary Sacrifice scheme whilst absent/on leave, for a maximum period of twelve months, from when your relevant leave commenced. If at any point you leave ABP or your leave exceeds twelve months you may terminate your vehicle prior to expiry of your lease, without cost (subject to any excess mileage charge (pro-rated) or end of lease damage charges), provided that, you give at least 30 days' written notice to IFM. You also have the option to purchase the vehicle.

8.5 Vehicle requirement changes

Your lease is for a fixed term, but we realise that things may change – for example, new arrivals mean a larger vehicle may be required. If your needs change, please contact IFM. It's not always possible to change the vehicle without any penalty but we will always try our best to accommodate your request.

8.6 Outstanding cost of home charge points

If you have included an EV Charge Point within your Salary Sacrifice arrangement and you leave your employment before the expiry of your lease, you will be charged for the outstanding balance on a pro-rata basis.

9. End of lease events

9.1 End of lease options

You will be contacted by IFM approximately 6 months before the end of your current lease to discuss your options. The options available are:

- Order a new salary sacrifice vehicle to replace your current vehicle at the end of your lease;
- Purchase your current vehicle and leave the scheme;
- Purchase your current vehicle and order a new vehicle; or
- Return your current vehicle and leave the scheme.

You may order a new vehicle before your current lease has expired, which depending on lead times may be delivered on the day your old vehicle is collected. If you wish to continue taking part in the scheme, we recommend you order your new vehicle as soon as possible to ensure a smooth transition.

If you are still deciding on what vehicle you want to order next, or if it is going to take longer to be delivered than anticipated, we may be able to extend your current lease while you wait. These informal extensions are agreed on a month by month basis and are continued at the current monthly cost of your existing lease, as per your original signed vehicle quotation. An extension may not always be possible; in which case we will endeavour to provide an alternative vehicle.

You will be contacted periodically until you have informed IFM of your decision.

9.2 Purchasing your vehicle

If you would like to purchase your vehicle at the end of your lease, contact IFM with your registration number and current mileage. A price to purchase your vehicle will be obtained from the lease company. We are unable to provide this price until towards the end of your lease as vehicle values can change at any time.

9.3 Collection of your lease vehicle

We will arrange collection from a mutually agreed location. Due to salary reductions being collected in whole months and no credit being given for part months it is advised that you arrange a collection date with IFM that is as near as possible to the date in the month that you received the vehicle. For example, if you received your vehicle on the 30th of the month you may wish to return your vehicle on (or just before) the 29th of the month.

You will need to be present at the time of collection to carry out the return inspection alongside the collection driver. A note of any damage (if any) will be recorded on the vehicle inspection report and the odometer reading taken and recorded. You will need to sign the vehicle inspection form on handover.

We would expect the vehicle to be returned within the agreed contract mileage, clean, in good condition and damage free (i.e. to ensure the vehicle is legal to drive), additionally you are expected to ensure:

- You check the vehicle thoroughly for any personal items and remove them prior to collection as they will not be retrievable following collection;
- Any personal information is deleted from the vehicle, for example, call logs, phone numbers, sat nav address etc;
- There is sufficient charge or fuel in the vehicle to travel at least 60 miles. Please note we may require you to return your EV vehicle with more electric charge, depending on the collection location, to enable the collection driver to arrive at the nearest charge station safely after the vehicle is collected;
- The vehicle includes the charging cables, service book, mats, codes, keys and spare keys (you will be liable for costs associated with replacing these items where they are not included, which will be deducted from your net pay);
- Any items provided with the vehicle remain in/on the vehicle;
- You remove any accessories fitted to the vehicle at your expense after delivery such as roof racks, tow bars etc. Any damage caused by the removal of such items will be charged to you and deducted from your net pay.

You will need to ensure that the vehicle is in a roadworthy condition and any damage repaired, outside of the BVRLA fair, wear and tear guide (a copy which is available upon request) before collection.

We recommend you get a vehicle refurbishment specialist to inspect the vehicle prior to collection to avoid any charges. Where a vehicle is returned damaged IFM will assess the damage and you will be invoiced for the repair costs accordingly by FE. If payment is not received within 30 days, a £50 non-payment fee will be applied, and the full amount will be deducted from your net pay.

Appendices

Appendix 1 – Benefit In Kind Rates

The table below details the current Benefit in Kind (BIK) tax rates to 2024/2025. Your BIK value is calculated by multiplying the vehicle’s P11d value (list price of the vehicle including optional extras, VAT and delivery charges, minus the first year registration fee and annual road fund licence) by the Co2 and electric vehicle range banding your vehicle sits in. Your BIK rate will also be detailed within your quotation.

Co2 From	Co2 To	Electric Vehicle Range	2022/23	2023/24	2024/25
0	0	n/a	2%	2%	2%
1	50	130+	2%	2%	2%
1	50	70-129	5%	5%	5%
1	50	40-69	8%	8%	8%
1	50	30-39	12%	12%	12%
1	50	0-29	14%	14%	14%

Appendix 2 – Request a login



ABP: Access Quote Portal

To access the quote portal, please fill out the form below and our team will get back to you with your personalised login details in line with ABP's scheme rules.

Request a Login

First Name *
your first name

Surname *
your surname

Employer *
company name

Date of Birth *
dd/mm/yyyy

Your Email *
best contact email

Contact Number *
best contact number

Personnel Number *
your personnel number

Start Date with Employer *
the date you started

Communication Preferences *
How do you want us to communicate with you about the scheme, please ensure at least one is ticked or we cannot communicate with you regarding the scheme. Email Phone

Do you want to be added to our * Yes No
email marketing list?

By choosing 'Submit', you accept the terms as outlined in [the employee pack](#).

Submit

Appendix 3 – Login details & link to portal

Dear XXXX

Thank you for taking an interest in the ABP Salary Sacrifice scheme for Ultra Low Emission Vehicles & Electric Vehicles.

Please find below your login details to access the quote portal.

Your Username is your Personnel Number (as shown on your payslip).

Your Password is the last 4 digits of your Personnel Number and first 3 characters of your surname (lowercase).

Link to quote portal: <https://fleetevolution.hosted.jaama.co.uk/Live/BrokerQuotes/Account/Login>

Remember for comparison purposes, the price you see is the **all inclusive cost** and your cost is only displayed after you choose the 'salary sacrifice' tab and enter your salary (base salary).

When you are happy with a quotation and lead time on the vehicle selected, proceed with your order. You will then be sent a link to complete an online motor insurance application form and Interactive Fleet Management will commence the driving licence check process. Results from the driving licence check will be shared between, ABP, Interactive Fleet Management, Fleet Evolution and the motor insurer to allow an accurate insurance quote.

Remember, the greener the car the bigger the saving!

If you have any questions regarding your access or how to use the quote portal, please contact the Fleet Evolution team via driverline@fleetevolution.com or call 0300 302 0626.

Kind regards



Driverline Team

driverline@fleetevolution.com

Tel: 0300 302 0626 | Web: www.fleetevolution.com

Office: Fleet Evolution, The Dovecote, Pimlico Farm, B79 0PF



Appendix 4 – Insurance application online form

1
PERSONAL
DETAILS

2
ADDITIONAL
DRIVERS

3
PARKING
LOCATIONS

4
MOTORING
CONVICTIONS &
ACCIDENTS

5
INSURANCE
CONDITIONS

Insurance application form

Personal details

Title*

Full name*

Address*

Date of birth*

Email address*

Best contact number*

Driving licence no.*

Licence type*

Date obtained*

Occupation*

Any DVLA declarable disabilities or medical conditions?*

Yes No

(If yes, please provide details)

< PREVIOUSNEXT >

- 1
PERSONAL DETAILS
- 2
ADDITIONAL DRIVERS
- 3
PARKING LOCATIONS
- 4
MOTORING CONVICTIONS & ACCIDENTS
- 5
INSURANCE CONDITIONS

Additional driver information

Up to 4 additional drivers are permitted. Please ensure each additional driver's information is on one line and each box is filled in. Remember to start a new line for each additional driver.

Title	Full name	Date of birth	Address	Email address	Contact number
+ Add additional drivers					

(2)

Relationship to driver	Drivers licence no.	Licence type	Date obtained	Occupation	Nature of business
+ Add additional drivers					

(2)

Any DVLA declarable disabilities or medical conditions?

Name	Y/N - specify
+ Add more	

(2)

< PREVIOUS
NEXT >

- 1
PERSONAL DETAILS
- 2
ADDITIONAL DRIVERS
- 3
PARKING LOCATIONS
- 4
MOTORING CONVICTIONS & ACCIDENTS
- 5
INSURANCE CONDITIONS

Parking locations

Where will the vehicle be kept overnight?*

Garage
 Drive
 Off road
 Behind gates
 Street outside home
 Street away from home
 Other

Other Location

Where will the vehicle be kept during the day?*

Home
 Secure work car park
 Public car park
 On road parking
 Other

Other Location

< PREVIOUS
NEXT >

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PERSONAL
DETAILS
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ADDITIONAL
DRIVERS
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LOCATIONS
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MOTORING
CONVICTIONS &
ACCIDENTS
- 5
INSURANCE
CONDITIONS

Motoring convictions

Has any driver received a motoring conviction in the last 5 years? If so, please detail below.

Full name	Offence code	Date	Penalty/fine	Number of months banned (if applicable)
+ Add conviction				

(2)

Accidents

Has any driver been involved in an accident in the last 5 years? If so, please detail below.

Full name	Reason for claim	Date	NCD affected?	Cost of damage	Who was at fault?
+ Add accident					

(2)

No claims bonus

How many years?	How did you earn your no claims bonus? (e.g. personal car/company car)
+ Add Row	

(2)

Please note, at the end of your lease, the insurer will provide you with written confirmation of your claims history. This is not certified No Claims Bonus that all insurers will accept. However, in our experience, the majority of 5* Defaqto rated insurers will accept this as continuation of No Claims Bonus.

< PREVIOUS
NEXT >

- 1
PERSONAL
DETAILS
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LOCATIONS
- 4
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CONVICTIONS &
ACCIDENTS
- 5
INSURANCE
CONDITIONS

Have any drivers named ever had any of the following?

Increased premiums or special conditions?*

Yes No

If yes, please provide details:

Refused policy renewal or had any cover cancelled?*

Yes No

If yes, please provide details:

I confirm that the information provided is correct and complete. I understand that if any of the information provided is incorrect, my insurance policy may be cancelled or treated as though it never existed. Any claim I make may be rejected or not fully paid and my insurance cost may increase as a result of this. I hereby give authority for the insurance broker to speak to Fleet Evolution Ltd on my behalf regarding my policy. By signing this declaration, I confirm that Interactive Fleet Management can share my driving licence information with Fleet Evolution and the insurance broker.

Full name*

Signature*

Date*

Submit form

Appendix 5 – Your Order form

Your Order



Company Name	Employee Name «DriverName»	Quotation Number «QuoteNumber»	Date Created «QuoteCreatedDate»								
This order is valid for 30 days from the date created											
Vehicle: «VehicleFullName»											
Fitted With: «OptionsDescriptions»											
CO2	«CO2gkm»	Excess PPM (exc VAT)	«ExcessPPMxVAT»								
Contract Term (months)	«Term»	Total Contract Mileage	«LifeDistance»								
		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Company Car Benefit in Kind Tax</td> <td style="width:50%;">Future</td> </tr> <tr> <td></td> <td>«BIKTaxYearP1» «BIKTaxYearP2»</td> </tr> <tr> <td>20% Tax Payer</td> <td>«BIK_PM_20P1» «BIK_PM_20P2»</td> </tr> <tr> <td>40% Tax Payer</td> <td>«BIK_PM_40P1» «BIK_PM_40P2»</td> </tr> </table>		Company Car Benefit in Kind Tax	Future		«BIKTaxYearP1» «BIKTaxYearP2»	20% Tax Payer	«BIK_PM_20P1» «BIK_PM_20P2»	40% Tax Payer	«BIK_PM_40P1» «BIK_PM_40P2»
Company Car Benefit in Kind Tax	Future										
	«BIKTaxYearP1» «BIKTaxYearP2»										
20% Tax Payer	«BIK_PM_20P1» «BIK_PM_20P2»										
40% Tax Payer	«BIK_PM_40P1» «BIK_PM_40P2»										
Gross Salary Sacrifice «GrossSalarySacrifice» Tax on this benefit «IncomeTaxOnCar» NI Saved «NISaved» Income Tax Saved «IncomeTaxSaved» Monthly Cost to you* «NetCostToEmployeee»*		Delivery Address Signature _____ Date _____									
<p><small>*Monthly cost to you is how much your net pay will reduce by. The net cost assumes a change to your tax code to account for Benefit in Kind (BIK) tax. HMRC will need to be notified of your new benefit by you or by your Employer via form P11d/P46 (Car). Ultimately it is your responsibility to ensure HMRC are made aware of your new benefit. This cost may change to reflect insurance on inception or anniversary should you receive a driving conviction or changes to your claims history. The Co2 and Company Car Benefit in Kind Tax values are the current values at the time of producing this order. Please be aware that these are not confirmed until the vehicle is registered and may be subject to change.</small></p>											

Your Order is valid for 30 days from the date created.



<p>Scheme Terms As you are joining the Salary Sacrifice Scheme, you are confirming that you accept to vary your terms and conditions of employment in accordance with the Employment Rights Act 1996. This order and the Employee Pack confirms your agreement to enter into the Salary Sacrifice Scheme and you will be bound by the scheme terms and conditions which are set out here and within the Employee Pack.</p> <p>Salary Sacrifice The Salary Sacrifice Scheme allows you to receive a fully maintained, taxed and insured company vehicle through Interactive Fleet Management and scheme partner Fleet Evolution. You agree that your Employer will reduce your gross monthly pay by the amount specified within your vehicle order in exchange for a vehicle. You accept that the exact net deduction is subject to change based upon changes in legislation and taxation rules.</p> <p>Mileage You understand that should you exceed your contract mileage; we may recommend that you have a lease realignment to reflect your actual mileage covered. If no lease realignment is made, you will receive an excess mileage charge at the end of your lease if you exceed your contract mileage.</p> <p>Additional Charges You understand and acknowledge that for the period of your lease you shall be liable for all types of fines, penalties and charges, excess mileage charges or vehicle damage recharges including insurance excesses and uninsured losses.</p> <p>You acknowledge that these costs will be your responsibility and will be recharged directly to you by Fleet Evolution. A £50 non-payment fee will be applied if not settled within 30 days of the invoice date and the full value of the invoice along with the administration fee will be deducted from your net pay.</p> <p>Additional Payroll Deductions You authorise your Employer to make deductions from your pay for any charges incurred on your behalf which you have not paid directly to Fleet Evolution. These could include (but are not limited to) excess mileage charges, early termination charges, fines and recharges for repairs outside of the BVRLA fair, wear and tear guidelines.</p> <p>Long-Term Absence Due to Sickness, Maternity, Adoption or Paternity Leave If you are absent from work for more than 30 days' due to sickness, maternity, adoption or paternity leave you may retain your vehicle. Your Employer will continue to process your salary reduction until you reach statutory level or National Minimum Wage. If your pay reaches the statutory level or falls below the National Minimum Wage the salary reduction will not be applied. You may remain in the Salary Sacrifice scheme whilst absent/on leave, for a maximum period of twelve months, from when your relevant leave commenced. If at any point you leave your Employer or your leave exceeds twelve months you may terminate your vehicle prior to expiry of your lease, without cost (subject to any excess mileage charge (pro-rated) or end of lease damage charges), provided that, you give at least 30 days' written notice.</p> <p>Checkline Your Eligibility to Drive You agree to Interactive Fleet Management checking your entitlement to drive and licence details with the DVLA throughout your lease. You have completed a DVLA licence check mandate (via the online link) to facilitate this and you agree that such information may be shared with your Employer, Fleet Evolution and the Insurance company.</p>	<p>Termination You understand that the lease is for a fixed period specified on this order. If you wish to terminate the lease whilst still employed, the early termination fee is 40% of the outstanding rentals, plus any applicable excess mileage charge (pro-rated) and/or end of lease damage charges to the vehicle, outside the BVRLA fair, wear and tear guidelines.</p> <p>If you leave your employment before the end of your lease no early termination charges will apply, provided that you give at least 30 days' written notice to Interactive Fleet Management and subject to any excess mileage charge or end of lease damage charges. You also have the option to purchase the vehicle.</p> <p>Insurance Fleet Evolution arrange for fully comprehensive motor insurance to be included within the scheme. You understand and acknowledge that you are liable for any damage or other third-party costs arising from a claim not covered under the policy.</p> <p>Cancellation If you cancel your order before delivery, you may be charged a cancellation fee. Once your vehicle has been delivered, you understand that the Termination rules above apply.</p> <p>Salary Based Benefits You understand that by entering into the scheme, your future borrowing capability may be affected as by doing so, you will reduce your net pay.</p> <p>Electric Vehicle Charging Points If you have included an EV Charge Point within your Salary Sacrifice arrangement and you leave your employment before the expiry of your lease, you will be charged for the outstanding balance on a pro-rata basis.</p> <p>Signed: _____ Date: _____</p> <table style="width:100%;"> <tr> <td>Company Name</td> <td>Associated British Ports</td> </tr> <tr> <td>Employee Name</td> <td>«DriverName»</td> </tr> <tr> <td>Quotation Number</td> <td>«QuoteNumber»</td> </tr> <tr> <td>Date Created</td> <td>«QuoteCreatedDate»</td> </tr> </table>	Company Name	Associated British Ports	Employee Name	«DriverName»	Quotation Number	«QuoteNumber»	Date Created	«QuoteCreatedDate»
Company Name	Associated British Ports								
Employee Name	«DriverName»								
Quotation Number	«QuoteNumber»								
Date Created	«QuoteCreatedDate»								

Appendix 6 – Order confirmation

Dear ~~xxxxxx~~

We would like to thank you for your order.

Please check the specification outlined below carefully and contact us immediately if anything is not as expected.

Order number:
Driver Name:
End User Company:
Vehicle specification:
Colour:
Trim:
Factory Options:
Dealer Fitted Options:
Estimated delivery date:

If we do not hear from you, we shall progress your order providing regular updates and contact you when your vehicle arrives in stock.

If you have any questions, please contact the Interactive Fleet Management team via abp@interactivefleet.co.uk or call 01536 536672.

Kind regards

Harriet Wakelin
Account Manager

T: +44 (0)1536 536672

E: abp@interactivefleet.co.uk

W: <http://www.interactivefleet.co.uk>

[To View Our Privacy Policy Please Click This Link](#)



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Grosvenor Contracts Leasing Ltd, Balmoral House, Kettering Venture Park, Kettering, Northants, NN15 6XU.
Registered in England & Wales 1565525 VAT 718310370

Appendix 7 – P11d value notification

16 June 2022

Mr A. B. Ports
Associated British Ports



P11D Value Notification

Dear Mr A. B. Ports

We are able to confirm the P11D value as supplied by your lease provider, together with the Co2 emissions of the vehicle for tax purposes, as well as other information you may wish to record.

Registration Number:	AB12 3PO
Our Reference:	321065
Your Reference:	
Driver:	Mr A. B. Ports
Vehicle:	BMW 3 Series Saloon 330e M Sport 4Dr Auto
Colour/Trim	Metallic Mineral Grey
P11D Value:	£41,395.00
CO2 Value:	31
Engine CC:	1998
Chassis Number:	WAA4P555X0HK36371
Key Number:	
Radio Code:	
Date of Registration:	19 November 2021
Fuel Type:	Hybrid
RDE2 standard:	Yes
EV Range:	32

Extras: Vernasca leather - Black with grey stitching. Stereo speaker system with 2 mid range speakers in the front door trims and rear. Standard seat for driver and passenger with manual adjustment. Metallic - Mineral grey. Bluetooth hands free facility with USB audio interface with audio streaming. Adaptive LED Headlights. 18" NON-RFT M double spoke bicolour orbit grey light alloy wheels - Style 790M i.

In accordance with current guidelines set out in the relevant legislation, the P11D value is based on the Manufacturer's list price for the vehicle on the day preceding registration and any difference between previously advised P11D value and the amount shown above will be due to a change in list price or more extras. Co2 values may change as a result of various factors including optional extras and tyre size.

You may need to adjust the P11D value in the event that accessories costing more than £100 have been fitted to the vehicle subsequent to delivery or where the driver has made a capital contribution.

Interactive Fleet Management makes every effort to ensure that all of the above information is accurate, however, we cannot accept any liability for its accuracy.

We thank you for placing your business with us and if we can be of any further assistance, please do not hesitate to contact us.

Yours sincerely
Interactive Fleet Management Limited
Fleet Admin Department



Appendix 8 – Lease realignment quotation



Mr A B Ports
1 Street Name
London
SW1A XXX

21 July, 2022

Dear xxxxx

Please find below your quotation to realign your current Salary Sacrifice lease.

This Salary Sacrifice lease realignment quotation is valid for 7 days.

Contract Number: 1480
Registration Number: LD21XXX **Latest Mileage:** 3060
Make Model: TESLA MODEL XXXXXXXXXXXX

Quotation Reference: 1070	Current Details	Realigned Details
Contract Term (Months)	48	48
Contract Mileage	20000	40000
Contract End Date	30 March 2025	30 March 2025
Remaining Payments	16	16

Gross Salary Sacrifice amount	£735.11	£835.25
--------------------------------------	----------------	----------------

If you wish to proceed with this Salary Sacrifice lease realignment quotation, please return a signed copy of this quotation to abp@interactivefleet.co.uk.

This Salary Sacrifice lease realignment quotation is subject to ABP’s approval to ensure you still meet the schemes eligibility criteria.

Upon receipt of the signed quotation and approval from ABP, the lease realignment will take effect from the next available payroll and continue for the remainder of your lease.

Signed: _____ Date: _____

If you require any assistance, please do not hesitate to contact us on 01536 536672 or via email abp@interactivefleet.co.uk.

Yours sincerely

Interactive Fleet Management