

Rhodium Novated Lease Variation

Rhodium has devised a method to change Novated Lease arrangements whereby drivers can alter the budgeted contributions within their lease. This alteration is particularly useful when drivers have developed a negative variance on their contributions to their lease running account, or wish to add a lease component not previously budgeted for.

Terms and conditions as well as a quick guide to the process are outlined below:

- This variation can only be used for the variable components of your lease. These components include Fuel, Scheduled Servicing, Additional Maintenance and Roadside Assistance. If your kilometre allocation needs to change Rhodium simply alters the budgeted components affected by the kilometres travelled.
- You are able to vary more than one component within a lease variation, e.g. allocate additional contributions to Fuel and to Additional Maintenance. You will need to advise us an amount per installment and to which components you wish to alter.
- From an agreed installment projected into the future Rhodium will commence invoicing the varied amount to your salary packager. It is important that you have varied your salary deductions with your salary packager within their payroll deadlines prior to the nominated commencement date. You will be responsible for modifying your deductions, subject to your packager's requirements as Rhodium has no authority to do this on your behalf. Any correspondence we send you including the documents maybe copied to your salary packager but you should still check that your deductions have altered on the required date.
- Rhodium will only allow this variation to take place from the first lease installment in a calendar month.
- All original signed documents must be sent back to Rhodium prior to the effective date so we can ensure from the agreed installment this variation can commence properly. If this is not done the variation cannot proceed.
- The first variation to your lease is done at no cost, but any further lease variations will incur a \$250 processing fee inclusive of GST which will be invoiced to you and payable upfront. This fee cannot be incorporated into your lease.

- An alternative to preparing a lease variation is to check with your salary packager to see if any funds exist in your salary packaging account. With your instruction these may be able to be sent to Rhodium to catchup any debts, or budget for additional costs. You will need to check this with your packager and advise us if this will occur.

- Any variation must meet the minimum criterion as set out below.
 - There must be a minimum of six fortnightly installments or three monthly installments remaining on your lease at the time of variation.
 - The total cost of the variation must exceed \$600. e.g. for 20 installments remaining the variation to installment amount must be greater than \$30.

Steps to a Lease Variation

1 – Negotiation:

In this phase initial discussions need to be held between the driver and Rhodium as to what to actually vary about the lease.

2 – Agreement and Issuing of Official Documentation:

Once the variation is agreed in writing Rhodium will issue official documentation to be signed in triplicate by the employee and employer to effect that change. These documents should be provided to your Salary Packager so they have a copy and Rhodium will occasionally do this when we send the documents to you initially via email.

3 – Employee returns documents.

Three signed originals should be returned to Rhodium prior to the variation commencement date to enable us to amend our invoicing and your Salary Packager to change the relevant salary deductions.

4 - Rhodium returns documents.

Rhodium will return to the driver and to the employer an executed copy of the documents signed by all three parties within 14 days of the variation commencing.

For any enquiries please contact the SmartLease team on (02) 6123 0700 or at Rhodium@Rhodium.com.au