

RETURN OF THE VEHICLE AFTER TERMINATION OF THE CONTRACT



HOW TO PREPARE THE VEHICLE FOR RETURN? PLEASE:

1. Remove any stickers or advertising signs (if any).

Your removal of these items should not leave any damage to or discoloration of the paint. If any advertising signs are left on the car, you will be charged with the cost of removing them.

2. Verification and return of the complete set of equipment.

You should return all the keys, and complete standard and optional equipment which was in your car at the time of collection. In particular, please do not forget to return:

- the operating instructions and service book (incl. case);
- the jack, spare wheel or repair kit, the set of wheel wrenches, a securing screw (if provided);
- the car trunk cover, separating bars and wire grid barriers, and the original hubcaps.

3. Cleaning of the interior.

The interior of the vehicle should be free from persistent and unpleasant odours (e.g. tobacco).

4. Handover of a washed vehicle.

After washing, allow the car to dry so that the body can be visually inspected.

Cars that are not ready for the collection procedure, where it is impossible to assess the condition of the body, will be described in detail only after they have been washed. The Customer will be charged for any damage identified.



It is essential that the returned vehicle has a valid technical inspection certificate. Vehicles without a valid technical inspection certificate will not be collected and you will be charged with the cost of failed collection.

COLLECTION OF THE VEHICLE AS EVIDENCED IN A WRITTEN REPORT

At the time of return of the vehicle, an Electronic Return Report will be generated, which is the official confirmation of return. The report will be completed by a representative of ALD Automotive in the presence of your representative.

A representative of ALD Automotive is required to carry an ID entitling them to collect the vehicle. If you have any

doubts as to the identity of the person collecting the car, please contact ALD Automotive immediately.

The Electronic Return Report will contain the odometer reading, which you will confirm as being accurate. Your representative should also declare any damage to the vehicle if it occurred during the operation of the vehicle. The report will be signed by both parties and automatically sent to the e-mail address provided by you.



Important: A representative of ALD Automotive who inspects the vehicle is required to describe the condition of the vehicle as thoroughly as possible. This does not mean, however, that all the damage marked on the return report will be classified as excessive wear and tear. Such verification takes place after the vehicle has been described by an independent expert.

INDEPENDENT EXPERT ASSESSMENT

The rules for classifying damage identified in returned vehicles are specified in the Guide to Vehicle Return issued by the Polish Vehicle Rental and Leasing Association (PZWLP). Based on that document, an independent expert assesses all the damage described in the Electronic Vehicle Return Report. If the expert classifies the damage as arising from:

- excessive wear and tear;

and/or

- misuse,

ALD Automotive will determine the cost of restoring the vehicle to its standard condition (the condition of the vehicle on the release date, taking into account normal wear and tear, in accordance with the vehicle condition as specified in PZWLP's Guide to Vehicle Return). A link to the expert's report will be sent to the your fleet administrator by e-mail. You will be required to pay a fee equal to the cost of restoring the vehicle to its standard condition on the basis of a debit document.

DEAR CUSTOMER, PLEASE:



- wash and clean the vehicle;
- return the documents and all the keys;
- return the standard and optional equipment;
- return the car with a valid technical inspection certificate;
- take all your personal belongings out of the car.

Important! The indication of damage in an electronic return report is not tantamount to classifying it as damage or excessive wear and tear.