

LeasePlan
DRIVER SET

Vehicle documentation

LeasePlan



What's next?

Welcome in your LeasePlan vehicle

Welcome in your vehicle provided by LeasePlan under the operational leasing contract. This set contains the most important information concerning the operation of your vehicle, as well as documentation you will need while using it.

We wish you many happy miles with your car!

Where can you find all the necessary info?

- At LeasePlan's **NON-STOP line +420 296 333 666**
- In the driver portal **MyLeasePlan**

In MyLeasePlan (www.leaseplan.com/cs-cz/informace-pro-ridice/myleaseplan) you may find all the relevant information about your vehicle, as well as about the services LeasePlan offers as part of operational leasing. You will receive an e-mail with access information to the portal within 10 days after the delivery of the vehicle. You can also download MyLeasePlan as an application to your smart phone (name of the app is LeasePlan).

To download the app, please use the QR code on the cover or go to the App Store or Google Play.

- On LeasePlan's website www.leaseplan.com



Vehicle documentation

Together with the vehicle, you will receive the following documents, which are included in this set:

- **vehicle registration card**
- **proof of insurance – third-party liability, valid internationally** (so-called green card)
- **highway sticker and fuel card** with a sealed envelope containing the PIN code (if such service is included in the contract)

Loss / theft / damage of documents or license plates

Please always report the loss, theft or damage of the documents or the license plates via e-mail to pozadavek.dokumenty@leaseplan.cz or call the **NON-STOP line +420 296 333 666**. Please note that without the license plate the vehicle should not be used and is inoperable, you may also use the Assistance service for this instance.

Travelling abroad with your vehicle

You may use your vehicle freely both within the Czech Republic and abroad without any additional documents. However, some countries (outside of EU) may require that you have an authorization to use the vehicle. To get this authorization, please contact us via e-mail to zmocneni.zahranici@leaseplan.cz.



Services for you

An overview of services and individual insurance types arranged for your company as part of operational leasing may be found in the attached document Service entitlement or in the app **MyLeasePlan**.



Assistance

LeasePlan Assistance means non-stop help in emergency cases concerning your car. Should your car become inoperable, please call **+420 296 333 666**. The service is available both in Czech Republic and in other countries of Europe, incl. Turkey and certain cities in the Russian Federation (the service is not available in Ukraine, Moldova and Belarus).



Replacement vehicle

This service is used in case of scheduled downtime of your vehicle, such as regular servicing.

The replacement vehicle may be ordered by calling the **NON-STOP line +420 296 333 666**; the vehicle will be made available within 24 hours (on working days) throughout the Czech Republic, while the category of the vehicle is determined by the lease contract.



Fuel cards

Please use the fuel card for purchases of fuel and other products for the vehicle, to which it was issued, and do not keep the PIN code together with the card. Please get in touch with your contact person to find out the allowed products and networks where the fuel card is accepted.

Loss/theft of the fuel card

We kindly ask you to contact LeasePlan's **NONSTOPline** at **+420 296 333 666** immediately when you discover the card is lost or stolen to have the card blocked to prevent its misuse. You can then arrange a new card by sending a request to pozadavek.dokumenty@leaseplan.cz.



Insurance and claim handling

In case you discover a damage on your vehicle, if you're involved in a traffic accident or if your car is stolen, please contact LeasePlan immediately. You may report the damage by calling the **NON-STOP line +420 296 333 666** or by filling out the report form available in the MyLeasePlan app or at our website www.leaseplan.com.

Vehicle theft

- Please call the Police at **158** (in Czech Republic) and report the theft. You may use the Assistance service if needed.

Traffic accident

- If another driver is involved in the traffic accident, please fill out the accident report form! You should call the Police if required by the legislation.



Tires

The scope of the Tire service may differ depending on the conditions of the contract with your company.

All requests concerning the wheels (tires, discs and accessories) should be arranged through the tire servicing network. The current list of cooperating partners is available in the **MyLeasePlan** app or at our website www.leaseplan.com. If needed, please call us at **+420 296 333 666**.

Seasonal tire change

In accordance with the valid legislation, the vehicle should be equipped with winter tires in the period from November 1st to March 31st.



Maintenance (servicing and repairs)

The scope of the Maintenance service may differ depending on the conditions of the contract with your company. Please turn to the contact person in your company for more details.

Information about the maintenance network may be found in the **MyLeasePlan** app.

Please follow these rules while using your vehicle:

- Do not carry out any intervention in the vehicle without approval of LeasePlan.
- Activate security devices installed in the vehicle when leaving the vehicle.

- In case of loss, theft or damage of any documents, keys, etc., please inform LeasePlan without delay.
- The vehicle should be operated and maintained as to prevent any damages.
- In case of any technical faults on the vehicle, please contact the **NON-STOP line** of LeasePlan at **+420 296 333 666**.

Need a servicing appointment to be arranged?

LeasePlan will help you arranging the servicing both for regular maintenance and for repair of damages. All you have to do is call our **NON-STOP line +420 296 333 666** and the operator will contact the appropriate servicing partner and make an appointment on your behalf.



Lease termination

Vehicle return

You may find the details and options for returning the vehicle in the **MyLeasePlan** app or at our website www.leaseplan.com. Please get acquainted with the details and requirements what to do prior to returning your vehicle.

Excessive wear and tear on the vehicle

You may also consult the guidelines for evaluation of regular and excessive wear and tear on the vehicle, which is available at our website <https://www.leaseplan.com/cs-cz/informace-pro-ridice/>.

Vehicle purchase

You may purchase the vehicle after the lease expiry. If you are interested in such option, please find more details at our website <https://www.leaseplan.com/cs-cz/informace-pro-ridice/odkup-vozidla/>.