

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?

In the **DriverPass** car card (www.leaseplan.com/en-cz/driver-services/kartaridice/) you will find all relevant information in one place:

- Information on the vehicle and provided services.
- Insurance document (so-called green card).
- Links to pre-filled forms for ordering vehicle servicing, arranging road assistance, reporting damages, loss of documents.
- Tire service network and EV charging network.
- Information on validity of the highway vignette.
- Location of tire storage.
- Notifications for servicing, validity of the technical inspection or manufacturer recall.
- And a lot of other useful information.

The card can be used in the Wallet app (iOs – automatically in your mobile phone) or Yourwallet app (android – to be downloaded in Google play).

- You will get the car card by registering at kartavozu.leaseplan.cz/en after reading the QR code on the Driver set cover. You will also receive an e-mail with instructions for signing in within 10 days of taking delivery of your new car.
- At LeasePlan's **NON-STOP line +420 296 333 666**.
- On LeasePlan's website www.leaseplan.com/en-cz in the section information for drivers.



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)
- **fuel card or charging card for EV's** (if such service is included in the contract); fuel cards also with a sealed envelope containing the PiN code

Loss / theft / damage of documents or license plates

Please report any loss, theft or damage by using the applicable form in **DriverPass**, or via phone by calling **+420 296 333 666** or by using the web form available at www.leaseplan.com/en-cz in the section Information for drivers. 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. You can request the issue of the authorization by using the web form available at www.leaseplan.com/en-cz in the section information for drivers.

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 **DriverPass**.



Assistance

LeasePlan Assistance means non-stop help in emergency cases concerning your car. Should your car become inoperable, please arrange the assistance service through the **DriverPass** or call **+420 296 333 666**, or you can download the link to the digital assistance service, and order the assistance service online. 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.

Charging cards for electric vehicles

- These cards function in the RFID mode and as such are not protected by the PIN code. In case of loss or theft, please have them blocked immediately.
- You will find the map of charging stations in the **DriverPass** card or at servis.leaseplan.cz/#/charging-stations/.
- You may consult the currently valid price list of charging stations at www.leaseplan.com/en-cz/driver-services/.

Loss/theft of the fuel card

As soon as you find out that the card has been lost or stolen, it is necessary to have the card blocked to prevent it from misuse. Please contact us through the pre-filled form in **DriverPass**, or by phone at **+420 296 333 666** or by using the web form available at www.leaseplan.com/en-cz in the section information for drivers.



Damage 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 through the pre-filled form in **DriverPass**, or by calling the **NON-STOP line +420 296 333 666** or by filling out the report form available at our website www.leaseplan.com/en-cz in the section information for drivers.

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 **DriverPass** or at our website www.leaseplan.com/en-cz in the section Information for drivers. If needed, please call us at **+420 296 333 666**. You will find the location where the tires are stored in DriverPass.

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.

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 use the pre-filled form in **DriverPass** or contact the **NON-STOP line** of LeasePlan at **+420 296 333 666**.

Need a servicing appointment to be arranged?

To arrange the service, kindly use the form in **DriverPass** or go to our website www.leaseplan.com/en-cz and refer to the driver section. Alternately, you can contact our driver service line at **+420 296 333 666**.



Lease termination

Vehicle return

You may find the details and options for returning the vehicle in **DriverPass** or at our website www.leaseplan.com/en-cz. 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 www.leaseplan.com/en-cz in the section Information for drivers.

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 www.leaseplan.com/en-cz in the section Information for drivers.