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**GM HOLDEN EMPLOYEE NEW VEHICLE SALES PROGRAM / POLICY**

<b>Last Updated:</b>  01/11/2015	<b>Current Update By:</b>  Rob Eldred	<b>Process Owner:</b> Operations Manager, Holden Company Vehicle Operations	<b>Revision No: 3.7.7</b> <b>Effective From:</b>  01/11/2015	<b>Policy Owner:</b> Director of Revenue & Product Program Finance
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**1. Purpose**

To communicate GM Holden’s Policies and Procedures regarding the purchase of new vehicles by eligible employees and retirees, their eligible family members and their friends. (This policy updates the Holden New Vehicle Sales Policy Version 3.7.6).

**2. Definitions**

- “GM Holden” means GM Holden Ltd.
- “GMAC” General Motors Acceptance Corporation, Australia
- “HR” means GM Holden’s Human Resources Department
- “CVO” means Company Vehicle Operations
- “Retiree” means a permanent employee who separated from GM Holden after having attained 55 years of age

**3. Eligibility For New Vehicle Purchases**

Permanent employees (full time and part time) of GM Holden, former employees with greater than 5 years of service and retirees holding a Gold Pass, are eligible to purchase new vehicles for their own use from Holden dealers at a discount as specified in this Policy. Extended family members of the above mentioned current employees, former employees and retirees are also eligible under this Policy as follows except if employed by Federal, State or Local Government

- Spouse or de facto partner
- Siblings, or spouse/partner’s siblings (sister/brother in-law and their partners)
- Children/daughter or son in law/defacto children/ grand children
- Parents or parents in-law
- Stepfamily members, including step-parents, step-brothers and sisters, and step-children
- Grandparents or grandparents in-law
- Cousins, nieces, nephews, aunts uncles of the employee/retiree.
- Cousins, nieces, nephews, aunts and uncles of the employee’s/retiree’s spouse/partner

Other eligible participants for new vehicle sales discounts are:

- Surviving spouse/partner of deceased retirees (who has not remarried). The surviving spouse/partner may also nominate their children for a letter of introduction.
- Surviving partner (who has not remarried) and children of an employee who died while in employment with GM Holden. The discount rate in this case would be based on the number of years of service of the former employee.



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- Maximum Term Holden Employees (full-time and part-time) who, as an individual are directly contracted (and paid through GM Holden Payroll) by GM Holden Ltd or its subsidiaries for a period of 12 months duration, including; Co-op students, Apprentices, and any Holden employee with an end date in their contract.
  - Employees who have completed 20 years of service or are aged 55 or over and separate from GM Holden under a Special Separation Program will be entitled to the same purchase provisions as retirees.
  - Employees with less than 20 years of service or are less than 55 years of age and separate from GM Holden under a Special Separation Program will, for a period not exceeding 9 months from the date of separation, be entitled to the same purchase provisions as retirees
  - The following provisions will apply to all employees who involuntarily separate from Holden with effect from October 28, 2014.
    - a. Employees who have completed 10 years of service or are 50 years of age or over will be entitled to the same product purchase plan as retirees under the New Vehicle Sales Policy as amended from time to time.
    - b. Employees with less than 10 years' completed service and who are less than 50 years of age will, for a period not exceeding 5 years from the Date of Separation, be entitled to purchase a total of two vehicles at a level 1 discount in the 5 year period and in accordance with the New Vehicle Sales Policy as amended from time to time.
  - Employees who separate from GM Holden with a Total Permanent Disability (TPD) benefit (or their surviving spouse or partner), regardless of age, will be entitled to the same purchase provisions as retirees.
  - Employees of General Motors Corporation (GMC) – Australian subsidiaries and their subsidiary entities
  - GMC retirees including GMAC retirees living in Australia\* and Overseas GMC subsidiaries employees family members living in Australia
  - EDS (Australia) Pty Ltd\* employees who are both working on the GM Holden Contract and were GM Holden employees who transferred to EDS in 1985-1988). This includes eligible EDS staff who transitioned to HP and continued on the GM Holden contract or retired from EDS/HP at the conclusion of work on the GM Holden contract.
  - Associated Companies\* - including current employees and retirees of GMH Credit Co-Op Ltd or Holden Canteen Society. Note that HSV employees are not eligible.
  - Employees of Holden Leasing \* may purchase 1 vehicle per annum with the written approval of the Holden National Fleet Manager. The Level 1 basic discount amount will apply to these purchases.
  - The Holden Customer Assistance Section (CAS) Manager may provide written approval to CVO for employees of IBM \* working on Holden CAS business to purchase 1 vehicle per annum. The basic discount will apply to these purchases.



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\* Note: Employee is eligible but family members are not eligible

The following are **not eligible** to purchase under the GM Holden Vehicle Purchase Program:

- Public servants – employed by either Federal, State or Local government agencies whether relatives of employees or not
- Agency temps (paid by a third party)
- Contractors (paid by a third party), unless they fulfil the requirements above.

### 3.1 Vehicle Entitlements and Conditions of Purchase

Eligible participants are entitled to a maximum of four (4) Holden vehicles in total in any calendar year.

**Note:**

The exception to the above is for the GMC, EDS, Associated Companies employees including Holden Leasing employees (mentioned in Section 3) who are entitled to only one (1) vehicle in any calendar year.

Purchased vehicles must be registered in the name of the eligible participant. Vehicles cannot be registered in a company or business name unless the participant provides evidence of ownership or directorship of an ABN company.

Vehicle purchases must be held by (and registered in the name of) the eligible participant or ABN company for a minimum of eleven (11) months.

### 3.2 Eligible Vehicles

- All Holden vehicles.
- HSV vehicles are not available under this process (please refer to Holden In The Driveway process under Section 5 of this procedure)
- Availability of vehicles under this program may vary from time to time and is at the absolute discretion of GM Holden



3.3 GM Holden New Vehicle Purchase Program Discount Structure

- Employees and former employees (greater than 5 years of service) with up to 10 years of service and eligible family members are entitled to a level 1 discount.
- Employees and former employees with more than 10 years of service and eligible family members are entitled to a level 2 discount.
- Retirees and eligible family members are entitled to a level 2 discount.
- All other discounts will be provided at the level 1 discount rate.
- **For discount data please refer to the Employee Price List which is available via email from [cvoenquiries.holden@gm.com](mailto:cvoenquiries.holden@gm.com) or from your Holden Dealer.**
- In circumstances when the employee / retiree discounted price is not the lowest price available in case of the aged models, it may be preferable to accept the better offer. **In addition**, the Holden In The Driveway discount may be available to employees / retirees to further improve the generally available better price for aged models.
  - For further details on this discount please refer to section 5.0 below which refers to Assistance For New Vehicle Purchases

Discount Level Summary	Eligibility – including eligible family members
Level 1	Employees with less than 10 year’s service Former employees with 5 year’s service or more
Level 2	Retirees with gold card or gold pass Employees with 10 years service or more Former employees with 10 year’s service or more

4. **New Vehicle Sales Process**

For eligible participants to receive the discount for the new vehicle sales from a Holden dealer they must follow the process below.

- Step 1. Log onto the GM partner program Website [www.gmpartnerprogram.com.au](http://www.gmpartnerprogram.com.au).**
- Step 2. Enter in required information and follow the process depending on whether you are an employee or retiree.**
- Step 3. The letter of introduction will be sent directly to your email account. Alternatively, letters can be issued at your local CVO office or your nominated Holden dealership. You must identify yourself as an eligible Holden employee showing your employee**



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identification tag with photo whilst retirees must show their gold card or gold pass letter.

**Note If the vehicle is NOT to be registered in the employee's name, the Letter of Introduction (LOI) will be sent to CVO and will be mailed out or can be collected from:**

**CVO Melbourne**

191 Salmon Street  
Port Melbourne, VIC, 3027  
Phone: (03) 9647 1135  
Fax: (03) 9647 2578  
Trading Hours 8:00am - 4:30pm  
Monday to Friday

**CVO Adelaide**

John Rice Avenue  
Elizabeth  
Phone: (08) 8282 8113  
Trading Hours 8:00am – 4:30pm  
Monday to Friday

**A user guide to the GM Partner Program is available on request from CVO**

**Appropriate ID and evidence will be required when collecting LOI.**

Evidence of Employment or past employment	- GM Holden ID - Payroll Number
Photo ID	- Drivers Licence - Passport, etc.
Retirees	- Gold Card / Pass

AND

Evidence of eligible relationship (as required)

<ul style="list-style-type: none"> <li>• Spouse</li> <li>• Parents and Parents In-Law</li> <li>• Siblings or Partner's Siblings Children or Children In-Law</li> <li>• Sister in-law/Brother in-law and their partners</li> <li>• Grand Parents or Grand Parents in-law</li> <li>• Grand Children</li> <li>• Married Sisters and Daughters</li> <li>• Married Female Employees (using their married name) sponsoring family members.</li> <li>• Cousins, nieces, nephews, aunts and uncles of the employee/retiree</li> </ul>	<p>Evidence that of relationship;</p> <ul style="list-style-type: none"> <li>- Drivers Licence</li> <li>- Passport</li> <li>- Marriage Certificate</li> <li>- Birth Certificate</li> <li>- Statutory Declaration</li> </ul>
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<ul style="list-style-type: none"> <li>Cousins, nieces, nephews, aunts and uncles of the employee's/retiree's spouse/partner</li> </ul>	
De Facto Partners	Evidence that the relationship is at least six (6) months old; <ul style="list-style-type: none"> <li>- Joint Bank Account</li> <li>- Tenancy Agreement</li> <li>- Statutory Declaration</li> <li>- Other documents that verify the relationship</li> </ul>
Employees separating under a special separation program	<ul style="list-style-type: none"> <li>- Documentary evidence of eligibility from Holden HR</li> </ul>
Employees of GMC Australian Subsidiaries, EDS and Associated Companies	<ul style="list-style-type: none"> <li>- Letter of Introduction from the sponsoring GMC Personnel Department verifying eligibility</li> </ul>
GMC Retirees or GMC Family Members living in Australia	<ul style="list-style-type: none"> <li>- Letter of Introduction from the sponsoring GMC Personnel Department verifying eligibility</li> </ul>

If the eligible participant refuses to supply any of the documentary evidence requested a letter of introduction will not be issued.

**Step 4. Letter of Introduction**

- i. Letter of Introduction - Letters of Introduction are valid for 30 days from the date of issue and can be used to purchase any eligible model . Expired/unused Letters of Introduction must be returned to CVO Port Melbourne or Elizabeth so that they can be cancelled in the Employee Sales database.
- ii. Employees/Retirees making a false declaration may be suspended from the program and may be required to pay the difference between the Recommended Retail Price of the vehicle and the Employee Purchase Program price paid for the vehicle, irrespective of who actually purchased the vehicle.
- iii. Purchase price details will be provided by CVO on request
- iv. Copy of a new car brochure will be provided by CVO on request

**Step 5. Visit Dealership to Purchase Vehicle**

- i. Eligible participant presents "Letter of Introduction" at dealership, orders the vehicle and pays the appropriate deposit.

Upon arrival at the Holden Dealership the employee/retiree or nominated family member **MUST** introduce themselves as a GM Holden employee/retiree and provide their Letter of Introduction. This must be done before any negotiation commences.



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Failure to do so will be a breach of this policy. Under no circumstances will any Employee Pricing be discussed with anyone unless they have provided the Letter of Introduction.

The Dealer is not obliged to deliver to the Employee a vehicle from their existing Dealer Stock. This is purely at the discretion of the Dealer.

- ii. The Dealer then manages the New Vehicle Sale/Delivery or Dealer Demonstrator Program Vehicle Sale/Delivery to the eligible participant.
- iii. Dealers are entitled to charge an Employee Purchase Sales Administration fee (EPSA) currently up to a maximum of \$ 995 including GST. This fee covers pre-delivery inspection tasks and Dealer administrative costs and is payable by the eligible participant directly to the Dealer.

## **5.0 Assistance For New Vehicle Purchases – Friends and Business Associates**

### Holden In The Driveway Process

Employees and retirees are ambassadors for the Holden Brand and to assist you to support additional vehicle sales Holden will provide a rebate to friends and associates of Holden employees and retirees when purchasing a new Holden vehicle. The rebate is via the Holden In The Driveway program and the rebate is paid by Holden directly to the Holden Dealer and passed on to the purchaser. Rebates are not available to employees of government agencies – whether employed by federal, state or local government agencies.

A Holden In The Driveway rebate certificate will be initiated by Holden Pricing Dept and provided to the employee or mailed to the purchaser to present to the Holden Dealer and the rebate is in addition to the best dealer price negotiated by the purchaser. The certificate will remain current for a period of 2 months from the initiation date.

To initiate the rebates an email should be sent to

[holden.pricing@gm.com](mailto:holden.pricing@gm.com)

The email must include the following information for the Holden In The Driveway certificate to be initiated

- The friend's or associate's name and address
- Driver's licence number
- Vehicle model type to be purchased (refer to the list below)

The purchase of a vehicle under this arrangement by the friend or associate will **NOT** be counted towards the employee's/retiree's new vehicle annual entitlement of 4 vehicles and there is no cap on the number of rebates that will be issued.



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The rebate amount under this program varies by model and is provided in the table below. The discount amount may be varied from time to time at the discretion of Holden.

The rebate amount is additional to the best deal that can be negotiated with the Holden dealer and the rebate amount cannot be used in conjunction with the Holden new vehicle discount available to employees, retirees, eligible relatives.

Holden In The Driveway Discount Values

Model	Bonus Amount (ex GST)	Bonus Amount (inc GST)
Astra	\$455	\$500
Barina	\$227	\$250
Barina Spark	\$227	\$250
Cascada	\$909	\$1,000
Cruze	\$455	\$500
Captiva 5 & Captiva 7 SX& LS	\$909	\$1,000
Captiva 7 CX, LX, LT, & LTZ	\$1,818	\$2,000
Colorado 4 x 2	\$455	\$500
Colorado 4 X 4 DX LX LS & LT	\$909	\$1,000
Colorado 4 X 4 LTZ	\$1,818	\$2,000
Colorado 7	\$1,818	\$2,000
Insignia	\$1,818	\$2,000
Malibu Petrol	\$455	\$500
Malibu Diesel	\$909	\$1,000
Trax LS	\$455	\$500
Trax LTZ	\$909	\$1,000
<b><u>VF Sedan, Ute &amp; Wagon</u></b>		□
Pack Vehicles	\$455	\$500
Evoke	\$909	\$1,000
SV6	\$1,818	\$2,000
SS	\$1,818	\$2,000
SS-V including Redline	\$2,727	\$3,000
Calais	\$1,818	\$2,000
Calais-V	\$2,727	\$3,000
HSV Variants	\$2,727	\$3,000
<b><u>WN Sedan</u></b>		
Caprice / Caprice V	\$3,636	\$4,000





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## **6. Policy Breaches**

Policy Breaches by eligible participants may result in penalties including dismissal from employment with GM Holden or exclusion temporarily or permanently from any future purchase under the “GM Holden Employee New Vehicle Purchase Program”.

For policy breaches by retirees, the retiree may be excluded temporarily or permanently from any future purchases under the “GM Holden Employee New Vehicle Purchase Program”.

Eligibility under the GM Holden Employee New Vehicle Purchase Program is a privilege and not a right and may be withdrawn at any time. An eligible participant may direct GM Holden not to provide benefits to an estranged/separated partner, or to any other otherwise eligible person.

Where a policy breach is noted at Dealer Audit, the Employee is accountable for reimbursement to Holden or the Dealer, for any monies charged back to the dealer for the ineligible purchase.

## **7. Amendment or Termination of GM Holden Employee New Vehicles Sales Program/Policy**

GM Holden reserves the right to cease or change the terms and conditions of the “GM Holden Employee New Vehicle Purchase Program/Policy” at its discretion.