



ARVAL
BNP PARIBAS GROUP

For the many journeys in life



PURCHASE OF A POST-CONTRACT CAR INSTRUCTIONS

Dear Ladies and Gentlemen,

If you decide to buy a car, you can finance the transaction with a **bank transfer** or in the form of a **bank loan** or a **lease**. The steps that should be taken to buy a car are presented below.



Transfer



Lease



Loan



(FAQ)



Transfer

Please send us your details for us to raise a proforma invoice if you want to buy a car:

uzywane@arval.pl

If you want to buy an additional set of tyres for the car, please specify this at the stage of providing your details. We shall then check their availability and calculate the price.

In the case of a purchase by a private individual

- forename and surname
- registered residential address
- buyer's PESEL number
- phone number

In the case of a purchase by a company*

- company's name
- company's registered address
- TIN, REGON number
- phone number
- KYC verification form – this is a questionnaire used to verify the business relations in terms of the risk of breaching the legal regulations on sanctions, embargoes and countering money laundering.

* The company that is nominated to purchase cannot have an entry according to the Polish classification of activities of wholesale and retail sales of motor vehicles (symbol 45.11.Z and 45.19.Z).

If a company you are nominating is to buy the vehicle, please complete the KYC form (tab 1A and 1B) and return it by e-mail together with the current extract from the company's entry in the National Court Register/Central Records of Business Activity.

You will then receive a proforma invoice by e-mail within 5 working days, against which **you should make payment 4 working days before the planned end of the contract.**

NOTE! You should establish the date of the end of the contract with your company's Fleet Manager.

After the funds are booked on our account, you will receive a set of documents ending the contract, together with the instructions on how to proceed with the documents:



Report on the close of the contract



Termination of the TPL insurance policy



Declaration regarding the condition of the vehicle



In the case of a TPL policy taken out with TU Greenval Insurance DAC, please give notice of termination of the current TPL policy on the invoice date.

On the date of termination of the TPL policy, we shall issue as new policy for 30 days at Arval's expense. The insurance will lose its continuity. The MOD insurance expires on the VAT invoice date.

If the car is insured with an insurance company other than Greenval Insurance DAC, the decision to terminate the policy rests with you.

We recommend a comprehensive insurance package offered by Benefia Ubezpieczenia. Please sign the attached form giving consent for the Insurer to contact you and return it as a scan in order to receive an offer.

If we receive scans of completed and signed documents by e-mail, we shall close the current contract (on the date of the close of the contract from the report – the date cannot be earlier) and we shall raise a VAT invoice.



We shall send the 23% VAT invoice, the vehicle ownership document, and Arval's national court register entry by courier to the address you specify.

The handover of the car should be agreed upon **internally** with your company's Fleet Manager.

Arval does not take part in the physical handover of the car.

If you are buying tyres, the authorization to collect them should appear in the deposit within 5 working days of the date of the main invoice.



Lease

We recommend an attractive and extensive offer of financing from BNP Paribas Bank Polska S.A.

The person dedicated for contacts to obtain an offer:



Bank Adviser
Mariusz Naumowicz
Mobile +48 518 013 747
mariusz.naumowicz@bnpparibas.pl

We encourage you to read the offer of the comprehensive insurance package from Benefia Ubezpieczenia. Please sign the attached form giving consent for the Insurer to contact you and return it as a scan in order to receive an offer.

Please give us your details for us to raise a proforma invoice if you want to reserve a car:
uzywane@arval.pl



- company's name
- company's registered address
- TIN, REGON number
- phone number
- company's registered address
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We would ask that the lessee completes the KYC form (tab 1A and 1B) and returns it by e-mail together with the current extract from the company's entry in the National Court Register/Central Records of Business Activity.

You will then receive a proforma invoice by e-mail within 5 working days.

Please arrange for the return of the vehicle with your company's Fleet Manager. The car will be collected by a logistics company from the place you specify.

The vehicle must be returned because it is not covered by MOD insurance from the moment the VAT invoice is raised. The objective of the return procedure is to secure the vehicle against any possible damage or theft during this time.

The bank of your choice
contacts us while arranging the
financing.

You become the owner of the
vehicle after the funds are
booked on our account.

The vehicle can be
collected from our
Logistics Centre.

Address of the deposit site:



Auto Logistic

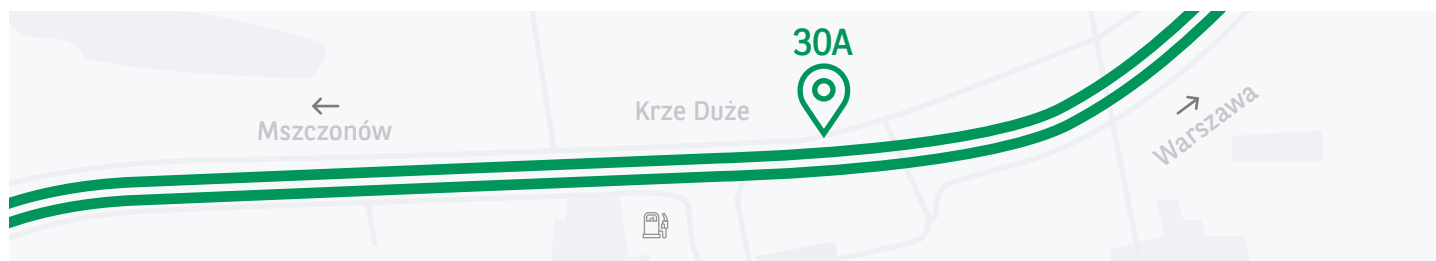
Krze Duże 30A
(421st kilometre on National Road number 8)
96-325 Radziejowice



Contact person on site:

Michał Koszałka
tel. 602-340-100
wydania@autologic.pl

Please arrange to meet with the site's employees at least 24 hours before you plan to collect the vehicle.
wydania@autologic.pl





Loan

We recommend a special offer of a 50/50 loan, which is only available from Bank BNP Paribas.

You pay the second instalment (without interest and commission) a year after you buy the vehicle.

The person dedicated for contacts to obtain an offer:



Bank Adviser
Mariusz Naumowicz
Mobile +48 518 013 747
mariusz.naumowicz@bnpparibas.pl

We encourage you to read the offer of the comprehensive insurance package from Benefia Ubezpieczenia. Please sign the attached form giving consent for the Insurer to contact you and return it as a scan in order to receive an offer.

Please give us your details for us to raise a proforma invoice if you want to reserve a car:
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- company name
- company's registered address
- TIN, REGON number
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- KYC verification form – this is a questionnaire used to verify the business relations in terms of the risk of breaching the legal regulations on sanctions, embargoes and countering money laundering

* The company that is nominated to purchase cannot have an entry according to the Polish classification of activities of wholesale and retail sales of motor vehicles (symbol 45.11.Z and 45.19.Z).

If a company you are nominating is to buy the vehicle, please complete the KYC form (tab 1A and 1B) and return it by e-mail together with the current extract from the company's entry in the National Court Register/Central Records of Business Activity.

You will then receive a proforma invoice by e-mail within 5 working days.



Please arrange for the return of the vehicle with your company's Fleet Manager. The car will be collected by a logistics company from the place you specify.

The vehicle must be returned because it is not covered by MOD insurance from the moment the VAT invoice is raised. The objective of the return procedure is to secure the vehicle against any possible damage or theft during this time.

Fulfilment of the lending process



The bank of your choice contacts us while arranging the financing.



In the next stage, you receive documents that include the notice of termination of the TPL policy and a declaration regarding the condition of the vehicle.



The documents required to reregister the vehicle will be sent to you at your request.



You become the owners of the vehicle after the funds are booked.



The final stage is the collection of the vehicle from our Logistics Centre.

Address of the deposit site:



Auto Logistic

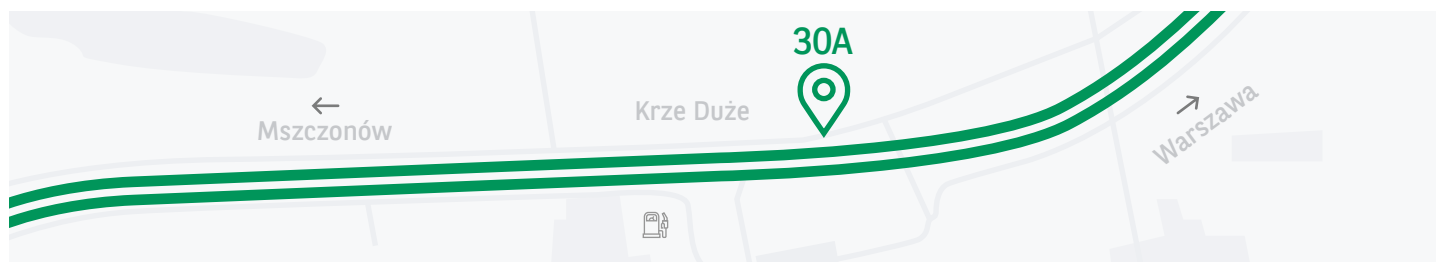
Krze Duże 30A
(421st kilometre on National Road number 8)
96-325 Radziejowice



Contact person on site:

Michał Koszałka
tel. 602-340-100
wydania@autologicistic.pl

Please arrange to meet with the site's employees at least 24 hours before you plan to collect the vehicle.
wydania@autologicistic.pl





(FAQ) Frequently asked questions

1. Is the price you give negotiable?

The pricing process takes into account the service history and damage, the mileage, the vehicle's fittings and the current market situation. The valuation that is prepared is based on wholesale prices, which means that the prices presented are very good and are not negotiable any further.

2. Does the price of the vehicle include a second set of tyres?

The price of the vehicle does not include a second set of tyres. If you would like to buy an additional set, please ask for a price. We shall then check their availability and calculate the price.

3. How are the purchased tyres to be collected?

The authorization to collect the tyres will be issued to the purchaser and will go to the tyre service centre within 5 working days of the VAT invoice date. It will be possible to collect the tyres upon presentation of a personal ID card.

NOTE! The tyres must be collected within no more than 3 weeks of the date of purchase.

4. Can you give the precise date on which the contract ends?

Please establish the date of the end of the contract with your company's Fleet Manager.

5. Do defects in the vehicle contribute to a reduction in the price?

The prospects of repairs do not affect the price of the vehicle, because all repairs should have been made during the term of the contract.

6. Does the vehicle need to be returned for the time when the lease loan is being processed?

Yes, the vehicle must be returned to the logistics centre because the vehicle loses its MOD cover at the time that the VAT invoice is raised. This return guarantees security of the vehicle against any theft that is not covered by insurance.



7. Is continuity of TPL insurance maintained during the purchase?

Yes, continuity of TPL insurance is maintained. In the case of TU Greenval, a 30-day TPL policy is issued on the date of the main invoice, which is paid for by ARVAL. In the case of any other insurance company, you decide whether to cancel the TPL insurance; you should contact the insurer directly on this matter.

8. How is the vehicle handed over to the purchaser?

If the purchase of the vehicle is financed with a direct transfer from the vehicle purchaser's account, the vehicle is handed over at your company; please arrange for the handover with your company's fleet manager.

In the case of financing in the form of a loan or lease, the vehicle will be collected from the logistics centre after the process is completed by the financing institution.

To obtain information on the precise address, [click here > Address of the deposit site.](#)

9. Can I nominate someone from my family/a friend to buy the car?

Yes, this is possible.

10. Can the purchaser be a company?

Yes on condition that the company does not conduct business related to sales of motor vehicles (National Court Register, Central Records of Business Activity documentation).

11. In the event of the purchase in the form of a loan/lease, is it possible to leave the current number plates?

Yes, this is possible; Arval has no objections to leaving the current number plates.