



ARVAL
BNP PARIBAS GROUP

For the many journeys in life

POST-CONTRACT CAR PURCHASE GUIDE

Dear Ladies and Gentlemen,

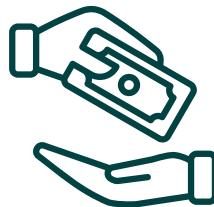
If you decide to buy your vehicle, you can finance the deal by making a transfer or via a loan or lease. Here, we have presented the steps to be taken in order to buy a car.



Transfer



Lease



Loan



FAQ



Transfer

If you want to buy a car, please send us your details to uzywane@arval.pl, so we can raise a proforma invoice.

Purchase by a private individual

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

Purchase by a company*

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

* The company nominated for making the purchase cannot have an entry in its register regarding the wholesale and retail sale of motor vehicles according to the Polish NACE codes (Polish NACE codes 2007 45.11.z and 45.19.z, as well as Polish NACE codes 2025 46.18.z, 46.71.z, 47.81.z and 47.92.z)

- If you want to buy an additional set of tyres for the car, please specify this at the stage at which you provide your details. We shall then check their availability and prepare a quote.
- If the vehicle is being bought by a firm that you indicated, please complete the KYC form and return it by e-mail together with the firm's current extract from the National Court Register (KRS)/Central Register and Information on Business Activity (CEiDG).
- 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:



Contract closure report



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 use the attached form to give notice of termination of the current TPL policy as of the VAT invoice date.

We shall issue as new TPL policy for 30 days at Arval's expense on the date of termination of the TPL policy. The continuity of insurance will be maintained. If the car is insured with an insurance company other than Greenval Insurance DAC, the decision to terminate or continue the policy rests with you. The MOD policy expires on the VAT invoice date.

After we receive scans of correctly completed and signed documents, we shall close the current contract as at the date of the contract closure report and we shall raise a VAT invoice. The date of closure of the contract cannot be earlier than the date on which the scan of the report is sent to Arval.



We shall send the VAT invoice and the vehicle's records by courier to the address you specify.

We shall also send the VAT invoice by e-mail, which, together with the registration document and number plates, will allow you to re-register the car (the vehicle ownership card has no longer been required by the transport department since September 2022).

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.

In the case of the purchase of tyres, we issue the authorization to collect them within 5 working days of receipt of confirmation of the transfer for the tyres. The tyres may be collected within 14 days of the moment of receipt of the authorization to collect them.



Lease

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

Dedicated contact person for obtaining an offer:



Bank Adviser Mariusz Naumowicz

Mobile phone no. +48 518 013 747

mariusz.naumowicz@bnpparibas.pl

Please give us your details so we can raise a proforma invoice if you want to reserve a car:

uzywane@arval.pl

Purchase by a company*

- | | |
|--|--|
| <ul style="list-style-type: none">• company name• company's registered address• TIN, REGON number• phone number | <ul style="list-style-type: none">• KYC check form – this is a questionnaire used to verify business relations in terms of the risk of breaching the legal regulations on sanctions, embargoes and counteracting money laundering. |
|--|--|

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- If you want to buy an additional set of tyres for the car, please specify this at the stage at which you provide your details. We shall then check their availability and prepare a quote.
- We would ask the lessee to complete the KYC form and send it by e-mail together with the firm's current extract from the National Court Register (KRS)/Central Register and Information on Business Activity (CEiDG).
- 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 at no charge.

The vehicle must be returned because it is not covered by MOD insurance from the moment the VAT invoice is raised. The return of the vehicle secures against risks not covered by TPL insurance.



How to prepare for the return of the car?

Remember that the car should be prepared for return – cleaned outside and inside. Remove your personal possessions from the vehicle. Allow approximately 30 minutes for the handover of the car. The car, which is ready for return, must be drivable and roadworthy (current confirmation of roadworthiness).

Together with the car, you need to hand over:

- a set of keys (main + spare);
- the registration document with a valid confirmation of roadworthiness;
- the servicing book with its entries, if issued to you;
- a third number plate, if issued.

The return of the car can only be arranged after the receipt of a positive lease decision.

In case of any doubts related to the leasing process and/or the funds awarded – please address your questions directly to the BNP Paribas loan adviser.

Fulfilment of the lease process



You will be contacted during the financing process by a representative of BNP Paribas.



In the next stage, you will receive a KYC form for completion, as well as a declaration regarding the condition of the vehicle.



The necessary documents enabling the Bank to register the vehicle will be sent after a positive lease decision is issued and after the car is returned to our deposit yard.



The vehicle can be collected after all funds are booked.



The last stage is the collection of the vehicle from our deposit yard.



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Address of the deposit yard:

Auto Logistic

Krze Duże 29A

96-325 Radziejowice



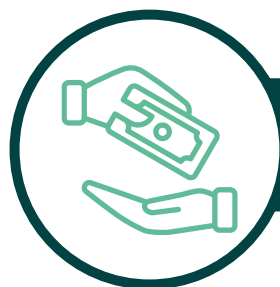
Contact number for the yard:

[tel. 46 857 74 79](tel:468577479)

wydania@autologicistic.pl

Please make an appointment with the yard's staff at least 24 hours before you plan to collect the vehicle: wydania@autologicistic.pl





Loan

We recommend a special 50/50 loan offer, which is available exclusively to Arval's customers.

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

Dedicated contact person for obtaining an offer:



Bank Adviser Mariusz Naumowicz

Mobile phone no. +48 518 013 747

mariusz.naumowicz@bnpparibas.pl

The 50/50 loan offer is for cars that are no older than 4 years from the date of production.

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

Purchase by a private individual

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

Purchase by a company*

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

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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 at no charge.

The vehicle must be returned because it is not covered by MOD insurance from the moment the VAT invoice is raised. The return of the vehicle secures against risks not covered by TPL insurance.

How to prepare for returning the car?

Remember that the car should be prepared for return – cleaned outside and inside. Remove your personal possessions from the vehicle. Allow approximately 30 minutes for the handover. The car, which is ready for return, must be drivable and roadworthy (current confirmation of roadworthiness).

Together with the car, you need to hand over:

- a set of keys (main + spare);
- the registration document with a valid confirmation of roadworthiness;
- the servicing book with its entries, if issued to you;
- a third number plate, if issued.

The return of the car can only be arranged after the receipt of a positive loan decision.

In case of any doubts related to the lending process and/or the funds awarded – please address your questions directly to the BNP Paribas loan adviser.

Fulfilment of the lending process



You will be contacted during the financing process by a representative of BNP Paribas.



In the next stage, you will receive a KYC form for completion, as well as a declaration regarding the condition of the vehicle.



After a positive loan decision is issued and after you pay 50% of the funds, you will be sent the necessary documents enabling you to register the vehicle.



You become the vehicle owners after the funds are booked.



The last stage is the collection of the vehicle from our deposit yard.



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Address of the deposit yard:

Auto Logistic

Krze Duże 29A

96-325 Radziejowice



Contact number for the yard:

[tel. 46 857 74 79](tel:468577479)

wydania@autologistic.pl

Please make an appointment with the yard's staff at least 24 hours before you plan to collect the vehicle: wydania@autologistic.pl





FAQ

1. Is the price you quote negotiable?

The quotation process takes into account the service history and damage, mileage, the vehicle's fittings and the current market situation. The quotation that is prepared is based on wholesale prices. This 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 quote. We shall then check the availability of the tyres and prepare a quotation.

3. How are the purchased tyres to be collected?

The authorization to collect the tyres will be issued to the new purchaser and will go to the tyre service centre within 5 working days of the date that we receive confirmation of transfer for the tyres. The tyres can be collected upon presentation of a personal ID card.

NOTE! The tyres should be collected no later than 2 weeks from the date of purchase; otherwise the tyres will be scrapped.

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

Please discuss the end date of the contract with your company's Fleet Manager and Arval's Account Manager (especially in the event of the early termination of the contract).



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 be made during the term of the contract.

6. Does the vehicle need to be returned for the duration of the processing of the lease or loan?

The vehicle must be returned because it is not covered by MOD insurance from the moment the VAT invoice is raised. The return of the vehicle secures against risks not covered by TPL insurance.

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

In the case of a TPL policy taken out with TU Greenval Insurance DAC, please use the attached form to give notice of termination of the current TPL policy as of the VAT invoice date. We shall issue as new TPL policy for 30 days at Arval's expense on the date of termination of the TPL policy.

Continuity of insurance will be maintained. If the car is insured with an insurance company other than Greenval Insurance DAC, the decision to terminate or continue the policy rests with you. The MOD policy expires on the VAT invoice date.

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

If the purchase of the vehicle is financed with a direct transfer from the vehicle purchaser's account, the vehicle is handed over internally at your company. Please agree on the details of the handover with your company's Fleet Manager

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

The vehicle return process has been discussed in the instructions above.

Address of the deposit yard: Auto Logistic, Krze Duże 29A, 96-325 Radziejowice



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 (Polish NACE code 2007 45.11.z and 45.19.z, as well as Polish NACE code 2025 46.18.z, 46.71.z, 47.81.z and 47.92.z).

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.