

Transferring an existing Novated Lease to your new employer

The following arrangements need to be completed as soon as possible to allow your existing motor vehicle to be transferred to your new employer.

Transferring an existing "Fully Maintained Lease"

If you have an existing novated lease that is "**Fully Maintained**", that is where the finance and running costs of the novated lease are all made in the one payment to a Fleet Manager, then you will need to do the following:

1. Contact Selectus to discuss transferring your novated lease. Let Selectus know your new employer's name, the name of your Fleet Manager and the date of your first salary payment with your new employer
2. Arrange with your Fleet Manager to send you a new "Deed of Novation" to be signed by yourself and your new employer. This will need to be done before you can commence salary packaging your existing lease. Once signed you will need to return the signed document to your Fleet Manager
3. Provide a copy of the signed Deed of Novation and a copy of your original novation agreement to Selectus
4. Provide Selectus with details of the monthly cost of your fully maintained lease, along with the due date of payment each month. Also please give Selectus the date your lease payment was last made
5. Selectus will send you a "Package Authorisation" which lists the name of your fleet manager, the amount to be paid to your fleet manager and the due date of payment. You will need to sign this and return it to Selectus before your new salary packaging arrangements can commence

Transferring an existing "Non Maintained Lease"

If you have an existing novated lease that is "**Non Maintained**", that is where the finance is paid separately from the running costs, then you will need to do the following:

1. Contact Selectus to discuss transferring your novated lease. Let Selectus know your new employer's name, the name of your Finance Company and the date of your first salary payment with your new employer
2. Arrange with your Finance Company to send you a new "Deed of Novation" to be signed by yourself and your new employer. This will need to be done before you can commence salary packaging your existing lease. Once signed you will need to return the signed document to your Finance Company
3. Provide a copy of the signed Deed of Novation and a copy of your original novation agreement to Selectus
4. Provide Selectus with details of the monthly cost of your Finance Lease and running costs, along with the due date of your finance payment each month. Also please give Selectus the date your lease payment was last made
5. Selectus will arrange for your vehicle's budgets to be set and issue you with a new Caltex Fleet Card that allows you to pay for your fuel, services and tyres
6. Selectus will send you a "Package Authorisation" which lists the name of your finance company, the amount to be paid for your running costs and the due date of payment. You will need to sign this and return it to Selectus before your new salary packaging arrangements can commence

If in doubt about any of the above procedures, please contact Selectus on 1300 651 117 at any time and we will take you through the proper procedures that will allow you to transfer your existing novated lease to your new employer in the quickest possible time and with the least amount of fuss.

The earlier you can notify Selectus of your intended transfer, the quicker we can set up your packaging arrangements with your new employer so as to avoid your missing a lease payment.