

# Novated Lease Transfer Form

## Your Details

Last name	First name	Other name(s)
Home address		
Suburb	State	Postcode
<input type="checkbox"/> Tick if same as home		
Postal address		
Suburb	State	Postcode
Mobile	Work phone	
Personal email	Work email	

## New Employment Details

Employer name	ABN	
Company address		
Suburb	State	Postcode
Annual salary (excluding superannuation)	Pay frequency	
Start date with employer	Position/Title	

## Vehicle and Lease Details

Vehicle year	Vehicle make
Vehicle model	Vehicle variant
Body type	Colour
Transmission	Fuel type
Current odometer reading (kMs)	Estimated annual kilometres
Previous novated leasing provider	

### Got questions?



1300 734 500



novated@becarwise.com.au





## Comprehensive Insurance Details

beCarWise recommends that you contact your previous novated lease provider to clarify your insurance status. Many providers will cancel insurance once an employee terminates their novated lease management.

**It is your responsibility to make sure your vehicle has full comprehensive insurance between novated lease transfers.**

Please choose one of these options and provide the relevant information:

- I want beCarWise to arrange my Comprehensive Motor Vehicle insurance.  
(Your beCarWise consultant will quote you Vero Fleet Insurance)
- I will arrange my own Comprehensive Motor Vehicle insurance.  
(Please attach a Certificate of Currency)



## Roadside Assistance

You can include beCarWise Roadside Assistance in your novated lease. This service is available Australia-wide, 24 hours a day, 7 days a week. The cost is \$5.50 per month including GST and will be deducted from your Salary Packaging balance.

If you have arranged your own roadside assistance, you can claim for this cost if you have budgeted for this expense in your novated lease budgets.

Please indicate your preference below:

- Not Required
- beCarWise Roadside Assistance
- Manufacturer Roadside Assistance
- Personal Roadside Assistance



## Checklist

Please ensure to attach all the below documentation

- Completed Novated Lease Transfer Form
- Copy of Comprehensive Insurance policy and Certificate of Currency (If own policy)
- Copy of most recent registration papers
- Vehicle Tax Invoice
- Finance Contract/Lease Agreement (Incl. contract number, monthly repayments, residual)
- Previous Novation Agreement
- Copy of Driver's Licence (front and back)
- Your previous novated lease proposal

If you have attached all the above, please sign the below to begin the transfer process:

Full name .....

Signature .....

Date .....