PROGRAM RULES

A. THE PRODUCT EVALUATION PROGRAM
   • Purpose
   • Terms and Conditions
   • Term of PE Vehicle
   • Eligibility
   • Authorized Use/Usage
   • Loss of Program Eligibility
   • Expenses
   • Procedure for Newly Eligible or Promoted Employees

B. EMPLOYEE VEHICLE PROGRAM
   • Purpose
   • Agreement of Lease
   • Terms and Conditions
   • Term of Employee Vehicle
   • Authorized Usage
   • Eligibility for the Employee Vehicle Program
   • Active Employees
   • Retired Employees
   • Participant Subject to Additional Charges
   • Loss of Program Eligibility
   • Surviving Spouse

C. VEHICLE ORDERING INFORMATION & INSTRUCTIONS
   • Vehicle Ordering Information
   • Equipment Specifications
   • Modifications to Company-Owned Vehicles
   • Factory Installed Equipment

D. RATES AND BILLING INFORMATION
   • Vehicle Charge Payments
   • Extended Overseas Assignment
   • Billing for Leased Vehicles Out of Service
   • Payroll Deductions
   • Pension Deduction
   • Electronic Collection: Vehicle Payments

E. VEHICLE TURN-IN AND DELIVERY INSTRUCTIONS
   • Vehicle Turn-in and Delivery Policy
   • Termination of Employee Vehicle
   • Other Examples of Vehicle Termination
   • Employee Vehicle Receipt and Disclosure
   • Turn-In Condition
   • Service Records
   • Notice – Maximum Kilometers
   • New Vehicle Delivery
   • Delivery by Windsor Vehicle Completion Centre
   • Auction Delivery Instructions
F. TITLE & REGISTRATION OF COMPANY OWNED VEHICLES
   - Relicensing
   - Vehicle Registration
   - Personalized License
   - Ownership

G. VEHICLE EVALUATION AND REPORTING
   - Purpose

H. GENERAL USE AND INSTRUCTIONS
   - Driver’s License
   - Safety Belt and Child Seat Usage
   - Air Bag On/Off switches
   - Handheld Cellphone Use and Texting While Driving
   - Fines and Other Charges
   - Parking Violations
   - 407 Express Toll Road (ETR) Billings
   - “Permittees” Usage of a Company Vehicle
   - Company Business
   - Illegal and/or Unauthorized Use

I. MAINTENANCE AND OPERATING COSTS PROGRAM
   - Accident Reporting
   - Vehicle Repair
   - Damage Disclosures
   - Emergency Repairs
   - Maintenance
   - Maintenance (in the Windsor Area)
   - Maintenance (Outside the Windsor Area)
   - Tire Maintenance
   - Replacement of Worn or Damaged Tires
   - Recalls
   - Warranty Booklet
   - Warranty Coverage
   - Roadside Assistance
   - Care of Vehicle
   - Safety Related Repairs

J. REIMBURSEMENT POLICY AND INSTRUCTION
   - Chrysler VIP Roadside Assistance Program
   - Non-Reimbursable Items

K. ACCIDENT AND VEHICLE DAMAGE REPORTING
   - Damage Reporting
   - On the Scene Accident Instructions
   - Vehicle Not Driveable
   - Written Accident Vehicle Damage Report
   - Accidents Outside Canada
   - Oral Accident Reports
• Third Party Contacts
• Service of Process
• Vehicle Damage Repair Policy
• Vehicle Damage Repair Location –
  • Windsor Area
  • Outside Windsor
• Totaled Vehicles
• Stolen Company Vehicles
•Recovered Stolen Company Vehicle
• Vandalism
  • Personal Property
  • Legal Proceedings

L. EMERGENCY ROADSIDE SERVICE
• Chrysler VIP Roadside Assistance Program

M. INSURANCE COVERAGE
• Types of Insurance Provided
• Personal Property Loss or Damage
• Rental Vehicles
• Use of Company-Owned Vehicle Outside Canada or the United States
• Required Notices
• Vehicle Insurance Slips

N. SALE OF COMPANY-OWNED VEHICLES
• Sale of a Company Vehicle
• Purchase of a Company Vehicle
• Questions Concerning Leased Vehicles
• Company Car Presold Information Form SSFMCLV12
• Procedure to Purchase a Retired Company Vehicle

O. CONTACT LISTING
A. THE PRODUCT EVALUATION PROGRAM

PURPOSE

The Product Evaluation Program (“PE Program”) was established to ensure vehicles for the early detection and correction of problems. PE vehicles are furnished for purposes of testing and the evaluation of quality, performance and appearance, and for business use as pool vehicles.

TERMS AND CONDITIONS

The terms and conditions of the PE Program are set forth in these Program Rules. By participating in this Program, the Participant expressly consents to these Program Rules as set forth herein and/or as amended from time to time.

The Company Car Committee has sole discretionary authority to interpret these Program Rules. The Company Car Committee has the sole right to terminate, suspend, or amend the PE Program at any time.

Any driver of a company-owned vehicle is required to have an appropriate valid and unrestricted (related to driving history) driver’s license. Participants in the Program will agree as a condition of the program to authorize Chrysler, upon notice, to obtain driver’s history on a periodic basis.

TERM OF PE VEHICLE

PE vehicles are to remain in service for a period not to exceed one model year or 48,000 kilometers, whichever occurs first. Presold vehicles may be returned sooner providing the PE Vehicle has reached a minimum of 12,000 kilometers, unless use is terminated sooner as described in these Program Rules.

Participants are required to test different models. Therefore, the same model type cannot be ordered in consecutive years. At its discretion, Chrysler Canada may request or require that a Participant replace a PE vehicle more frequently than once per model year.

ELIGIBILITY

Senior Managers and above are eligible for one PE Program vehicle.

AUTHORIZED USE/USAGE OF PE VEHICLES

Participants are encouraged to promote Chrysler’s product by using them for demonstration rides and loaning them to prospective customers for a period not to exceed one week. Participants are encouraged to maintain a personal record of such usage.

A Participant is expected to make available his/her PE vehicle for business use as a pool vehicle for employees whenever possible.

Regular use of PE Vehicles by a Participant’s spouse, dependent, a permittee or any other person is prohibited.
LOSS OF PROGRAM ELIGIBILITY

An individual who may otherwise be eligible to participate in the PE Program under the Program Rules may lose his/her eligibility for reasons including, but not limited, to the following:

- Failure to abide by the terms and conditions of these Program Rules.
- Failure to submit and/or participate in the vehicle evaluation reporting process.
- Failure to report accident damage or submit an accident report form within one week of the accident.
- Submitting a false accident report.
- Excessive vehicle damage claims and/or excessive accident history.
- Failure to pay parking tickets or 407 Express Toll Road (ETR) billings.
- Providing PE vehicle to ineligible person(s), such as spouse, dependent family member, fiancée, friend, ex-spouse, etc., for extended periods of time.
- Drug or alcohol related incidents.
- Abuse or neglect of vehicles, including failure to perform required maintenance.
- Driving while license is restricted or suspended.
- Conviction under a criminal statute, code, ordinance or law.
- Retirement and/or separation from the Corporation.

The Company Car Committee has full authority and absolute discretion to investigate cases of possible Program violations or abuse and restrict or permanently revoke PE Program eligibility.

EXPENSES

Participants must submit applicable expenses (e.g. fuel, car wash, and windshield washer) associated with the business operation of the PE Vehicle on the BETR System (excluding mechanical maintenance and body repairs).

Regularly scheduled and any other required mechanical maintenance is to be claimed by the Chrysler Dealer through the applicable Chrysler Warranty LOP code.

Body damage to the vehicle must be reported through the Vehicle Accident Report. (See Accident and Vehicle Damage Reporting.)

While Chrysler Canada Inc. is the direct and primary beneficiary of the PE Program, it will not accept responsibility, reimburse, nor defend the employee for any personal income tax liability on income that might be imputed from any personal use of a PE Vehicle. Such tax liability could depend upon each individual’s particular circumstance and would generally arise from an examination of the individual’s personal tax return.

Participants are required to contact the Office of Tax Affairs (519-973-2114 or 519-561-9695) to obtain information related to the tax implications for the PE Program.

PROCEDURE FOR NEWLY ELIGIBLE OR_PROMOTED EMPLOYEES

Newly promoted and newly hired Senior Managers and above are to confirm their eligibility with Human Resources before contacting their regional or home office Company Car Programs Coordinator.

Email the regional or home office Company Car Programs Coordinator, name, master number and CIMS number for a copy of the Program Rules.
Where applicable, U.S. payroll employees must contact their Canadian Company Car Programs Coordinator to arrange for electronic funds transfer for their method of Employee Vehicle payment prior to ordering an Employee Vehicle.

Choose one of the listed options when obtaining a PE Vehicle:
- Order a new vehicle under the terms of the Program and wait for delivery;
- Accept a pre-built new vehicle, if available; or
- Accept a reassignment vehicle, if available.

To obtain on-line ordering capabilities contact the regional or home Office Company Car Programs Coordinator and refer to Accessing the On-Line Ordering System.

With any of the above alternatives, the Participant will be required to keep the PE Vehicle for a one-year model cycle.

B. EMPLOYEE VEHICLE PROGRAM

PURPOSE

The purpose of the Employee Vehicle Program ("EVP") is:

- To help Chrysler Canada Inc. produce top quality vehicles through long-term durability, testing and evaluation.
- To increase exposure of Chrysler vehicles to potential customers, suppliers, other business contacts and the public.

Chrysler Canada Inc. is the direct and primary beneficiary of the EVP Program,

AGREEMENT BETWEEN CHRYSLER AND PARTICIPANT

This agreement between Chrysler Canada Inc. and the eligible Participant will be one of lease only with Chrysler Canada Inc. maintaining the title to the "Employee Vehicle." The Participant, dependents, and permittees will have no right to use the vehicle except as provided in these Program Rules, and may not lease, sub-lease, sell, assign, encumber, mortgage or otherwise transfer or attempt to transfer to any person any interest in the Employee Vehicle.

Chrysler Canada Inc. assumes no liability hereunder to provide any specific type of vehicle or equipment or to provide any vehicle at any specific date or dates or to perform any maintenance or repair service of any kind. By accepting the Employee Vehicle on delivery, the Participant acknowledges that the Employee Vehicle is equivalent to the vehicle ordered with respect to model and equipment.

TERMS AND CONDITIONS

The terms and conditions of the EVP are set forth in these Program Rules. Acceptance and receipt of these Program Rules and acceptance of any Employee Vehicle from time to time constitutes the Participant’s deemed consent to all terms and conditions of the EVP as set forth herein and amended from time to time including withholdings from payroll and pension amounts.

The Company Car Committee has the sole authority and absolute discretion to interpret these terms and conditions. The Company Car Committee has the sole right to terminate, suspend, or amend the Program at any time and without any liability to the Participant.

Participants (and eligible spouses, dependents and permittees) of the EVP are required to have a valid unrestricted (relating to driving history) driver’s license at all times. Participants in the Program authorize Chrysler Canada Inc. to obtain driver’s history on a periodic basis on all Participants, spouses, dependents and permittees.
TERM OF EMPLOYEE VEHICLE

The EVP is a two model year program but can be modified by the Company Car Committee at its sole discretion.

The EVP will commence on the day the Participant takes delivery of the Employee Vehicle. Under certain circumstances as described in the Program Rules, the Employee Vehicle may be terminated before the mandatory one model years’ term has expired.

AUTHORIZED USAGE OF EMPLOYEE VEHICLE

Participants are encouraged to promote Chrysler products by using them for demonstration rides and loaning them to prospective customers (permittees) for a period not to exceed one week. It is the responsibility of the Participant to confirm the prospective customer has a valid, unrestricted driver’s license.

Participants’ spouses/same sex partners and dependent children are permitted to use Employee Vehicle(s) leased under the EVP on a regular basis, providing the following criteria are met:

- Spouse/same sex domestic partner is a member of the Participant’s household;
- The dependent child is:
  - Under the age of 25;
  - A full time student (including a dependent child living away at school);
  - The Participant’s or spouses/same domestic partners child by birth, legal adoption, or legal guardianship;
  - Is unmarried; and
  - On the Participant’s benefit program.

Fiancé, girlfriend/boyfriends, parents, household employees, in-laws, etc. are not eligible drivers.

Providing a vehicle to an ineligible person may result in program suspension. If the vehicle is being driven by a dependent child, “regular” vehicle usage must be terminated by the end of the year of the dependent’s 25th birthday.

ELIGIBILITY FOR THE EMPLOYEE VEHICLE PROGRAM

ACTIVE EMPLOYEES

Chrysler Canada Inc. NBU salary employees are eligible to lease two vehicles under the EVP.

Note: Any changes to your employment status, i.e. disability, family leave, etc. that affect your Employee Vehicle eligibility must be reported to your Company Car Programs Coordinator immediately.

Employees separated from the roll on an approved leave of absence or layoff will be required to make direct monthly payments for the lease charges under an electronic collection. Employees continued right to participate in such circumstances is at the discretion of the Company Car Committee.
RETIRED EMPLOYEES

A retired employee of Chrysler Canada Inc. who meets each of the following criteria eligible to participate in the EVP:

- Were eligible under the EVP as an Active Employee on the date of retirement;
- The retired employee has retired under either a non-contributory pension plan or the Salaried Employee’s Retirement Plan and is receiving benefits from either or both plans. NOTE: former employees eligible for or in receipt of only a deferred vested benefit are not eligible.
- The retired employee, spouse or dependent child provides, upon request, evidence of a valid, unrestricted (relating to driving history) personal driver’s license.

Retired Participants are eligible to lease the number of vehicles as determined by the Company Car Committee, and its sole discretion.

PARTICIPANT SUBJECT TO ADDITIONAL CHARGES

Participants may be subject to additional charges in the following circumstances:

- $25 administration fee for each unpaid parking ticket and 407 ETR toll ticket in addition to the ticket cost.
- $75 cleaning fee where an Employee Vehicle is returned in a state of uncleanliness, including when an Employee Vehicle has been smoked in.
- $100 Claim Administration Fee for each vehicle damage claim over $500 for a not at fault accident/incident. Claims for damages cannot be combined (i.e. front bumper, rear left quarter panel, right driver’s door) unless the damages resulted from the same accident.
- $100 Administration Fee for total vehicle damage at turn-in exceeding $500 for a not at fault accident/incident. Vehicle with any unacceptable damage as outlined in the Program Rules will incur the $100 Administration Fee.
- $250 Administration Fee for each vehicle damage claim over $500 for an at fault accident/incident.
- $100 Administration Fee for total vehicle damage at turn-in exceeding $500 for a not at fault accident/incident.
- The equivalent of two months’ leave payments upon a Participant terminating a lease under these Program Rules prior to the mandatory lease term or a Participant attempting to circumvent eligibility guidelines (i.e. activating a new lease for a better rate with the intentions of terminating another vehicle).

LOSS OF PROGRAM ELIGIBILITY

An individual who otherwise might qualify to participate in the EVP may lose his/her eligibility for one or more of the following reasons:

- Failure to abide by the terms and conditions of the EVP or these Program Rules;
- Failure to immediately report drug or alcohol related incidents to the Company Car Program;
- Failure to report a restricted or suspended license to the Company Car Program;
- Failure to submit and/or participate in the vehicle evaluation reporting process, if required;
- Failure to report accident damage and submit an accident report form within one week of the accident;
- Submitting a false accident report;
- Failure to take delivery of an ordered vehicle;
- Excessive vehicle damage claims and/or excessive accident history;
- Driving an Employee Vehicle while using a handheld communication device (cell phone use or texting);
- Failure to pay parking or 407 charges;
- Providing Employee Vehicle(s) to ineligible person(s) for an unauthorized duration;
- Abuse or neglect of company-owned vehicles, including failure to perform required maintenance;
- Driving while license is restricted or suspended;
• Refusal of a sobriety or breathalyzer test;
• Participant, spouse or eligible dependent(s) being charged and/or convicted for a driving related offense under a
criminal statute code, ordinance or law.
• Separation from Chrysler Canada Inc. or Chrysler Group LLC.

The Company Car Committee has full authority and absolute discretion to investigate cases of potential or alleged
violations or abuse under these Program Rules and restrict or permanently revoke a Participant’s eligibility accordingly.

Any breach of these Program Rules may result in loss of eligibility up to and including permanent revocation of eligibility.
The Company Car Committee or its designee retains full authority and absolute discretion to determine and implement
the severity and duration of eligibility loss and to determine the conditions upon which eligibility may be reinstated. The
Company Car Committee also reserves the right to refuse to lease a vehicle(s) to any employee who is otherwise eligible
under the EVP and to restrict the use of any vehicle leased under the Program in any manner it deems desirable. The
Participant hereby grants Chrysler Canada Inc. the right to take possession of Employee Vehicle(s) in the Participant’s
custody upon termination of lease or upon loss of eligibility under the Program.

SURVIVING SPOUSE

Under the Employee Vehicle Program, the term “Surviving Spouse” refers to the widow or widower of the Participant.
The widow or widower must have been married to the active/retired Participant for a period of not less than 12 months
at the time of death and provide upon request proof of a personal valid driver’s license.

Other dependents of the Participant or other designated individuals are not eligible.

ACTIVE LESSEE PARTICIPANTS

In the event of the death of a Participant who was actively employed, a representative of the group insurance
department will contact the Surviving Spouse.

As well, a representative of Company Car Programs will contact the Surviving Spouse to explain the options under the
Employee Vehicle Program.

A Surviving Spouse will be given the option of obtaining title to his/her choice of one of the Employee Vehicle(s) or
Product Evaluation vehicles in his/her custody at the time of the Participant’s death provided the Surviving Spouse has a
current valid driver’s license and insurance. If the Surviving Spouse does not have a driver license or does not drive, the
Vehicle(s) must be returned to Chrysler. Vehicles ordered, but not yet delivered to the Participant will be cancelled. A
vehicle cannot be given to the estate.

If an Employee Vehicle is declared a total loss resulting from an accident at the time of death or before the expiration
date of the rental grace period (30 days from the date of death), a replacement vehicle will be permitted to be built. A
comparable vehicle may be substituted, at the discretion of Company Car Committee, if an identical vehicle is not
available.

On the transfer of the selected vehicle to the Surviving Spouse, the vehicle registration transfer fee, the cost of obtaining
a mechanical fitness certificate, goods and service tax, or harmonized sales tax, provincial sales tax or Quebec sales tax,
where applicable, will be paid by Chrysler.

An applicable T4A Supplementary form reporting these costs will be issued by Chrysler Canada Inc. in the following
February indicating the acceptance of the title to be miscellaneous income. This federally mandated form will also
reflect the value of the vehicle at the time of title transfer.
The Surviving Spouse must arrange for insurance coverage on the transferred vehicle and must pick up the vehicle in person.

All remaining vehicles must be returned to Chrysler Canada Inc. through the normal vehicle termination process within thirty days from the date of death.

**RETIRED LESSEE PARTICIPANTS**

In the event of the death of the “Retired Lessee,” a letter of notification including the name of the deceased Participant, master number (if known) and the date of death should be communicated to the attention of:

Chrysler Canada Inc. c/o Company Car Programs  
P.O. Box 1621 (240-14-04)  
Windsor, Ontario  
N9A 4H6  
Attention: R. Pizzo (519) 973-2249

A representative of Company Car Programs will contact the Surviving Spouse of a Retired Lessee to explain the options under the Employee Vehicle Program.

A Surviving Spouse of a Chrysler Canada Retired Lessee Participant will be given the option of accepting a $10,000 personalized voucher (non-transferable – valid for 120 days from date of issue) that may be applied towards the purchase of a new Chrysler, Dodge, Jeep, Ram or FIAT model under the Chrysler Canada Employee/Retiree purchase program (some exceptions may apply at time of redemption). The surviving spouse must meet all legal requirements to purchase a new vehicle in Canada. The applicable T4A Supplementary tax form reporting the $10,000 amount will be issued by Chrysler Canada to those Surviving Spouse who accepts a voucher. The Surviving Spouse is responsible for any income taxes applicable on this amount.

All vehicle(s) leased by the Retiree Lease Program Participant must be returned within 60 days to Chrysler Canada.

**C. VEHICLE ORDERING INFORMATION & INSTRUCTIONS**

**VEHICLE ORDERING INFORMATION**

Participants will receive ordering instructions that contain the current model year program. Active and Retiree Participants are to order vehicles on-line via the Website below. The following link accesses the Canadian Company Car website:

https://www.chryslercocar.com

**EQUIPMENT SPECIFICATIONS**

PE Vehicles and Employee Vehicles ordered under the Programs must be ordered with the mandatory equipment as specified in the current model year lease-ordering package. Exceptions may be granted only under extraordinary circumstances and by written petition to the Company Car Committee submitted to the Senior Manager, Sales Development Strategy.
MODIFICATIONS TO COMPANY-OWNED VEHICLES

The Company Car Programs do not provide for the ordering, purchase or installation of non-factory installed equipment. Non-factory installed equipment purchased by the Participant must be removed from the vehicle upon expiration or termination of the lease. However, any required repair resulting from its removal must be completed at the time of turn-in of the vehicle to the satisfaction of Chrysler Canada Inc., in its sole and absolute discretion. If not, the Participant is required to reimburse Chrysler Canada Inc. for the cost of any required repair resulting from such removal.

Modifications made to vehicles by addition to or replacement of parts and accessories that would adversely affect the reliability or change the operating characteristics of the vehicle are prohibited. Such parts, components and systems include, but are not limited to exhaust and intake system, front and rear suspension, carburation and fuel system, rear axle including gear ratios, tires and wheels (except for snow tires or normal upgrading) and emission control system.

FACTORY INSTALLED EQUIPMENT

All factories installed optional equipment may be ordered for Company Cars unless otherwise stated. “Special orders” are not permitted.

PLACEMENT OF ORDERS

The vehicle order is to be completed by the Participant carefully following the instructions in the current Model Year Company Car Programs ordering the package.

D. RATES AND BILLING INFORMATION

VEHICLE CHARGE PAYMENTS

The lease charge for a vehicle and equipment payable by the Participant is determined by reference to the factory wholesale prices of the vehicle and equipment.

The lease rates used by Chrysler Canada Inc. for calculating monthly lease amounts are reviewed, approved and published periodically by the Company Car Committee. The charges are prorated during the first and last months of the lease.

Lease charges cover all costs associated with the vehicle, including both the proportion of the cost of the vehicle, and the operating costs to run the vehicle for personal (rather than work) purposes during the program period. A maintenance and operating cost fee amount, as noted in the Model Year Program announcement for the applicable program period covers the maintenance and operating cost related to the operation of the vehicle for personal purposes for the program period. This amount is broken down into 12 equal monthly installments and forms a portion of each monthly lease payment.

An Employee Vehicle Receipt and Release form activates and/or deactivates the monthly lease charge billing. Monthly billings are based on a thirty-day month. Deductions are taken on a monthly basis from payroll deduction, a pension deduction cheque, or electronic collection. Any paperwork received after the billing cutoff date will not be reflected in the monthly deduction until the following month.

Whenever deductions cannot be made from the payroll or pension payment, the Participant is required to make arrangements with his/her financial institution (bank, credit union, etc.) for an electronic funds transfer of the monthly Employee Vehicle payment or those charges will, by the Participant’s direction, be deducted from the next payroll or pension deposit in addition to the regular monthly payments.
EXTENDED OVERSEAS ASSIGNMENT

If the Participant is required to be overseas on a special assignment for a period of less than three months, the Participant’s leased vehicle will remain in service and charges will continue. If the assignment is longer than three months, the leased vehicle may be turned in, the lease charges stopped, and a new order placed to permit ready delivery of a vehicle upon the Participant’s return from overseas.

BILLING FOR VEHICLES OUT OF SERVICE

Monthly lease charges will continue for vehicles out of service for repairs, regardless of the length of time.

Monthly lease charges will continue for stolen or totaled vehicles until the Participant takes delivery of a replacement vehicle, or notifies his or her Company Car Programs Coordinator that there will be no replacement vehicle.

PAYROLL DEDUCTIONS

Active Participants authorize Chrysler Canada Inc. to deduct from the Participant’s salary the amount of the monthly lease charges payable for the Employee Vehicle(s) and any other charges assessed under the term of these Program Rules.

PENSION DEDUCTIONS

Retired Participants authorize the retirement plans administrator to deduct from a Participant’s retirement benefit payment the amount of monthly lease charges payable for the Employee Vehicle(s) and any other charges assessed under the terms of these Program Rules.

Deductions taken from a retired Participant’s pension payment are for the current months lease charge. The Participant’s monthly statement will evidence the amount of the charges payable.

For a pension deduction to be permitted, the pension payment must be sufficient to cover the entire monthly charge.

ELECTRONIC COLLECTION: EMPLOYEE VEHICLE PAYMENTS

Where lease charges are not deducted from payroll or pension payments, Chrysler Canada Inc. permits Participants to use a direct debit system that automatically charges your bank account on the 5th of each month for lease payments.

The Participant is required to complete and return a Direct Debit Authorization form along with a voided cheque for the bank account to be debited.

If assistance is required, contact the Company Car Coordinator.

E. VEHICLE TURN-IN AND DELIVERY INSTRUCTIONS

VEHICLE TURN-IN AND DELIVERY POLICY

When turning in an Employee Vehicle, the Participant must take delivery of a new or replacement vehicle. Failure to do this will be considered a termination of the Participant’s eligibility in the Program and will result in the Participant being restricted from obtaining a replacement vehicle for a minimum of twenty-four months from the date of termination.
**TERMINATION OF EMPLOYEE VEHICLE**

The vehicle may be terminated by either Chrysler Canada Inc. Company Car Committee or the Participant upon written notice delivered in person, faxed or mailed to the other party. The Employee/Retiree Vehicle Program is based upon continuous participation and does not permit partial payment periods. Early termination by the employee constitutes a break in the continuous participation and is subject to a two (2) month lease payment and a replacement unit cannot be ordered during the twenty-four months following the termination date of the vehicle lease.

The Participant will return the Employee Vehicle promptly upon any expiration or termination of the lease to the place at which it was delivered or to such other place as Chrysler Canada Inc. may direct. The Participant will return the vehicle in as good condition as it was at the commencement of the lease, ordinary wear and tear accepted. In the event additional repairs and/or maintenance is required due to Participant abuse or negligence, the cost of such repairs and/or maintenance will be charged to the Participant.

**OTHER EXAMPLES OF VEHICLE TERMINATIONS**

Resignation/discharge: this results in immediate return of vehicle
Layoff/LOA: vehicle termination is 90 days from the last day worked

Participants who are granted an extension of lease arrangements during leaves of absence will be required to make direct monthly payments for the lease charges under an electronic collection.

**EMPLOYEE VEHICLE RECEIPT AND DISCLOSURE FORM**

All vehicles are to be inspected at the time of turn-in by the receiving facility. It is mandatory that a Chrysler Vehicle Turn-In Checksheet be completed accurately acknowledging any damages and it must include signature, date and vehicle mileage. The law requires an accurate odometer statement include the Participant’s signature. A delay in providing this document to Company Car Programs will cause a delay in the processing of the new vehicle delivery.

**TURN-IN CONDITION**

A Participant will be contacted once the new PE Vehicle or Employee Vehicle is available. When returning your current vehicle, a visual inspection is completed. The Participant and the Company Car designate will complete and sign a Condition Report on the returning vehicle.

A “Card Test” is used as a general guide to the acceptability of your vehicle. However, the Company Car Committee has the sole authority and absolute discretion to determine when vehicle damage is acceptable.

To use this guide, take a credit card or driver’s license from your wallet, if it covers the exterior damage on your vehicle, the return is acceptable subject to certain limitations which are outlined below. If the vehicle has unacceptable damage, the Participant will incur a $100 administration fee. This fee is for the overall return condition of the vehicle, not each occurrence.

The overall condition of the vehicle at the time of turn-in must first exhibit the following acceptable levels:

- The vehicle must be clean in order to do a proper visual inspection, both exterior and interior.
- All non-manufactured stickers/decals must be removed from the vehicle.
- The vehicle must contain sufficient anti-freeze to protect the cooling system to -34 degrees Fahrenheit (-36.6 degrees Celsius) and a minimum of one-quarter tank of fuel at the time of turn in.
The chart below outlines in a general manner acceptability of any vehicle damage at the time of turn-in. Below are examples only.

**THE COMPANY CAR COMMITTEE HAS SOLE AUTHORITY AND ABSOLUTE DISCRETION TO DETERMINE WHEN VEHICLE DAMAGE IS ACCEPTABLE OR UNACCEPTABLE.**

<table>
<thead>
<tr>
<th>Exterior, Paint and Body</th>
<th>Acceptable:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minor paint chips not through to the metal and not requiring metal work.</td>
</tr>
<tr>
<td></td>
<td>Minor paint chips along trailing edges of door panels.</td>
</tr>
<tr>
<td></td>
<td>Minor paint chips that have penetrated the paint (Max. 10 per vehicle).</td>
</tr>
<tr>
<td></td>
<td>All light surface scratches regardless of size that have not penetrated the colour coat (e.g. Fingernail will not catch in the groove).</td>
</tr>
<tr>
<td></td>
<td>Scratched on body panels, covered by the Card (max. 5 per vehicle).</td>
</tr>
<tr>
<td>Not Acceptable:</td>
<td>Excessive paint chips through the paint (more than 10 per vehicle).</td>
</tr>
<tr>
<td></td>
<td>Scratches on body panels that have penetrated the colour coat and are not covered by the card or more than 5 occurrences per vehicle covered by the car.</td>
</tr>
<tr>
<td></td>
<td>Dents on body panels not covered by the card or more than 5 occurrences per vehicle covered by the card.</td>
</tr>
<tr>
<td></td>
<td>Bedliners which are broken, cracked or altered must be replaced at the Participant’s expense.</td>
</tr>
</tbody>
</table>

| Exterior, Headlamps, Signal, Cornering, Tail Lamps, Windshields | Acceptable: |
|-----------------------------------------------------------------|
| Light marks to the grille, headlights, fog lights and signal and marker lights. |
| Small stone chips that can be repaired without glass replacement. |
| All windshield damage will be accepted; however Participants are encouraged to have safety related glass damage repaired immediately. |
| Not Acceptable: | Cracked or broken lights or reflectors. |
| Lights that are not operational. |

<table>
<thead>
<tr>
<th>Convertible Tops</th>
<th>Acceptable:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structure must be operational and not damaged.</td>
<td></td>
</tr>
<tr>
<td>Minor stains and scuffs.</td>
<td></td>
</tr>
<tr>
<td>Not Acceptable:</td>
<td></td>
</tr>
<tr>
<td>Stains that cannot be removed.</td>
<td></td>
</tr>
<tr>
<td>Damaged or broken rear window.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exterior Repairs, Structural or Mechanical Damage</th>
<th>Acceptable:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cracked or scratched valence.</td>
<td></td>
</tr>
<tr>
<td>Not Acceptable:</td>
<td></td>
</tr>
<tr>
<td>Damage or poorly repaired damage to the undercarriage, except for normal wear and tear.</td>
<td></td>
</tr>
<tr>
<td>Missing valence, hanging loose valence.</td>
<td></td>
</tr>
<tr>
<td>All mechanical or structural damage must be reported to Cunningham Lindsey and corrected before vehicle turn-in.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interior, Upholstery, Trim</th>
<th>Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clean interior, no damage or unrepaired damage (beyond normal wear &amp; tear) to body, carpets, trim or upholstery, including burns or stains, damage from fire or water.</td>
<td></td>
</tr>
<tr>
<td>Loose trash removed prior to exchange.</td>
<td></td>
</tr>
<tr>
<td>Not Acceptable:</td>
<td></td>
</tr>
<tr>
<td>Stains or discolorations of a permanent nature which cannot be removed through normal cleaning.</td>
<td></td>
</tr>
<tr>
<td>Tears, cuts, rips, burns and holes through the material, upholstery cover to carpets.</td>
<td></td>
</tr>
<tr>
<td>Mildew or abnormal conditions causing offensive odor.</td>
<td></td>
</tr>
<tr>
<td>Broken or damaged interior moldings, trim pads, instrument panel, sun visors or headliners.</td>
<td></td>
</tr>
<tr>
<td>Excessive upholstery wear due to entry/exit.</td>
<td></td>
</tr>
<tr>
<td>Missing seats or mismatched seats.</td>
<td></td>
</tr>
</tbody>
</table>

| Original | Required: |
**Equipment and Accessories**

Vehicles must be returned with all equipment as noted on the vehicle invoice and/or vehicle production records.

Acceptable:
- All replacement parts must be new and unused Chrysler Canada parts.

**SERVICE RECORDS**

The Participant must present the plastic folder containing the vehicle literature that was originally provided with the vehicle. Included with this information should be any receipts and/or copies of warranty or maintenance repair orders describing the performance of the maintenance requirements specified in the maintenance schedules of the Owner’s Manual.

The registration, two complete sets of keys, remote locking devices (if so equipped), and all original vehicle equipment (e.g., jack lug wrench, spare tire and wheel, etc.) must be returned with the vehicle. If not, the Participant will be charged for Replacement Cost.

The vehicle, including engine, drive train, brakes, steering, and all other equipment and options, must operate satisfactorily. Any warranty repairs or replacements which need to be performed by the Vehicle Completion Centre must be completed prior to turning in the PE Vehicle or Employee Vehicle.

Repair invoices for vehicles operated in Windsor and in the Regions, must include VIN, current metrage and supporting documents and be submitted to the National Customer Service Manager CIMS: 232-01-55 for reimbursement.

Participants are to transfer the Accident Reporting Form, the Insurance Certificate and Chrysler VIP Roadside Assistance Card from the turn-in vehicle to the new vehicle. Accident Forms are available on Dashboard and from the Vehicle Completion Centre (561-9305 or 973-2183) or Company Cars (973-2249).

Participants must fill out the new “Vehicle Turn-In Checksheet” when the vehicle is returned. Participants will be billed for any abuse or missing items as stated in these Program Rules.

The Vehicle Completion Centre or Auction Vehicle Remarketing Manager will make final decisions regarding the acceptability of any retired vehicle.

Vehicles that exhibit abuse or severe damage may be refused at the time of turn-in. The Participant is responsible for all costs associated with cleaning and equipment replacement due to abuse. (Example: Interior tears, cuts, rips or burn holes through upholstery cover or carpets.)

**NOTICE – MAXIMUM KILOMETERS**

Participants are required to notify their Company Car Program Coordinator once vehicle has 100,000 KMS. At the Company Car Committee’s discretion, the Participant may be required to turn-in the vehicle and order a replacement vehicle.

**NEW VEHICLE DELIVERY**

Participant is responsible to pick up the vehicle at the scheduled time.

All vehicles should be inspected by the Participant upon delivery. If the vehicle does not meet original ordering specifications, the Participant should not take delivery and contact the Company Car Programs Coordinator.

If the vehicle incurred transit damage, repairs will be made prior to delivery. However, vehicles may be delivered with minor manufacturing defects as long as safety or drivability is not a factor. The driver must be accept the vehicle as delivered and report any vehicle deficiencies via the Survey System.
If the vehicle has minor interior or exterior defects, it is expected that the Participant will use discretion in having these items repaired.

DELIVERY BY WINDSOR VEHICLE COMPLETION CENTRE

In the Windsor area, vehicles are delivered at the Windsor Vehicle Completion Centre. Vehicle Completion Centre personnel contact Participants once a vehicle is ready for pick-up.

AUCTION DELIVERY INSTRUCTIONS

In the case of auction delivery outside of the Windsor area and through a Canadian Auction site, the Participant will be notified when the vehicle is ready for pick-up. The Participant should take the vehicle to be replaced to the delivery location.

F. TITLE & REGISTRATION OF COMPANY OWNED VEHICLES

Chrysler Canada Inc. will manage the licensing and titling of vehicles delivered. Subject to the provisions in this section, new plates or tabs will be provided at the time of delivery, if available, or prior to the expiration date.

RELICENSEING

It is the Participant’s responsibility to make sure his/her vehicle(s) continue to be properly licensed after the initial titling and licensing by the facilities delivering the car or truck. Re-licensing and/or re-titling may be required in the event the Participant moves to a different province or the license expires before the Participant takes delivery of a replacement vehicle.

VEHICLE REGISTRATION

The Vehicle Completion Centre will retain the vehicle registrations for Windsor residents. A photocopy of the registration will be located in your glove compartment. Auction sites located outside of Windsor will handle the registrations according to provincial laws.

PERSONALIZED LICENSE

Personalized license plates are not permitted on vehicles.

OWNERSHIP

The agreement between Chrysler Canada Inc. and the Participant will be one of lease only; with Chrysler Canada Inc. maintaining title to the vehicle.

G. VEHICLE EVALUATION AND REPORTING

PURPOSE

The purpose of the Chrysler Canada Inc.’s PE Vehicle and Employee Vehicle Program is to support product quality initiatives, both initial and long term, through testing, evaluation and feedback. Accordingly the Participant agrees to make vehicles available for requested testing, maintenance, repairs or other requirements as determined by Chrysler Canada Inc. If the vehicle is required, the Participant will make the vehicle available within two working days of notification. When a vehicle is required for such testing, etc., alternative transportation will be provided.
The Participant is required to complete and submit on a timely basis the Monthly Vehicle Evaluation Report. Failure to comply with these guidelines could result in loss of EVP eligibility.

H. GENERAL USE AND INSTRUCTIONS

DRIVER’S LICENSE

Any driver of a company-owned vehicle is required to have a valid unrestricted driver’s license.

If for any reason, the driver’s license of the Participant, Participant’s spouse and/or dependents becomes restricted or suspended; it is the Participant’s responsibility to immediately provide a written explanation to the Company Car Committee. Failure to report a restricted or suspended license may result in your loss of program eligibility.

SAFETY BELT AND CHILD SEAT USAGE

It is the on-going policy of Chrysler Canada Inc. and mandated by provincial highway traffic laws that operators or passenger(s) in vehicles must use safety belts and child seats AT ALL TIMES when driving. The total number of occupants in any vehicle may not exceed the number of seating locations equipped with seat belts. This includes but is not limited to lease, pool, product evaluation, manufacturing plant overnight(s) vehicle road test evaluations, assigned vehicles, etc.

Any child too young or too small for seat belts should be properly restrained in the vehicle using a booster seat with the vehicle seat belts or, as required by law, a child or infant seat which complies with Canada Motor Vehicle Safety Standard (CMVSS) 213, 213.1, 213.2 or 213.4 under applicable legislation. A label on the child restraint system indicates with which standard the child seat complies. Whenever possible, children and infants should be seated in the rear seats of the vehicle.

*Warning: Rearward-facing infant seats should NEVER be used in the front seat of a vehicle equipped with a passenger air bag, unless the vehicle is equipped with an air bag on/off switch and the airbag is turned OFF. A deploying air bag could cause serious or fatal injury to an infant in a rearward-facing infant seat.

CMVSS 210.1 requires that all motor vehicles (except convertibles, open body vehicles, and vehicles >3864 kg GVWR) be equipped with user-ready top tether anchorages, in addition to seatbelts, to restrain forward-facing child seats. Refer to your Owner’s Manual for the location of anchorages, and instructions on the proper use. The laws in most provinces require the use of the top tether anchors on forward-facing child restraints.

It is the responsibility of the Participant or the vehicle operator to ensure that all of the above requirements are satisfied and that the child seat is properly secured using the vehicle seat belts in accordance with instructions provided by the child seat manufacturer and those located in the Owner’s Manual.

AIR BAG ON/OFF SWITCHES

Chrysler discourages the installation of air bag on/off switches in lieu of proper seating and seat belt use. An air bag on/off switch may be installed in a Chrysler owned vehicle only if the Participant meets one of the criteria established by Transport Canada. Contact the Vehicle Safety Department at (519) 973-2798 or your Company Car Programs Coordinator for further details.
HANDHELD CELL PHONE USE AND TEXTING WHILE DRIVING

Chrysler Canada Inc. has a vital interest in the safety and well-being of its employees, promoting safe driving behaviours, and operating in a responsible manner within the community. Texting or using any handheld communication device while driving is a dangerous activity and poses unacceptable risks to the driver, vehicle occupants, other drivers and their occupants, and the community at large.

Chrysler Canada Inc. requires that all Participants, spouses, dependents and permittees comply with all applicable laws, including laws prohibiting or restricting the use of handheld communication devices. Chrysler Canada Inc. prohibits Participants, spouses, dependents and permittees from using any handheld communications device or testing while driving a PE Vehicle or Employee Vehicle.

Participants are responsible for notifying spouses, dependents and permittees of the prohibition related to using handheld communication devices while driving a PE Vehicle or Employee Vehicle.

FINES AND OTHER CHARGES

By participating in the PE Program or the Employee Vehicle Program, the Participant is deemed to authorize Chrysler Canada Inc. to deduct from the Participant’s wages or pension any and all lease charges, vehicle abuse charges, unpaid parking fines or 407 charges, or any other charges assessed pursuant to these Program Rules.

Participants are responsible for any costs associated with obtaining reports and/or forms (including police reports, driving records, duplicate registrations, etc.) that may be requested.

PARKING VIOLATIONS

Parking violations must be paid immediately after the offence. As a Participant of the PE Program or the Employee Vehicle Program, it is the Participant’s responsibility to ensure that all violations involving your vehicle(s) are paid in a timely fashion. Repeated failure to pay parking violations will be brought to the attention of the Company Car Committee.

Where a Participant fails to pay parking fines prior to payment due date, Chrysler Canada Inc. receives the first notice. The first notice is sent to the Participant and if not paid prior to payment due date, Chrysler Canada Inc. receives a second notice with penalty fees included. At this time, the Participant will be charged a $25 administration fee which will be deducted from the Participant’s wages or pension (along with the fine amount if Chrysler Canada Inc. pays the fine). As well, his/her violation history file will be forwarded to the Company Car Committee for review of Employee Vehicle privileges.

407 EXPRESS TOLL ROAD (ETR) BILLINGS

Participants who choose to use the 407 Express Toll Route (ETR) are required to purchase a transponder. Participants who fail to purchase a transponder will be referred to the Company Car Committee and the Participant’s eligibility may be revoked.

Where a Participant fails to purchase a transponder and incurs 407 toll charges, the Participant is required to pay the charges prior to the payment due date. Failure to pay 407 toll charges will result in the Participant being charged a $25 administration fee which will be deducted from the Participant’s wages or pension, along with the toll charges if Chrysler Canada Inc. pays the charges.
PERMITTEES USAGE OF A COMPANY VEHICLE

Participants are authorized to allow a “permittee” to use PE Vehicles and Employee Vehicles from time to time and for a period not to exceed one (1) week. The intent of such usage is the demonstration of Chrysler products. The Participant is responsible to ensure that the permittee has a valid, non-restricted (related to driving history) driver’s license and operates the vehicle in accordance with these Program Rules.

COMPANY BUSINESS

Unless a pool or other appropriate company-owned vehicle is available, the Participant is expected to use his/her PE or Employee Vehicle for business travel.

ILLEGAL AND/OR UNAUTHORIZED USE

The Participant, his/her spouse, dependent children and/or permittees will have no right to the company-owned vehicle except as provided in these Program Rules. The Participant may not lease, sub-lease, sell, assign, encumber, mortgage, or otherwise transfer or attempt to transfer to any person any interest in the company vehicle. Further the vehicle shall not be used to display any advertisement or any personal businesses such as lawn services, towing/hauling and etc.

The Participant will not use, nor allow permittees to use the company-owned vehicle in an illegal manner or for any illegal purpose or for the transportation of persons or property for hire (other than “car pool” arrangements in which the compensation received approximates the cost of the vehicle’s operation).

Government agencies, in particular, both the United States Custom Service and Excise Canada, have policies of seizing and detaining motor vehicles used by persons in the transportation of drugs or alcohol. Any such seizure and detention or forfeiture of a company-owned vehicle by a government agency will be considered a breach of these terms and conditions.

All costs, expenses, fines and penalties that may be assessed by a government agency associated with such seizure and/or detention will be the sole responsibility of the Participant. The Participant will defend indemnify and hold Chrysler Canada Inc. harmless from and against any claims, demands, liability, losses, costs, expenses damages, penalties and fees related to or connected with the seizure and detention of the vehicle and the recovery of such vehicle from government seizure and/or detention or forfeiture.

The Participant may operate a PE Vehicle or Employee Vehicle anywhere in the United States and Canada but will not remove the vehicle to any location outside Canada or the United States without the prior written consent of the Company Car Committee. The liability insurance coverage provided by Chrysler Canada Inc. does not extend outside of Canada or the United States.

I. MAINTENANCE AND OPERATING COSTS PROGRAM

As referenced in Rates and Billing Information, the maintenance and operating costs program provided by Chrysler to participants covers but is not limited to, the following:

- Vehicle Repair
- Maintenance
- Oil Changes
- Tire maintenance
- Roadside Assistance
- Damages normally covered by insurance
ACCIDENT REPORTING

It is mandatory that all accidents have a report completed and forwarded to Cunningham Lindsey, whether vehicle repairs are required or not.

VEHICLE REPAIR

The following procedure must be followed anywhere in Canada or the United States regardless of whether repairs are a result of a collision or a comprehensive loss.

Body damage repairs completed on company owned vehicles without obtaining a Vehicle Damage Claim number and damage appraisal are unauthorized and will not be reimbursed by the Company Car Program and may be subject to review by the Company Car Committee.

Except for glass, wheels or tires, damages for repair or replacement of any parts require completion of an Accident Report and a telephone call in the Windsor area to the Windsor Vehicle Completion Centre (519-561-9305) to set up an appointment for an appraisal.

Participants residing outside the Windsor area are to contact Cunningham Lindsey as locations vary from province to province. Final determination of damage repairs can be made by the Regional Company Car Coordinator or, in the Windsor area, by the Company Appraiser through the Vehicle Completion Centre. Normal wear and tear damages, such as minor scratches, dimples, etc., should not be repaired. Repairs made to company vehicles without the properly approved appraisal are unauthorized and will not be reimbursed.

If the vehicle is not drivable, it is the Participant’s responsibility to have the vehicle moved to the nearest Chrysler dealer or to a location where the vehicle will be protected from additional damage.

DAMAGE DISCLOSURES

Applicable legislation requires Chrysler Canada Inc. to make complete disclosure of body damage repairs when a company vehicle is sold at auction or retailed.

If body damage repairs are completed on the company owned vehicle without following the proper damage appraisal reporting instructions, and not disclosed at time of turn-in, the Participant’s continued eligibility in the Product Evaluation Program or the Employee Vehicle Program will be reviewed by the Company Car Committee.

EMERGENCY REPAIRS

The Windsor Vehicle Completion Centre will perform emergency repairs for Windsor-based vehicles. Chrysler dealers will repair vehicles based outside Windsor.

If an emergency situation arises while outside the base area, Participants should contact VIP Roadside Assistance before a Chrysler dealer repairs the vehicle (as there may be expenses incurred). This toll-free number (1-800-465-2001) can be dialed from Canada or the United States:

Participants who take their vehicles to Chrysler dealerships in Canada or the United States may be charged for repairs.

All scheduled servicing intervals, as outlined in the vehicle’s maintenance booklet, are covered provided the service is performed at the Windsor Vehicle Completion Centre or any authorized Chrysler Dealership in Canada or the U.S.A.
When bringing a Chrysler Canada company car into a dealership for service in Canada or the U.S.A., Participants are required to do the following:

- Identify the vehicle as an “in-service” Chrysler Canada Company Car.
- Provide the VIN of the vehicle so the Service Advisor can verify vehicle status in “VIP.”
- Quote “WCC062” as the applicable warranty coverage code for the vehicle.

These three steps will ensure the Dealership can claim the scheduled maintenance service and repairs through the Chrysler global warranty system, and apply the correct LOP codes for the service performed.

In the event you encounter any difficulty at a Chrysler Dealership, please ask the Dealership to contact their District Service Manager (Canada and U.S.A.).

Costs for meals, lodging, telephone calls, car rental, etc. incurred due to vehicle breakdown while away from home are not reimbursable by Chrysler. Refer to the Chrysler VIP Roadside Assistance Member Handbook for additional assistance.

**MAINTENANCE**

The Participant is responsible for the performance of all scheduled maintenance designated in the Owner’s Manual in the glove box. Such maintenance is charged to the warranty system by the servicing dealer or Windsor Vehicle Completion Centre. Copies of the repair orders and/or receipts for such work are to be retained by the Participant and presented to the vehicle inspector at turn-in. All maintenance services listed in the Owner’s Manual must be performed prior to turn-in.

**Maintenance (In the Windsor Area)**

For regular maintenance service to be completed by the Windsor Vehicle Completion Centre, an appointment must be made in advance by calling (519-561-9305).

**Maintenance (Outside the Windsor Area)**

PE Vehicles and Employee Vehicles are entitled to certain maintenance service while in company use. These vehicles all have Warranty Coverage Code of 062.

**TIRE MAINTENANCE**

The maintenance of proper front-end alignment and wheel balance and maintenance of tires with measurable tread (i.e. 1/8” depth) is the responsibility of the Participant to replace such tires with new tires the same as those that were on the vehicle when it was delivered to the Participant. Vehicles having less than 1/8” tread depth across the full face of the tires will not be accepted for turn-in.

**Replacement of Worn or Damaged Tires**

When a tire requires replacement the Participant must contact the Vehicle Completion Centre to arrange for the inspection of the tire to determine if the tire manufacturer, Chrysler, or the Participant should cover the replacement.

Replacement of tires damaged due to steering misalignment, or from having been run under-inflated is the responsibility of the Participant. (See Owner’s Manual for proper inflation pressure and maintenance details).

Tire damage as a result of accident should be reported as part of the damage claim on the appropriate form.
RECALLS

All recall programs will be conducted by the Recall Campaign Coordination Department. Correspondence will be directed to the Participant. The Participant is responsible for ensuring that all recall repairs are performed in a timely manner.

WARRANTY BOOKLET

All Canadian vehicles have a Canadian warranty information booklet, which is found in the glove box package and is normally available in late September. It is the Participant’s responsibility to ensure that the Canadian warranty booklet is completed correctly. (The ‘Warranty Start Date” is the date you took delivery of the vehicle.) This booklet must be kept in the glove box, along with the Owner’s Manual and Accident Package. If any of these items are missing, contact the Regional Service Manager in the field or the Windsor Vehicle Completion Centre for replacement.

Warranty Coverage

Vehicle warranty coverage is described in detail in the Canadian Warranty booklet supplied with each company vehicle. It is the Participant’s responsibility to ensure the following information is properly recorded on the inside cover of the Canadian warranty booklet, if applicable:

VIN: The 17-digit Vehicle Identification number
Warranty Start Date: The date the Participant took delivery of the Vehicle
Selling Dealer: Chrysler Canada Inc., Windsor, Ontario N9A 4H6
Dealer Code: C*101 – Product Evaluation, C*109 – Lease

Warranty-type repairs for company vehicles in service beyond the normal warranty period will also be assumed by Chrysler Canada Inc., but repairs and/or maintenance costs determined to be the result of driver abuse or negligence will be the responsibility of the Participant.

Roadside Assistance

The Chrysler VIP Roadside Assistance program applies only to Chrysler Canada Inc. Participants, his/her spouse and dependent(s), and not to the vehicle.

CARE OF THE VEHICLE

The Participant will take reasonable care of the vehicle and will, at the Participant’s expense, keep it clean and presentable in appearance. All physical damage must be repaired prior to turn-in.

SAFETY RELATED REPAIRS

Damages that directly involve the safety and drivability of the vehicle (i.e., headlights, taillights, mirrors and turn signals) must be repaired immediately.

Subject to the above, if performed by a dealer, the Participant must pay the dealer directly for these repairs and submit for reimbursement.
J. REIMBURSEMENT POLICY AND INSTRUCTION

CHRYSLER VIP ROADSIDE ASSISTANCE PROGRAM

In the case of alternate roadside assistance arrangements where the Chrysler Roadside Assistance dispatch service is not available, to obtain reimbursement, follow these steps:

- Have the service facility provide you with a detailed receipt indicating the cause of the disablement and the service required. Towing claims should include distance towed and a detailed repair bill.
- Make sure that your full name, address and membership numbers are printed clearly on the receipt. Mail the original receipt to Chrysler VIP Roadside Assistance within thirty (30) days of the incident. (Keep a copy of the receipts for your records).
- Upon receipt and confirmation of this information, Chrysler VIP Roadside Assistance will send you a reimbursement cheque.

To receive claims reimbursement for services, other than Emergency Roadside Service, contact Chrysler VIP Roadside Assistance within 30 days of the incident and ask to speak to the claims adjuster. Claims adjusters are available from 8:30 a.m. to 5:00 p.m. Eastern Standard Time. (800) 655-9466

The claims adjuster will ask you about the details of the incident and clarify whether you are able to submit a claim. You will be asked to forward the original receipts reports and invoices necessary to adjust your claim. Upon receipt and confirmation of this information, Chrysler VIP Roadside Assistance will send you a reimbursement cheque.

Chrysler VIP Roadside Assistance Program
248 Pall Mall Street, P.O. Box 5845
London, Ontario N6A 4T4
Attention: Drew Lidkea
Phone: (519) 646-3470
Fax: (800) 279-4858

NON-REIMBURSABLE ITEMS

Certain items are not eligible for reimbursement, including, but not limited to the following:

- Cost to replace stolen or lost keys, keyless remote entry fobs and their batteries
- Expenses for body damage repairs, without a Chrysler claim estimate
- Routine scheduled maintenance when performed outside of the specifications in the Owner’s Manual
- Do it yourself repairs, such as oil changes, tune ups, brake jobs, etc.
- Repairing interior damage to a vehicle not caused by a collision accident or vandalism
- Interior cleaning resulting from carelessness or abuse, touch up paint, vehicle detailing
- Upgrades or additions of approved non-factory installed equipment (trailer hitches, car phones, unique wheel covers)
- Personal items lost or stolen from any vehicle.
K. ACCIDENT AND VEHICLE DAMAGE REPORTING

DAMAGE REPORTING

A Vehicle Accident Report and the instructions on filing a claim are provided to all Participants and are located on Dashboard. Make photocopies of the form found in this section or contact your Company Car Program Coordinator for additional copies.

ON THE SCENE ACCIDENT INSTRUCTIONS

When on the scene of an accident, Participants should do the following:

- Arrange for attention to any injured persons at the scene.
- Call the police (if such action is either indicated by the circumstances of the accident or is required by law).
- Do not assume responsibility for the accident regardless of the circumstances.
- Identify yourself to the driver(s) or owner(s) of the other vehicle(s).
- Obtain the full and correct names and addresses of all parties, including drivers, passengers, and witnesses involved in the accident. If you are not comfortable exiting the vehicle, go straight to the nearest police department and file your accident report. Use your best judgment.
- Record the license plate numbers and operator’s license numbers of the vehicles and drivers involved.
- Obtain the names of the other parties’ insurance companies and agents and, if possible, their insurance policy numbers. Identify Chrysler’s insurance carrier. Unless otherwise notified, Chrysler’s insurance carrier is Zurich Insurance Company, but all claims are to be reported to Cunningham Lindsey.
- Record the name of the police department responding to the call, the officer’s name and the police report number.
- All damaged vehicles not driveable (outside the Windsor area) are to be taken to the nearest Chrysler Canada Inc. dealer (in Windsor the Vehicle Completion Centre).
- Immediately notify your Company Car Programs Coordinator.

VEHICLE NOT DRIVEABLE

If the vehicle is not driveable, you should immediately contact VIP Roadside Assistance.

WRITTEN ACCIDENT VEHICLE DAMAGE REPORT

A written report is required in all accidents, regardless of severity, involving property damage, injury to other parties and any damage to other vehicles and must be mailed or faxed to Cunningham Lindsey immediately after the accident occurs.

All body damage repairs performed on a company-owned vehicle, regardless of the dollar amount, must have a completed Vehicle Accident Report form and an accident appraisal, arranged by Cunningham Lindsey.

In all cases, mail a copy of the completed Vehicle Accident Report form to Cunningham Lindsey. Present one copy to the damage appraiser at the time of the appraisal (or, if vehicle is at a Chrysler dealer, leave a copy on the front seat of the vehicle). Retain a copy for your records.

ACCIDENTS OUTSIDE CANADA

Participants involved in an accident outside of Canada must check with the nearest police department or Cunningham Lindsey to determine that state’s specific accident reporting requirements.
A copy of an accident report submitted to any other state or governmental body must also be sent to Cunningham Lindsey.

**ORAL ACCIDENT REPORTS**

In addition to written reports, oral accident reports should be made on serious accidents to your Regional Company Car Programs Coordinator. It will also be necessary for Participants involved in accidents to check with the nearest police department.

**THIRD PARTY CONTACTS**

Any subsequent claims or contacts received by telephone or mail from a third party (individual, lawyer or Insurance Company), must be referred or sent immediately to Cunningham Lindsey and the Company Car Programs Coordinator for their handling and reply.

A Participant or custodian is not authorized to settle a claim involving a PE Vehicle or Employee Vehicle.

**SERVICE OR PROCESS**

Participants, who are served with papers in a lawsuit arising out of the use or operation of a company-owned vehicle, must notify Cunningham Lindsey and the Company Car Program Coordinator. All documents must be sent to Cunningham Lindsey within 24 hours after receipt so that the necessary action can be taken to protect the interests of the Participant and Chrysler Canada Inc. The following information should accompany the papers:

- Date, hour and place of service.
- The manner of service, i.e., personally or by mail. If by mail, include the envelope in which the papers were served.

All correspondence relative to this section should be forwarded to Cunningham Lindsey.

**VEHICLE DAMAGE REPAIR POLICY**

Applicable legislation requires Chrysler Canada Inc. to make complete disclosure of all body damage repairs when a Company-owned vehicle is sold. The following procedure must be followed:

- An authorized damage appraisal must be completed before any repairs are completed on a Company-owned vehicle.
- Any body damage repairs completed on Company-owned vehicles without a damage appraisal are considered unauthorized. The Participant will not be reimbursed for such repairs and may be subject to review by the Company Car Committee.

**VEHICLE DAMAGE REPAIR LOCATION**

A damage appraisal is required on all vehicle damage, including suspension or underbody damage, before repairs are performed (with the exception of stolen equipment, safety-related items and glass).

a. **WINDSOR AREA:**

The Insurance Adjuster has an office located at the west end of the Vehicle Completion Centre to view the damage, make estimates, and receive reports each Wednesday morning from 9:00 a.m. to 11:00 a.m. only if an appointment has been arranged beforehand.
Appraisal appointments may be made by calling the Vehicle Completion Centre: (519) 561-9305.

Participants are required to bring one copy of the Vehicle Accident Report and any other pertinent information with you and the vehicle.

The Vehicle Completion Centre will designate where the repairs will be completed in the Windsor area. Once the Participant has had his/her vehicle appraised, the cost repair copy of the report will be given to the Vehicle Completion Centre. The Vehicle Completion Centre will schedule or notify you of an appointment for repair. It is important that the accident form includes your home telephone number as well as your work number.

b. **OUTSIDE WINDSOR:**

Cunningham Lindsey will facilitate repairs, as locations vary from province to province.

**TOTALED VEHICLES**

If a company vehicle is damaged and Chrysler Canada Inc. has determined it will not be repaired, the Participant will be notified accordingly. The Participant is required to remove personal property from the vehicle immediately.

Participants are required to contact the Company Car Programs Coordinator to arrange for a vehicle and order a replacement vehicle if appropriate. The PE Vehicle or Employee Vehicle will be deactivated when the replacement vehicle is delivered.

**STOLEN COMPANY VEHICLES**

Participants must immediately report the stolen vehicle to:

- The police department of the jurisdiction in which the theft occurred.
- Company Car Programs Coordinator.
- Cunningham Lindsey.

Obtain copies of the police report and send copies to the following departments:
- Company Car Programs Coordinator
- Cunningham Lindsey

Participants may obtain a loaner vehicle, if applicable, or a rental vehicle based on the instructions listed in the section entitled “Insurance Coverage” rental vehicles. (Refer to your Chrysler VIP Roadside Assistance member Handbook – page 12.)

If, after two weeks, the stolen vehicle has not been recovered the Participant must notify his/her Company Car Programs Coordinator a second time. The Company Car Programs Coordinator will assist the Participant in obtaining a replacement vehicle. The stolen VIN will be deactivated when the replacement vehicle is delivered.
RECOVERED STOLEN COMPANY VEHICLE

Once a stolen vehicle is recovered, the Participant remains responsible for completing the following steps regardless of the time period involved:

- Make any necessary arrangements for the vehicle’s release, towing and repair.
- Notify your Company Car programs Coordinator and Cunningham Lindsey, of the recovery and the location of the vehicle.
- Contact the Company Car Programs Coordinator to arrange for a loaner, if applicable, to be reassigned as a Product Evaluation or Employee Vehicle and submit a replacement order if a vehicle other than the reassigned one is desired.

VANDALISM

The Participant must file a police report immediately and obtain the police report number. Complete an accident report, notify Cunningham Lindsey and arrange for an accident appraisal.

PERSONAL PROPERTY

Chrysler is not responsible for the theft or vandalism of personal property in the company vehicle. Participants must report this type of loss through their personal insurance company.

LEGAL PROCEEDINGS

In the event that a company vehicle is stolen, vandalized or otherwise sustains damage arising out of alleged criminal or civil wrongdoing, the Participant and/or permittee of the vehicle are expected to cooperate with government authorities and Chrysler Canada Inc. by signing and filing criminal complaints, participating as witnesses and taking such other reasonable and necessary action as may be requested.

REMINDER: It is the Participant’s responsibility to keep copies of any and all police and accident reports, damage appraisals and any other information considered pertinent to the accident and/or incident of loss.

L. EMERGENCY ROADSIDE SERVICE

CHRYSLER VIP ROADSIDE ASSISTANCE PROGRAM

The PE Program and EVP provide the Participant, the Participant’s spouse and dependent(s) who drive, roadside assistance coverage. Chrysler VIP Roadside Assistance provides this service and can be easily reached 24 hours a day at (800) 655-9466 for immediate service:

In order to ensure coverage, a spouse and dependent(s) must complete the Membership Enrollment Form and forward it by mail or fax. This will allow the Chrysler VIP Roadside Assistance Program to issue the required membership card(s).

For complete coverage refer to the Chrysler VIP Roadside Assistance Member Handbook. Contact your Company Car Programs Coordinator if the handbook has been lost or misplaced.

The Chrysler VIP Roadside Assistance Program provides the following benefits:

- Emergency Roadside Services
- Traffic Accident Emergency Services
- Trip Interruption Services
- Motorist Legal Services
- Travel Planning Services
- Special Services
- Travel Hospitalization Services
- Hazardous Weather Services
- Membership Agreements and General Conditions
- Preferred Corporate Rate Program at Choice Hotels International (10%-30% savings).

Call (800) 4-CHOICE (800) 424-6423, inform the reservation agent that your file number is: 00067207.

Your Chrysler VIP Roadside Assistance membership is a personal membership covering the cardholder, not the vehicle, whether you are driving your own vehicle or someone else’s.

As a Participant in the Product Evaluation Program or the Employee Vehicle Program you are entitled to a Chrysler VIP Roadside Assistance Master Membership. Master Membership renewals will be automatic for all PE and EVP Participants. The enrollment form is to be completed by:

- **All NEW PARTICIPANTS**
- **NEW PARTICIPANTS** are required to apply for their NO CHARGE associate membership cards for their spouse and/or dependents living in the member’s household.
- **NEW PRODUCT EVALUATION** Participants must complete this form in order to receive a Master Membership card.

Chrysler VIP Roadside Assistance Program
248 Pall Mall Street
P.O. Box 5845
London, Ontario N6A 4T4
ATTENTION: Drew Lidkea
Phone: (519) 646-3470
Fax: (800) 279-4858

**M. INSURANCE COVERAGE**

Chrysler Canada Inc. will provide and maintain vehicle insurance coverage applicable solely to the company vehicle(s) supplied and registered by Chrysler Canada Inc. under the Product Evaluation and Employee Vehicle Programs.

This coverage extends to such vehicles being operated in Canada or the United States only.

This insurance coverage does not apply to any other vehicles, including, but not limited to, personally owned motor vehicles, all-terrain vehicles, motorcycles, mini-bikes, snowmobiles or other similar type recreation vehicles.

This Section M is a brief summary of the Insurance Coverage provided under the Company Car Program. If this summary differs from the terms of such insurance policies, the applicable policy shall govern. Details of insurance coverage are described in such policies, which should be consulted for specific information. Any specific inquiries relating to insurance coverage may be directed to PBL Insurance, which can be found in the Contact Listing on page 30 under Section O of these Program Rules.

**Accident Benefits**

Accident benefit coverage is provided to the minimum limits required by each province. The benefits and limits provided vary by each province. The coverage provided will respond after any amount recoverable under a worker’s compensation law, and/or after any amount collectible under any Chrysler Canada group or personal hospital, medical, or surgical benefit plan available to you.
Medical Payments Insurance

Medical payments insurance covers (1) the Participant, the Participant’s spouse, the Participant’s dependent(s), and their guests with respect to any vehicle or (2) the Participant, the Participant’s spouse, the Participant’s dependent(s) and their guests while the Participant, Participant’s spouse or dependent(s) is operating any other vehicle not owned by the Participant or a member of the Participant’s household. Such insurance coverage is applicable while operating, riding in, entering or alighting from any such vehicle.

This coverage does not apply to any amount recoverable under a worker’s compensation law.

Physical Damage

Chrysler Canada will assume responsibility for any loss to a private passenger automobile that is normally covered by collision or upset, and comprehensive physical damage insurance including, but not limited to fire, theft, malicious mischief, etc. Chrysler Canada is not responsible for any theft of personal contents or any equipment on the vehicle other than the factory-installed equipment.

Responsibility

It is the Participant’s responsibility to keep copies of any and all police and accident reports, damage appraisals, and any other information considered pertinent to the incident of loss.

Personal Property Loss or Damage

The loss of personal property from within or on a PE Vehicle or Employee Vehicle including vehicles in tow (i.e., trailers) is the responsibility of the participant and is not covered by any of the above-described insurance.

Rental Vehicles

Costs associated with the use of a rental vehicle while PE Vehicles or Employee Vehicles are out of service are not reimbursable. Such costs are the responsibility of the Participant.

NOTE: Refer to the Chrysler VIP Roadside Assistance Member Handbook for additional assistance.

Rental Vehicle Insurance Coverage

No rental vehicle insurance coverage is provided under the EVP in the US, Canada or internationally. These are considered personal expenses and are not reimbursable.

RENTAL VEHICLE INSURANCE COVERAGE – BUSINESS RELATED

Chrysler Canada Inc. Business Travel

Canadian and United States Car Rentals: The purchase of Collision Damage Waiver (CDW) or supplemental liability coverage for car rentals is not a reimbursable business expense and should not be accepted. CDW coverage is included in the basic rental rate with the following Contracted Canada and U.S. Car Rental Companies and the car rental reservation should be booked through Chrysler’s preferred Travel Agency and include the appropriate identification numbers:

Avis - #A470000
Dollar - #CC4000
International Rentals: The purchase of CDW for car rentals outside of Canada and the United States is required and is a reimbursable business expense.

Non-Business Travel: United States and Canadian Rentals: No coverage is provided under the Product Evaluation or Employee Vehicle Programs. This is considered a personal expense and is not reimbursable.

International Rentals: No coverage is provided under the Product Evaluation or Employee Vehicle Programs. This is considered a personal expense and is not reimbursable.

USE OF A COMPANY-OWNED VEHICLE OUTSIDE CANADA OR THE UNITED STATES

PE and Employee Vehicles may not be removed to any location outside of Canada or the United States. The liability insurance coverage provided by Chrysler does not extend outside of the United States or Canada.

N. SALE OF COMPANY-OWNED VEHICLES

Any sale of a PE or Employee Vehicle other than at time of normal replacement must be requested in writing to Company Car Programs, or your local Company Car Programs Coordinator.

O. CONTACT LISTING

Chrysler Canada Inc.
c/o Company Car Programs
1 Riverside Drive West
Windsor, ON N9A 5K3
CIMS: 240-14-04
Phone: (519) 973-2249
Fax: (519) 973-2799

Cunningham Lindsey Canada
25 Main Street West, 18th Floor
Hamilton, ON L8P 1H1
Attn: Tracy Oliveira
Phone: (855) 667-0502
Fax: (877) 308-5563
Email: Chryslerclaims@cl-na.com

Zurich Insurance Company
c/o PBL Insurance Ltd.
150 Ouellette Place, Suite 100
Windsor, ON N8X 1L9
Phone: (519) 254-1633

Chrysler VIP Roadside Assistance Program
248 Pall Mall Street
P.O. Box 5845
London, ON N6A 4T4
Attention: Drew Lidkea
Phone: (519) 646-3470 Fax: (800) 279-4858
Chrysler Canada Inc. Customer Service
3000 Temple Drive
Windsor, ON N9A 4H6
Phone: (800) 465-2001

Vehicle Completion Center
2324 Walker Road
Windsor, ON N8W 3P6
CIMS: 237-00-00

Company and Lease Deliveries (519) 973-2183
Maintenance, Service and Accident Appointments (519) 561-9305

REGIONAL AND HOME OFFICE COMPANY CAR PROGRAMS COORDINATORS

Chrysler Canada Inc.
3000 Trans Canada Highway
Pointe Claire, Quebec H9R 1B1
CIMS: 651-02-00
Phone: (514) 630-2545
Fax: (514) 630-2558

Chrysler Canada Inc.
Southland Plaza, Suite 200
10201 Southport Road, S.W.
Calgary, Alberta T2W 4X9
CIMS: 657-00-00
Phone: (403) 299-2915
Fax: (403) 299-2922

Chrysler Canada Inc.
1 Riverside Drive West
CIMS: 240-14-04
Windsor, ON N9A 5K3
Phone: (519) 973-2249
Fax: (519) 973-2799

Auction Managers

Eric Janca (905) 275-3000 (Manheim Toronto Auto auction, Winnipeg)
Raphael Gentile (450) 472-4400 (Montreal & Moncton Auction)
Jim Rorison (403) 912-4400 (Calgary, Vancouver)
CANADIAN AUCTION LOCATIONS AND CAR PROGRAMS COORDINATORS

Manheim Toronto Auto Auctions  
8277 Lawson Road  
Milton, Ontario L9T 5C7  
Phone: (905) 275-3000 (Andrea Fletcher, Carly Poser)  
Fax: (905) 876-2341

Adesa Montreal  
300 Albert Mondou  
St-Eustache, Quebec J7R 7A7  
Phone: (450) 472-4400 (Carole Godmer, Cindy Francoeur)  
Fax: (450) 472-6068

Adesa Moncton  
47 Edinburgh Drive  
Moncton, New Brunswick E1E 2K6  
Phone: (506) 857-0198 Ext 223 (Bev Collins)  
Fax: (506) 877-0533

Adesa Winnipeg  
Box 19, Group 242, RR#2  
Winnipeg, MB R3C 2E6  
Phone: (204) 697-4400 Ext 232 (Judy Allard)  
Fax: (204) 632-4278

Adesa Calgary  
1621 Irricana Road NE  
Airdrie, AB T4A 2G6  
Phone: (403) 945-5854 (Deanna Simmonds)  
Fax: (403) 945-5904

Adesa Vancouver  
7111 No. 8 Road  
Richmond, BC V6W 1L9  
Phone: (604) 233-7339 (Rajan Lidhar)  
Fax: (604) 278-5974