



Rover Triumph Division

BRITISH LEYLAND UK LIMITED

Personal Export Delivery Scheme SALESMAN'S GUIDE

(CONFIDENTIAL — issued to Rover Triumph U.K. Distributors and Dealers only)

INTRODUCTION

As well as the Customer's Guide, which answers some of the basic questions about our P.E.D. scheme, this leaflet provides further information for the salesman. We can only give a background — a number of other points are likely to arise depending on circumstances. So, please make full use of the help you will receive from the factory's P.E.D. staff when you have an export enquiry on hand.

GENERAL POINTS TO REMEMBER

The supply of vehicles exempt from payment of Car Tax and VAT is strictly controlled by Customs and Excise. Such vehicles may only be acquired from the manufacturer's untaxed stock and do not affect your home market allocation. The contract of sale must be between the manufacturer and the purchaser. It is open, however, for Distributors or Dealers (acting as agents for the purchaser) to introduce approved orders to the factory. Make sure you are completely familiar with Customs Notice No.705 which sets out the main legal requirements covering tax free sales. This will give you added confidence when talking to would-be purchasers, and they in you.

SPECIAL CASES

There are a limited number of export buyers with whom the factory must negotiate direct. Please refer any enquiries from the following to us immediately:

- Diplomats, and any other person claiming special discount privileges
- Members, or their dependants, of U.S. armed forces (including any attached U.S. civilian personnel) stationed in the United Kingdom
- International organisations such as United Nations or Common Market agencies
- Sales enquiries received from individuals writing from overseas (excepting H.M. forces in Germany), even though United Kingdom delivery is planned.

Short Supply Situation

Please note that orders cannot be accepted for the Range Rover (all overseas markets) or for any left-hand drive European specification vehicles.

H.M. Forces in Germany (intransit vehicles)

Most servicemen buy right-hand drive vehicles for use in Germany which, after a qualifying period, can then be returned to this country without tax payment. It is recognised that, particularly where a part exchange is required, the serviceman tends to buy a tax free vehicle in the U.K. before going to Germany, or when over here on leave. Exceptionally, for BAOR forces only, Distributors and Dealers may accept enquiries from Germany through the mail and subsequently introduce orders to the factory subject to U.K. collection.

THE FORMS YOU NEED

Always have the correct forms available. As a check you should have:

- Export retail order forms (blue)
- Application forms for exempt on from Car Tax and VAT for overseas visitors (white) and U.K. residents (pink)
- Customs Notice No.705
- Customer's Guide
- P.E.D. price lists

CAR TAX AND VAT

You should always give a copy of Notice 705 to the customer.

It is entirely for the customer to decide whether a pink (U.K. resident) or white (overseas visitor) form should be completed.

Only the person who has been permitted by Customs and Excise to do so may take initial delivery of a P.E.D. vehicle. There are positively no exceptions to this!

It is not possible to obtain a refund of Car Tax and VAT.

VEHICLE SPECIFICATION REGULATIONS OVERSEAS

In general, the buying public have little idea of the many differing requirements with which our vehicles have to comply before sale in nearly all overseas markets, to the extent that our model range becomes necessarily limited. Our vehicles are also assembled in certain countries and incorporate a substantial number of local components. Accordingly, a twin model imported in built up condition, although seemingly identical, cannot be used there permanently as it is not homologated.

In view of all this, we have to operate a very strict check on what orders can be accepted on a P.E.D. basis. Please bear with us if a possible order introduction from you is jeopardized for these reasons!

Intransit Vehicles

U.K. residents often wish to buy normal RHD domestic specification cars to take overseas for a minimum period of 12 months. Such orders are quite acceptable to us but, as cars will not comply with overseas specification requirements, a special disclaimer form may be requested. A specified overseas territory must still be inserted on the order and tax exemption forms (for the 12 months use) but ultimate destination is the U.K., and therefore British Vehicle Construction and Use Regulations must obviously

apply. Generally speaking, we will supply vehicles with head lamps suitable for use abroad, with converter masks for initial night driving in the U.K., but correct head lamps must be fitted upon return at the owner's expense.

ORDERING PROCEDURE

Before you do anything, it is a wise precaution to contact the P.E.D. department and check with us that there are no hidden snags. To save time, the information we want is :

Country of ultimate destination

Customer's name and nationality

Model required with brief specification details and requested delivery date

If all is well, send us 3 copies of the order form and 2 copies of either the white or pink tax exemption form, and a 10% deposit. These forms are only to be signed by the customer with a witness, or confirmatory declaration as applicable, for the tax forms. We will send formal acceptance of the order directly to the customer, and copied to you. Tax forms are forwarded by us to Customs and Excise.

When completing the order, make sure the customer enters all the production fitted optional equipment he wants as certain items which are standard for the home market are extra for export (check the price list). Also, the tax form must be completed accurately otherwise it will be rejected by Customs and Excise.

TERMS OF PAYMENT

The factory always invoices the customer. Following receipt of an order we normally send a pro forma invoice to the customer itemising all applicable charges. This simply tells the customer the full amount to be paid, with time allowed for transferring funds from overseas. Payment, by banker's draft or certified cheque only, is required on or before delivery. Any payment sent to us by Distributors or Dealers on behalf of the customer must comply with Exchange Control Regulations.

DELIVERY ARRANGEMENTS

You are expected to undertake a pre delivery inspection and delivery of the vehicle to the customer against orders you have introduced, absorbing costs from the introductory commission. Occasionally, Dealers or Distributors may be asked to deliver vehicles ordered elsewhere. In these cases, a £25 allowance is credited by the factory for this service and an explanatory letter is always sent down with relevant delivery documents. Should a customer elect to take delivery through our London Collection Centre, or another location, for an order you have introduced, a deduction of £25 will be made from your commission.

REGISTRATION AND ROAD TAX

The factory arranges this. Licence plates, registration book and tax disc (either marked exempt or duty paid as applicable) are sent down to the delivery point. Plates normally have a red border as a means of identifying a vehicle supplied under special conditions.

DESPATCH FROM THE FACTORY

P.E.D. vehicles will not be released from the factory until approval for tax free delivery has been received in writing from Customs and Excise.

Unless arrangements have been made well in advance, all vehicles are sent to the delivery point by driver and not by transporter.

PASSPORT TO SERVICE (BLUE)

P.E.D. owners receive a Passport to Service designed particularly for export vehicles. While in the United Kingdom a 12 months owner's servicing statement is applicable but when overseas the vehicle is usually subject to a 6 months warranty. The first service voucher is included in the Passport to Service and the factory will pay costs upon receipt of the properly completed free service voucher, which is stamped PERSONAL EXPORT DELIVERY, from the Distributor or Dealer concerned. A normal home market voucher is not accepted.

SHIPMENT

It is the customer's sole responsibility to acquire any necessary import licence and comply with all applicable overseas import regulations. Estimated shipping costs (freight, marine insurance and movement) will be given in advance by brokers upon request. Our overseas Distributors will provide the same standard of service and assistance to owners of imported vehicles as they do to their local customers.

HOME MARKET CONSIGNMENT VEHICLES

It is only possible to supply a vehicle from your stock to a P.E.D. customer provided Car Tax and VAT have not been paid. Should you wish to use one of your stock vehicles please contact the P.E.D. department at once so that the correct procedure can be explained.

COMMISSION PAYMENT

Rates of introductory commission are advised separately. Such commission is only paid against an approved P.E.D. order and after the vehicle has been delivered to the customer, with full payment in our possession, and return of any applicable forms.

Enquiries for Rover vehicles to : Enquiries for Triumph vehicles to :

Rover - British Leyland UK Limited
Personal Export Delivery
P O Box 2
Solihull
Warwickshire
B92 8NW

Triumph Motors - British Leyland UK Limited
Personal Export Delivery
Canley
Coventry
CV4 9DE

Telephone 021-743-4242
Telex 338641
Cables Rover

Telephone 0203 75511
Telex 31567
Cables Flywheel Coventry