

# YOUR NOVATED LEASE GUIDE



## Welcome to the LeasePLUS family!

This guide contains important  
information for your Novated Lease.

Please read it carefully  
and store in a safe location  
so you can refer back to it at any time.

 1300 13 13 16

 [leaseplus.com.au](http://leaseplus.com.au)

# YOUR NOVATED LEASE

Download the LeasePLUS app so you can monitor your novated lease account at your fingertips



## Roadside Assistance & Accident Management

If you have opted for our Roadside Assistance and Accident Management program, simply call us if you are ever in need. This service is available 24 hours a day, 7 days a week.



## Comprehensive insurance

LeasePLUS can arrange and manage comprehensive insurance for you. If you have our fleet policy included in your novated lease, simply call us in the event you need to make a claim.

If you have opted for your own insurance policy, you will need to manage this and ensure the vehicle is comprehensively insured at all times during the lease term.

If you manage your own policy, you can send the renewal to us for payment (provided there are funds available in your account) or you can pay it yourself and seek reimbursement.



## Servicing and maintaining your vehicle

Contact our Fleet Services team to book in for your service, maintenance and/or tyre replacement and repair needs. We have a national supplier network and our team is here to manage your bookings, monitor costs on your behalf and offer you advice.

Download the LeasePLUS app now!

For FAQs on your novated lease,

see our website: [www.leaseplus.com.au/TellMeAboutIt/FAQ](https://www.leaseplus.com.au/TellMeAboutIt/FAQ)



## Fuel cards

It is important to keep fuel cards in a safe and secure location. If your fuel card is lost or stolen, contact us immediately to arrange cancellation of the old card and the ordering of a replacement.

Please ensure you enter your odometer reading every time you fill up so we can track and monitor your kilometres and budgets.



## Registration and CTP

When you receive your registration renewal, you can send it to us for payment on your behalf, provided there are funds available in your account. You can also pay for it yourself and seek reimbursement.

It is your responsibility to ensure the vehicle is registered at all times during your lease term.



## Paid for a vehicle expense from your own pocket? Get reimbursed

Our reimbursement process is simple, download the LeasePLUS app and submit the tax invoice and proof of payment. Alternatively, you can download the Novated Lease Claim Form available on our website and submit by post or email.

# IMPORTANT CONTACT INFORMATION



## Roadside Assistance & Accident Management

 1300 13 13 16

## Customer Support

general enquiries, fuel cards, registration,  
insurance and lease management

 [customersupport@leaseplus.com.au](mailto:customersupport@leaseplus.com.au)

## Fleet Services

servicing, maintenance & tyre bookings and advice

 [mbookings@leaseplus.com.au](mailto:mbookings@leaseplus.com.au)

 1300 13 13 16

 [leaseplus.com.au](http://leaseplus.com.au)