

TABLE OF RATES

Overview according to the Primary Agreement

Description	Fee (excl. VAT)
Administration fee for the assignment of the Leasing Contract to non-affiliated parties with the consent of Alphabet Belgium	€ 250,00
Cancellation of an order	€ 300,00
Surcharge if payments are not made by direct debit	0,20% of the finance charge
Monthly late payment interest	1,00%
Minimal compensation for late payment	€ 150,00
Suspension of the Leasing Contract	€ 150,00
Supplementary garaging charges per day counting from day 1 of the suspension of the Leasing Contract	€ 3,00
Compensation of loss of profit in case of premature termination (per remaining month of the duration of the Leasing Contract)	€ 40,00
Transferring to the Hirer at the latter's request a settlement arising from premature termination of the Leasing Contract, within a year of a previous similar request in respect of the same Leased Car	€ 100,00
Transport at the end of the Leasing Contract from any other location than the registered office of Alphabet Belgium's logistic partner	€ 135,00
Missing original Registration document at the end of the Leasing Contract	€ 250,00
Missing original Type Approval Certificate at the end of the Leasing Contract	€ 250,00
Missing proof of a Motor Vehicle Test at the end of the Leasing Contract	€ 100,00
Missing original service booklet at the end of the Leasing Contract	€ 100,00
Missing warning triangle at the end of the Leasing Contract	€ 25,00
Missing first-aid kit at the end of the Leasing Contract	€ 25,00
Missing spare key (set) at the end of the Leasing Contract	€ 200,00
Missing parts of the equipment and/or options at the end of the Leasing Contract	On-charged at purchase cost
Change of additional services on demand of the Hirer during the course of the Leasing Contract	€ 25,00 per contract
Administration fee for making a new fuel card or code available to the Hirer	€ 50,00
Management-information via internet applications (e.g. Fleet Agent)	Free of charge
Drafting of a no-claims certificate	Free of charge
Administration fee for obtaining a duplicate of the Type Approval Certificate or the Registration document during the course of the Leasing Contract (excluding the proper cost of the document)	€ 75,00
Administration cost for the request of a new license plate following loss or theft	€ 75,00
Administration fee for sending on fines, charges, reminders and summons notes etc., calculated per document	€ 15,00
Administration fee for handling a fuel declaration with repayment to the driver (fee applied for each declaration form)	€ 15,00
Tyre transfer requested by the hirer	€ 50,00
Surcharge if no electronic invoicing	0,30% of the finance charge