



expense payment/reimbursement form (continued)

nlc reimbursement and payments
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important information for all **nlc** drivers - it is your responsibility that your vehicle is registered and insured at all times.

If you don't allow enough time for registration or insurance renewal to be paid by **nlc**, you will need to pay it yourself - **nlc** will reimburse you, if you submit an **nlc** expense payment / reimbursement form. Check the "renewing your vehicle registration" section in your **nlc** welcome pack for more information.

It is an offence to drive an unregistered vehicle or to fail to display a current registration label. **nlc** take reasonable steps to ensure your vehicle is registered and insured; however, **nlc** cannot be responsible for requests that have not allowed sufficient time to fully process the payment or if State Transport authorities fail to process claims quickly.

renewing your vehicle registration

There are two ways you can renew the registration for your **nlc** novated lease vehicle:

1. Pay for your registration yourself and use the **nlc** expense payment / reimbursement form to receive reimbursement; or
2. As soon as you receive your renewal notice, send your registration into **nlc** so that it can be paid on your behalf, using the **nlc** expense payment / reimbursement form. Please check special requirements for your area before sending it in, to help ensure it is paid as quickly as possible.

registration renewal process

Registration renewal process check list

Please check your State or Territory below for what you must do and send promptly to **nlc** for smooth payment of your registration:

ACT, Queensland and Tasmania

1. Select the 12 month registration payment option on the renewal notice
2. Tasmania only: do not send the sticker to **nlc**, only display sticker once you have received payment confirmation from **nlc**.
3. Completed **nlc** expense payment / reimbursement form. The transport authority will post your sticker with endorsement to the address where the vehicle is registered

Northern Territory

1. Copy of renewal document
2. Inspection report if required - check renewal documents to see if this applies to you
3. Completed **nlc** expense payment / reimbursement form. Road User Services will return your sticker with endorsement

New South Wales

1. Copy of registration renewal document (please do not send sticker)
2. Copy of CTP (compulsory third party insurance)* renewal document
3. E-Safety Check if inspection is required - refer to bottom of registration renewal document. Go to www.rta.nsw.gov.au for inspection locations
4. Completed **nlc** expense payment / reimbursement form. Allow at least 10 days for payment to be made.

NSW drivers only - Please refer to the "renewing your vehicle's registration" page in your **nlc** welcome pack for more information on Compulsory Third Party (CTP) Insurance requirements.

* **nlc** can organise competitive CTP for you, which will be renewed automatically each year by **nlc**. Please contact **nlc** customer support to obtain a quote.

South Australia

1. Say 'no' to Input tax, unless the vehicle is used solely for business use (if so, see instructions on back of renewal)
2. Select the 12 month registration payment option on the renewal notice
3. Copy of renewal document
4. Completed **nlc** expense payment / reimbursement form. Transport SA will return your sticker with endorsement.

Victoria

1. Please fax your registration when requesting a reimbursement and/or direct payment request. Do not send originals.
2. Completed **nlc** expense payment / reimbursement form. **nlc** will return a copy to you with a payment stamp.
At this point, you may place your registration sticker on your vehicle.

Western Australia

1. Nominate either a Family renewal (vehicle only for family use) or a Standard renewal (vehicle for all/part business use).
If Family renewal is elected, the declaration on the back of the registration notice must be completed.
2. Select the 12 month registration payment option on the renewal notice
3. Copy of renewal document
4. Completed **nlc** expense payment / reimbursement form. The DPI will send your registration sticker.

all States and Territories

You must never have more than the current sticker displayed at any one time.