

Please sign this form and present with your application to your Wartsila cycle scheme administrator. Details of your administrator can be obtained from your HR department.

What happens after 12 months when the scheme has ended?

The Hire Agreement requires employees to return the bicycle and equipment at the end of the hire period. However, once at that point a decision can be made to offer to sell the cycle and equipment for fair market value. Cycle professionals advise that the residual value of a bicycle after 12 months use is around 5% (plus VAT) of the original price.

Does it matter what the bicycle is used for?

The bicycle can be used for any journey, work or pleasure. However, as the scheme has been launched by the Government to encourage people to use bicycles to travel to and from work at least 50% of the bicycle's use should be for work purposes. The company will not monitor employees' usage of the bicycle. It is the responsibility of the employee to comply with the DfT rules.

Is there a limit to the value of the bicycle an employee can acquire?

Due to Consumer Credit Regulation most employers limit the value of the cycle and equipment that can be acquired under the scheme to £1,000 inclusive of VAT. There are NO exceptions to this rule.

What if the cycle is damaged, lost or stolen?

- It is your responsibility to insure the bike against damage and theft. If the bike is damaged or stolen the hire agreement is not cancellable and you will still be required to pay for the bicycle and safety equipment hired. If damaged, you will also be required to pay for repairs.
- Bikes can be covered by your household contents insurance and treated like any other possession. Check your insurance policy and make sure it covers the bike nationwide and that it pays for a replacement in case of a "total loss".
- Insurance companies such as Cycle Guard can cover you in case of loss of or damage to cycle and accessories in a crash, theft of cycle and accessories (but not theft of accessories alone) and malicious damage.

Am I insured against injury whilst using the equipment?

Only if you have taken the cover out yourself. This agreement is solely a Hire Agreement. The Company takes no responsibility for any issues arising from your use of the equipment.
THIS IS A METHOD OF FINANCING ONLY

Summary

Wartsila UK provide the Finance to assist with the purchase of the bicycle and safety equipment to be used in accordance with the DfT guidelines. WUK is purely acting as a finance provider and take no responsibility whatsoever for any losses which an employee may incur following their decision to take advantage of this scheme.

Employee Signature

I hereby sign to say that I have read and agree to the above and also read the Department for Transport 'Cycle to Work Scheme' guidelines which can be obtained from the File Store at the following address - <http://cycleworld.co.uk/wartsila/dft.pdf> (do not include the normal www prefix to this address).

NAMEDATE.....

SIGNATURE