

<b>OFFICE</b>	<b>Motor Vehicle Sale Policy</b>
<b>Responsibility of</b>	<b>All Members of Staff and Board</b>
<b>Objectives</b>	To ensure Staff and Board members are aware of the Tender process or sale of a company motor vehicle.
<b>Procedures</b>	<ol style="list-style-type: none"> <li>1. When the motor vehicle is due for upgrade (35,000-40,000 kms) a tender form with relevant details will be advertised in the local newspapers, grower database, Pickles (PVT) and RWG social media.</li> <li>2. Trade in price of the vehicle is strictly confidential.</li> <li>3. Tender is run over two weeks ending on a Friday 3pm whereby a member of the Board and Staff open the tenders and determine if the amount offered is acceptable. The Board reserves the right not to accept the highest or any tender and to retender if two amounts are the same, giving those the option to reoffer. If this is unsuccessful the vehicle may be traded in or put up for tender again.</li> <li>4. Board Executive is to be notified of the tender outcome before any tender has been accepted or notified.</li> <li>5. A sales invoice is to be raised on immediate outcome of the successful tender decision and payment accepted by bank cheque or EFT before keys and registration papers are exchanged.</li> <li>6. Vehicle to be removed from associated insurance policy after exchange of ownership.</li> <li>7. Accountant to be advised so Sale of Asset can be journaled to Depreciation Schedule.</li> </ol>
<b>Board Expectations</b>	That the tender or sale process be fair and equitable for all parties and that the Board is compensated in full for the current market value of the vehicle (trade in price).
<b>Document Control</b>	<ul style="list-style-type: none"> <li>• created October 2024, approved Nov 2024</li> </ul>