



NON MOTOR TRADE CUSTOMERS

BENEFITS INCLUDE:

- Reduced Buyer's Premium
- Free access to Manheim's award winning website
- Free auction day catalogues, plus pre-auction information
- Personalised communication for forthcoming auctions
- Personalised Buyer Account Card
- No annual fee, when purchasing 12 vehicles or more per annum

To apply for the above benefits all you need to do is complete this form and send a cheque made payable to Manheim Auctions. (£85 **inc. VAT**).*

After completion, the application form and accompanying cheque should be sent to:

Paul Loveday, Manheim Auctions, Colchester Road, Frating,
Colchester, Essex CO7 7DX

*Refer to Terms and Conditions

For Office Use Only

Authorisation:

Date:

Important Information

Please ensure that the information you provide is accurate to help Manheim Auctions set up your account. We will not be able to process incomplete application forms and this could result in a delay in the opening of your account. For any help completing this form contact us on 0844 856 4599.

Applying for a Manheim remarketing account also gives you access to our online sales service Manheim Direct. However your purchases through Manheim Direct must be paid for by telegraphic transfer and within 3 days of the auction.

Payment

This means you agree to pay Manheim using the following:

- Cheque*
- BACS*
- Cash**
- Electronic Funds Transfer
- Debit Card
- Credit Card***
- Bankers Draft

* When paying by BACS or Cheque, vehicles will not be released until funds have been cleared.

** We will only accept cash up to £8,999 in accordance with The Money Laundering Regulations 2003. A 1.25%+VAT handling fee is applied.

*** Credit Cards can be used for full payment but **not** deposits, a 3%+VAT handling fee is applied.

You may also be asked to leave a deposit on your purchases of a minimum of £300 or 10% of sale value, whichever is the greater. The deposit is non refundable once your bid has been accepted by the vendor.

Keeping Your Account Benefits

To be eligible for the benefits provided by Manheim Auctions as an Account Holder you will need to purchase 12 vehicles or more per annum. If this requirement is not met you will lose the Account Benefits listed on the front cover. However, if less than 12 vehicles are purchased, an annual subscription of only £85 will allow you to retain these great benefits. Please contact the Group Credit Control Department for more information on 0844 856 4599.

Additional Information

We will need you to supply the following information to enable us to set up your account.

	Cleared Funds
Proof of ID*	✓
Proof of Address*	✓
Proof of Trade	✓

* Please supply 2 forms of proof of address and ID; they need to be copies of recent utility bills or a phone bill (not a mobile phone bill), dated within the last 3 months, business invoice, or certificate of corporation.

Please complete **ALL PARTS** of this application form, ensuring it is dated and signed.

PART I

Company Name _____

Primary Contact _____

Trading Name _____

Date of birth _____

Trading Address _____

Postcode _____

Telephone No. _____

Fax No. _____

Mobile No. _____

Email _____

To help us validate your account details over the phone or in the event that a cardholder forgets to bring their card **please choose a 4 digit pin number** _ _ _ _

Proof of ID enclosed: Yes No

Proof of address: Yes No

Proof of trade enclosed: Yes No

Company registration no. _____

VAT no.

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In order to process and approve this information, we Manheim Auctions Ltd will search your record at a credit reference agency. We may also check your details with fraud prevention agencies to determine the accuracy of your information. If you give us false or inaccurate information and fraud is suspected, this will be recorded. It is imperative that you give us accurate information - this helps protect all honest customers.

Credit searches and other information which is provided to us by the credit reference agencies and fraud prevention agencies about you and those with whom you are linked financially may be used by us to:

Help make decisions about (1) credit (2) credit related services (3) trace debtors (4) recover debt (5) prevent theft and fraud (6) to manage your accounts (7) prevent money laundering (8) assist with verifying your identity.

Also for statistical analysis about (1) vehicle sales (2) credit (3) insurance and fraud to ensure the highest level of prevention for our customers.

I/we agree that Manheim Auctions Ltd may search the files of a credit reference agency, and may keep a record of that search.

I/We confirm that I/we have read and agree to be bound by the enclosed Terms and Conditions

Signature _____ Date _____

Status: Director / Partner / Owner (Delete as appropriate)

PART 2

Getting to know you

So that we can supply you with the information relevant to your requirements, we would be grateful if you could complete the following:

Type of stock you will be buying?

Car

Van

Truck

Plant

Motorbike

Other

If other please specify:

Please describe your business. eg. building, plumbing, etc.

Are you currently trading at a Manheim Auctions Centre?

Yes No

Other information

Website

To gain access to our website and online services please visit www.manheimremarketing.co.uk and click 'subscribe now!'

Application Form

If you have any questions regarding the completion of this application form please contact the Group Credit Control Department on 0844 856 4599.

Manheim Auctions

Fair Processing Notice

MANHEIM
Auctions



Who We Are?

Manheim Auctions Limited (“We”, “Us”, “Our”) is a company registered in the UK (number 00448761) whose registered office is at Central House, Leeds Road, Rothwell, Leeds, LS26 0JE and is part of the Manheim group of companies (“Manheim Group”). Our parent is Manheim Auctions Inc (based in Atlanta, USA), which is a wholly owned subsidiary of Cox Enterprises Inc. We are committed to protecting your privacy and therefore data protection is important to Manheim. If you have any queries on this statement or matters related to your data then you may contact us via email on dataprotection@manheim.co.uk or write to: The Group Data Protection Manager, Manheim Auctions, Central House, Leeds Road, Rothwell, Leeds, LS26 0JE.

Why we hold the information

We will store and process your information held on the Manheim Group computer databases or in any other way. By your “information” we mean personal and transactional information we (a) obtain from you or from third parties (such as credit reference agencies or other organisations if you have applied for an account), or (b) from the transactions you make through us.

We will not disclose any such information outside of the Manheim Group except:

- As required by law or regulation. We co-operate with law enforcement inquiries, as well as other third parties to enforce laws, such as fraud, money laundering and other crimes. We can (and you authorise us to) disclose any information about you to law enforcement or other government officials as we, in our sole discretion, believe necessary or appropriate, in connection with an investigation or fraud or other activity that is illegal or may expose us or you to legal liability. Further, we can (and you authorise us to) disclose your details where in our sole discretion we believe it necessary or appropriate in connection with an investigation of fraud, insurance investigations or an unlawful activity, to a party whom we consider has a legitimate interest in any such investigation.
- To verify your identity we may pass your information to, and obtain information from, organisations involved in the prevention and detection of fraud, money laundering and other crimes.
- If you apply to open an account with us we will make searches about you at credit reference agencies, for use in the assessment of financial risk.

If we transfer your information to a service provider or agent in another country, we will do our best to make sure that the service provider or agent agrees to apply the same levels of protection as we are required to apply to information held in the UK and to use the information for providing the service to us. However, some of these organisations’ databases may be maintained outside the European Economic Area (“EEA”) and not regulated by the same data protection principles as apply in the EEA.

Information which you supply to us in the form of your name and address (but not any other information) will be verified as described above, and, in continuing to trade with us, we regard you as giving your consent to this. If you do not wish for this information to be used in this way, please contact us as mentioned below and tell us, though this may affect our ability to continue to trade with you.

What we do with it

We will use the information provided by you for the following purposes; administration of records, marketing and public relations for us and third parties (selected at our discretion) and trading. We may disclose or share your information to our agents or service providers for these purposes, with offers of goods or services or other information relating to the activities of Manheim.

Manheim Group and third parties (selected at our discretion) will use your information to manage your account(s), provide our services, and to develop and improve our services to you, for example by informing you about auctions and services (including those of others) which may be of interest to you. We, or such third parties, may contact you by mail, telephone, sms text messaging, email or fax (using the contact details provided, as updated from time-to-time). You may opt out of receiving marketing messages, amend your contact details or change your preferred method of contact. Please email us at buyerservices@manheim.co.uk or dataprotection@manheim.co.uk or call us on 0844 856 4607.

Under the terms of the Data Protection Act you have the right to have access to information we hold about you on our records. This act allows us to charge a fee for this service. Should you wish to exercise this right please write to: The Group Data Protection Officer, Manheim Auctions, Central House, Leeds Road, Rothwell, Leeds, LS26 0JE.

Date effective: March 2012



Your Buyer Account Card is issued strictly for your own personal use and must not be used by any other person.

If a Buyer Account Card is lost or stolen, please notify the Group Credit Control Department on 0844 856 4599 immediately (an administration fee may be payable).

Our cashiers will require presentation of a valid Buyer Account Card at the time of payment. Failure to do so may result in a delay in the release of vehicles purchased.

Settlement of invoices must be made in full by 5pm on the next working day following the auction.

Any cheque not met on first presentation will result in the immediate suspension of your account buying facilities.

In the event of a returned cheque and subsequent suspension there will be a £85 administration fee made payable to Manheim Auctions before reinstatement is considered.

All vehicles are accepted, offered for sale and sold subject to our Terms and Conditions of Business which are exhibited about the premises and copies may be obtained from all our Auction Centres.

All vehicles are accepted, offered for auction and sold subject to our standard Terms and Conditions of Business which are exhibited about the premises and copies may be obtained from all our Auction Centres. These standard Terms and Conditions shall apply regardless of whether your account application is successful or not.

All Manheim Auctions Account holders must purchase a minimum of 12 units per annum. If not, an Account Subscription Fee of £85 will be applied. For more information please contact the Group Credit Control Department on 0844 856 4599.

The application fee of £85 is no guarantee that you will be accepted for an account and is non refundable.

Your Buyer Account status is subject to periodic review and may be withdrawn or (for cheque accounts) have the credit limit reduced without prior notification.

On an annual basis you will be sent a short questionnaire to validate information held by Manheim Auctions.

Please note that the fees shown above may vary from time to time. For the latest details, please contact the Group Credit Control Department on 0844 856 4599.

When you register as an account holder with Manheim you acknowledge that we may from time to time need to contact you so that we can monitor and improve the services we provide to you. You also acknowledge and agree to our use of your information in the following way: we may contact you by post, email, telephone and/or fax to ask you for feedback and also provide you with information about our new or existing products and services that we think you might benefit from. If you do not wish to receive this information regarding our products and services please write to Subscriptions, Buyer Services at Central House, Leeds Road, Rothwell, Leeds, LS26 0JE where we will register your details for a period of 12 months. After 12 months has expired we may contact you to find out if you are still happy to not receive information about our products and services and update your preferences accordingly.

Manheim operates a strict anti-money laundering policy throughout all auction centres and you will be required to comply with its terms. A copy of the policy (which contains guidance relating to identification requirements and cash handling procedures) can be obtained by contacting Group Credit Control on 0844 856 4599. Should Manheim have a reasonable belief that you are or may be in breach of this policy, Manheim reserves the right to withdraw your Buyer's Account immediately and without notice.



Seller Benefits

- Choice from an unrivalled range of remarketing products and service
- Flexibility to select only those products and services that are right for your business
- Access to a huge number of hungry buyers to maximise interest in your vehicles
- Control of all pricing decisions on your vehicles
- Speed of sale to rapidly optimise your business cash-flow
- Hassle-free delivery by remarketing experts to minimise business disruption
- Visibility so that you are always aware of where your vehicles are in the process
- Security of knowing your vehicles are in the hands of the world's largest remarketing company.

“Manheim Auctions makes it easy!”

If you are interested in opening a Vendor account please complete the form overleaf.

Vendor Account Form

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Contact Name (block capitals) _____

Cheque payable to _____

Address _____

_____ Postcode _____

Tel. no. daytime _____ Tel. no. evening _____

Mobile Tel no. _____

Email address _____

Are you VAT registered Yes No

VAT No.

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If you enter vehicles, do you intend to attend the auction? Yes No

Are you interested in having your vehicles reconditioned? Yes No

Which Auction Centre(s) are you interested in selling at?

- | | | | | |
|---|-------------------------------------|--|---|--|
| <input type="checkbox"/> AI Knottingley | <input type="checkbox"/> Birmingham | <input type="checkbox"/> Bristol | <input type="checkbox"/> Bruntingthorpe | <input type="checkbox"/> Colchester |
| <input type="checkbox"/> Glasgow | <input type="checkbox"/> Gloucester | <input type="checkbox"/> Haydock | <input type="checkbox"/> Leeds | <input type="checkbox"/> Leeds Commercials |
| <input type="checkbox"/> Manchester | <input type="checkbox"/> Mansfield | <input type="checkbox"/> Middlesbrough | <input type="checkbox"/> Northampton | <input type="checkbox"/> Saltash |
| <input type="checkbox"/> Washington | <input type="checkbox"/> Wimbledon | | | |

What type of vehicle are you interested in selling?

Fleet Dealer Commercial vehicles (vans/trucks) Private sales

How many vehicles are you hoping to sell a year?

1-10 10-20 20-30 30+

Date _____

Sellers signature _____

Seller _____

I/We understand that Manheim Auctions has approval to operate a self billing system with
