

End of Contract Template & Process Changes

05/03/2026

For LeasePlan Client

Key Updates

Template Changes

- Possession Certificate template will be replaced with legacy ALD's Vehicle Return form.
- Order Confirmation will be replaced with legacy ALD's Amendatory Vehicle Lease Contract.
- Existing Vehicle Lease Termination Letter will be replaced with legacy ALD's Proforma Invoice Template.

Process Updates

- Normal Termination - User will receive a link via email from india.care@ayvensindia.com for form filling.
- Early Termination process will be through a manual form.
- Contract Extension - if lease rental stays as is for less than 6 months, extension letters will be provided.

Email ID Update

- Quotation of Lease Extension, Amendatory Vehicle Lease Contract, Normal Termination Advice, Delivery Note will be sent from india.care@ayvensindia.com
- Receipt of NOC template and process will continue as is where the user will receive it from india.care@ayvensindia.com



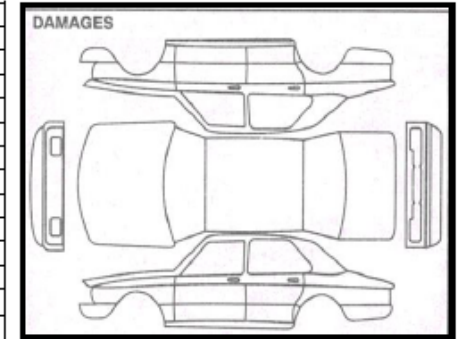
New Vehicle Return form Template & Comparison with LeasePlan's Existing Possession certificate Template



Existing Possession Certificate format for Termination (LeasePlan) will be replaced

Asset ID:		User's Name:	
Make/Model:		Reg. Number:	
Color:		City of Possession:	
Kilometers:		Client's Name	

	Nos.	Description
No. of Keys:		1 / 2 / 3
Jack & Spanner:		Yes / No
Music System:		Yes / No
CD Changer:		Yes / No
DVD Screens		Yes / No
Anti-Theft Alarm:		Yes / No
Alloy Wheels:		Yes / No / Not applicable
Clock:		Yes / No
Wheel Caps:		1 / 2 / 3 / 4
Fog Lamps:		Yes / No
Speakers:		None / 2 / 4 / 6
Original Insurance		Yes / No
Original R. C.		Yes / No



Abnormal Wear & Tear

Interiors			
Dashboard damaged	Scratches / Stereo cavity / Holes	Memory Card	YES/ NO
Seats with cigarette burn holes	Yes / No		
Seats damaged	Torn / permanent stains		
Steering wheel damaged	Horn button broken / steering wheel broken		
Service Booklet	YES/ NO		

Exteriors

Door handles broken	
Side view mirrors broken	

Condition of Tyres

Tyre Make	Michelin	Bridgestone	Goodyear	Yokohama	MRF
Tyre Position	Front Left	Front Right	Rear Left	Rear Right	Spare
Tyre S. No.					

Fuel Level

Fuel Level	Nil	¼	½	¾	Full
Battery Make	Exide	Panasonic	Amaron	Tata Green	Other
Battery Number					

The vehicle bearing the above details and with above items/parts/description is being returned to the authorized representative of Lessor by the undersigned on behalf of the Lessee on the date mentioned in this certificate:

Signature: _____

Signature: _____

Name: _____

Name: _____

Mobile No. _____

Mobile No. _____

On behalf of LeasePlan India Private Limited (Lessor)

On behalf of Client (Lessee)

New Format for Termination - Vehicle Return Form (Normal Termination)

VEHICLE RETURN FORM CUM CONFIRMATION			
Customer Details		Contract No.	VRF No.
Client Name	STELLANTIS INDIA PRIVATE LIMIT	63122	Date 28-01-2026
Registered Address	Tamil Nadu	Details of place/address if vehicle is returned outside original contracted State.	
Vehicle Surrender by User at Ayvens Stockyard		Vehicle Current Pickup Location	
		CHENNAI ONE SEZ, THORAJPAKKAM CHENNAI TAMIL NADU 600097	
Asset Details			
User Name	MS. AKSHITA	Contact Number	+918860100239
Coordinator Name		Registration Number	TN14AD1633
Vehicle Make	C3 1.2 PURETECH B2 F EEL		
Inventory			
Date of Return	28-01-2026	Original Registration Certificate	Available
Time of Return	03:28 PM	Insurance Policy	Valid
Odometer Reading	25985	Set of Duplicate Keys	2
Fuel Level	2 Point	Removal of Fastag	No
Tool Kit / Jack Handle	Yes	Vehicle Warranty Booklet	Yes
Spare Tyre	Available		
Condition • Deviations Interiors		Exterior Damage Details If Any	
		Front bumper left side corner and right side corner scratch left side front door and rear door back will panel scratch rear bumper left side corner and right side corner scratch Dicky left side corner dent right side rear back wheel panel scratch right side front door scratch front Bennett scratch	
Accessory List • Fitted			
<p>Declaration</p> <p>- I hereby declare that the signatures drawn/affixed (hereinafter referred to as 'electronic signature') on this Vehicle Return Form shall deem to have same legal/statutory effect as an original handwritten signature signed in ink on any legal document. This Vehicle Return Form shall have the same legal validity and enforce ability as manually executed signature or use of paper-based record keeping system to the fullest extent permitted by applicable laws. I hereby acknowledge that, in any legal proceedings, I expressly waive any right to raise a question, defense or waiver of liability based upon execution of a confirmation by means of electronic signature.</p> <p>- All liabilities of the Customer towards the vehicle shall pass on to ALD on physical receipt of the vehicle. ALD shall be held responsible for any loss, theft, seizure by another person or damage to the vehicle after the vehicle has been returned to ALD and before the legal ownership recorded with the Regional Transport Office has been reported. It shall be read in conjunction with MLA entered between the parties.</p>			
Signature of person handing over the car		Signature of person collecting the vehicle	
GST No	33AAFCA0924K1ZY		
PAN No	AAFCA0924K		

Registered Office: 31A, Cathedral Garden Road, Nungambakkam, Chennai, Tamil Nadu.600034





Digital Process for Normal Termination – The service representative will fill the form in presence of the user returning the vehicle. User will receive a link via email from **india.care@ayvensindia.com** with the filled form along with the pictures of the vehicle.



New Format for Termination - Vehicle Return Form (Early Termination)

Ayvens representative will carry the form at the preferred client location at the time of vehicle return. Acknowledgement will be sent from india.care@ayvensindia.com

Vehicle Return Form (Possession Certificate)			
Customer details		Contract No.:	Asset ID:
Name:		Date:	
Registered Address:	Details of place/address if vehicle is returned outside original contracted State. Vehicle pickup address:		
Asset Details			
User Name:	Contact Numbers (Off., resi. & cell no.)		
Coordinator Name:			
Vehicle Make:	Registration Number:		
Inventory			
Date of Return:	Original Registration Certificate:		
Time of Return:	Original Insurance Policy:		
Odometer Reading:	Set of Duplicate Keys:		
Fuel Level:	Remote Key with Duplicate (if equipped):		
			
Tool Kit / Jack Handle:	Removal of Fastag (Yes/No/Na):		
Spare Tyre:	Vehicle Warranty Booklet:		
Condition - Deviations		External Damage, if any	
Interiors:			
Accessory List - Fitted:			
<p>The vehicle bearing above asset details ("Vehicle") is returned to the authorized representative of ALD Automotive Pvt. Ltd. ("ALD") by the undersigned on behalf of the Lessee on the date mentioned in this Vehicle Return Form. It is agreed between the parties that upon the physical receipt of the Vehicle and signature of the authorized representative of ALD Automotive Pvt. Ltd. on this form, all the liabilities of the Lessee towards the Vehicle as per the Master Lease Agreement ("MLA") along with Vehicle Lease Contract entered between the parties, shall pass on to ALD and the Lessee will be relieved from any obligations and liabilities related to the said Vehicle except any pending payment obligations of Lessee. ALD shall be responsible for any loss, theft, seizure by any third party or damage to the Vehicle after the Vehicle has been returned to ALD by the Lessee and before the legal ownership of the said Vehicle is transferred to any third party as per records of the Regional Transport Office. This clause shall be read in conjunction with MLA entered between the parties.</p>			
Name & Signature of person collecting the vehicle		Signature of person handing over the Vehicle	
Please send the filled form to ALD within 48 hours of vehicle return			
ALD Automotive Private Limited			
4th Floor, D wing, Jolly Board Tower, I-Think Techno Campus, Kanjurmarg (East), Mumbai - 400042.			

No Objection Certificate Template



No Objection Certificate

NOC template for Ayvens India would be as shown here. This would be sent out from india.care@ayvensindia.com



Date:

Ref #

The Regional Transport Authority ("RTO"),

Sub: No Objection Certificate for Vehicle Ownership Transfer

Dear Sir,

We have 'NO OBJECTION' in removing hypothecation / lease of Ayvens India Pvt Ltd. from the vehicle as detailed below and delete our name from the Registration Certificate of the vehicle, to facilitate transfer of the vehicle in favour of new owner.

Details of the vehicle are as follows:

- **Registered Owner**
- **Registration no.**
- **Chassis no.**
- **Engine no.**
- **Model**

Thanking You,

For Ayvens India Pvt. Ltd.

Authorised signatory

Note: Validity of this NOC is 90 days from the date of issue.

CC: Insurance Company

Kindly transfer the Policy of above vehicle in the name of New Owner of the vehicle.

Amendatory Vehicle Lease Contract Template Comparison with LeasePlan Order Confirmation Template



Lease Extension Quotation Template

The user will receive email from
india.care@ayvensindia.com

This will be followed up with Amendatory
Vehicle Lease Contracts upon acceptance of
the revised Lease Rental and Extension
period by the Client / User.

Lease Extension	Lease Reduction	Amendment	Mileage Extension
✓			
Maker :		Date of Preparation	14-Jan-26
Client :			
Existing Contract Details			
Contract Start Date	1-Jan-23	Contract End Date	31-Jan-26
Contract Number	63363	Quote Number	45329601
Tenure	37	Mileage	30928
Total Tenure	48	Total Mileage	40000
Requested by	Nazia	RBDM	Jennifer
Odometer Reading	38310	Date of Odometer Reading	12-Dec-25
Vehicle Make - Model :	Mg-Astor 1.5 Sharp (O)Red Cvt	RM	Chetan
Fuel Type	P	User Name	
Location	Mumbai	Registration Number	
Modification Details			
Contract Start Date	1-Feb-26	Contract End Date	31-Jan-27
Contract Number	63363	Quote Number	
Tenure	49	Mileage	40928
Total Tenure	60	Total Mileage	50000
Product Type	Ctc-Ctc		-
Lease Rental Breakup			
Monthly Payment		Services	
Lease Rental	17,863	Maintenance	As per Original Contract
CGST @ 20%	3,573	Door to Door	
SGST @ 20%	3,573	Emergency Breakdown	
Staggered Road Tax	0	Staggered Road Tax	
Fleet Management	7,857	Relief Car	
CGST & SGST @ 18%	1,414	Insurance	
Total Monthly Rental	34,280	PDLW	
Note: Lease Rental computation is excluding recovery towards unutilized portion of CESS. Invoice towards recovery of unutilised CESS (if any) will be issued separately.			



New Proforma Invoice Template & Comparison with LeasePlan's Existing Vehicle Lease Termination Letter Template



New Template for Proforma Invoice in place of Vehicle Lease Termination Letter



Proforma Invoice

Registration Number: HR26EL9347

Make: SONET 1.5 CRDI GTX+

Buyback Offer Price Excluding Tax: ₹ 2,06,634.00

Unrecovered Cess: ₹ 0.00

Non-eligible GST Credit: ₹ 0.00

CGST Rate: 9% & **CGST Amount:** ₹ 18,597.06

SGST Rate: 9 % & **SGST Amount:** ₹ 18,597.06

Buyback offer Price Including Tax / Payable: ₹ 2,43,828.12

(Excluding Insurance Value - Refer Terms & Conditions for Insurance clause below)

Additional TCS at the Rate (1 %): ₹ 0.00

Conditions: Lease Rental is applicable till the time entire payment for the vehicle purchase is completed or the vehicle is handed over to Ayvens India.

(*) If the buyback offer price including tax is greater than INR.10 lacs, 1% TCS will be payable on the buyback offer price including tax.

We request you to kindly confirm by selecting "Accept" if the buyback price offer is acceptable to you, if not, kindly select the option to "Callback" and write to us on india.care@ayvensindia.com



General Terms & Conditions:

- This offer is valid only for the user (individual and not the registered owner) of the vehicle. In case, the user of this vehicle is not interested in purchasing this vehicle, the user needs to return the vehicle to Ayvens India (AYIN) and inform AYIN in case any third party (other than user) is interested in purchasing the vehicle.
- Price mentioned above is inclusive of taxes applicable on resale of cars currently within the same state where this vehicle is registered.
- User is required to confirm the name of the new owner, in whose name the registered ownership of the vehicle would be transferred after purchase.
- Buyer of this vehicle is required to share with AYIN, a copy of the registration certificate (RC) after name transfer is completed in their name, within 30 days of purchasing the vehicle, else the user irrevocably confirms that the custody and possession of the vehicle continue to be with the user.
- This price is valid only if the payment is received from the user of this vehicle (employee of the client company of AYIN); in case the payment is received from a third party (other than user/employee), additional amount of 1% of the buyback offer price including tax mentioned above needs to be paid by the third party.
- Any payment towards this sale-purchase transaction would be accepted from a third party only upon receipt of a letter from the user as per draft provided (see attachment) and payment of additional 1% as explained in the point above.
- Payments from the buyers account should be remitted to ALD account by NEFT / Cheque /DD within 2 working days from the lease/contract end date and notify ALD by email on the same day. Where payment instrument is DD, an additional document should be provided (for draft see attachment) from the drawee Bank
- Vehicle shall only be handed over upon realization of entire sale amount (Buyback offer price including tax) by AYIN and this date shall be the date of sale of this vehicle.

If you select the option "Accept" for this offer:

Where the payment is not coming from the buyers own account, then a letter addressed to Ayvens India Pvt. Ltd. is required from the buyer of the vehicle, stating that:

"We are happy to accept the sale offer for which we are remitting the funds on behalf of Ms./Mr. "user name", who shall be the buyer of the vehicle. We have no objection on you selling the car to Ms./Mr."




"TO WHOMSOEVER IT MAY CONCERN The DD has been drawn by debiting the following savings/ current account of Mr/ M/s ___ on date."

Note:

- NO payments in CASH would be accepted under any circumstances or for any reason whatsoever in line with global and local policy of Ayvens.
- Kindly sign and send us a copy of the delivery note using the format only attached. The date of sale in the delivery note determines the transfer of all risks and obligations from seller to the buyer as per the Indian Motor Vehicles Act.
- The insurance cover already taken by AYIN is not included in the offer price.
- Copy of the insurance cover note/policy for the vehicle purchased by you must be shared prior to taking delivery of the vehicle from Ayvens India.
- AYIN shall provide the NOC and other related documents required for transfer of ownership of the vehicle within 15 working days from the date payment is credited in AYIN account or contract end date, whichever is later subject to receipt of above listed documents, no outstanding lease rentals, excess mileage, termination charges, unpaid challans/fines, RTO penalties & maintenance / repair bills, if any.
- Insurance is valid till the contract end date. In case of any claim arising after the contract end date AYIN would not be responsible for the insurance cover and therefore, all liability rests with the buyer. However, if the buyer needs the latest/valid insurance to continue after the contract end date, he/she would have to confirm their requirement to continue the insurance policy by writing to india.care@ayvensindia.com and pay for the remainder of the policy period to AYIN as per premium amount shared by AYIN.
- In case the user/buyer does not wish to continue the insurance drawn by AYIN beyond the contract end date, it is recommended that the buyer purchases the vehicle insurance as it is mandatory as per Motor vehicle Act to keep the vehicle insured at all times.
- Lessee cannot buy the vehicle.

Lease Extension Letter Template

Once the user / client accepts to continue the contract for a limited period, retaining the existing lease rental, this letter will be emailed from india.care@ayvensindia.com with the lease rental break-up with GST.

 SOCIETE GENERALE GROUP

Date : 09-Jan-26

To ,

<<Client Name>>
 <<Client Address 1>>
 <<Client Address 2>>
 <<Client Address 3>>

Dear Sir/Madam,

Sub: Lease Extension

We are pleased to inform you that, as per your request to extend the duration of leased Vehicle (Plate No. <<PLATE NUMBER>>) same has been approved with lease rental amount of **Rs 41,973.23/-** per month for additional period from **17-Dec-25 to 16-Dec-26**.

This letter of "Lease Extension" is issued in reference to the original Vehicle Lease Contract ("VLC") Number <<Contract Number>> dated **17-Dec-18** for the duration **84** month, expiring on **16-Dec-25** and covered under Master Lease Agreement ("MLA") No. MUM/ <<Client ID>> dated <<MLA Date>> and Subsequent extension of MLA vide letter/e-mails (ALD) dated 09/01/2026

Please note that,

- Expiry of duration of lease extension for month shall be on **16-Dec-26**
- The duration of extension is from **17-Dec-25** till **16-Dec-26** on the rental amount as given in **Annexure - A** to this letter with applicable taxes & condition of the MLA.
- Save as modified above, the terms and condition of the MLA and VLC entered between parties shall remain unchanged and are valid and subsisting.

ALD will comply with applicable law of India including the law relating to Anit-corruption and bribery.

Please sign and date this letter as acceptance of the terms noted herein and return it to us immediately.

FOR **ALD Automotive Private Limited**

 Authorized Signatory


ACCEPTANCE

I/We hereby accept the Extension of Lease Duration on the above terms and conditions

Lessee Name: <<Client Name>>

Signature : _____ Date: _____

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 SOCIETE GENERALE GROUP

Annexure -A

Contract NO	Vehicle Number	Lease Rental	SGST	CGST	Cess	Fleet Management	SGST	CGST	Total Monthly Rental
<<Contract Number>>	<<Plate Number>>	20,737.92	4,147.58	4,147.58	0.00	10,966.22	986.96	986.96	41,973.23

Contract Terms and Condition
 Contract Kilometer for 84 Months as per Original MLA signed is 60000 KM.
 Revised Contract Kilometer (Valid till 16-Dec-26) is 68571 KM.
 Excess Mileage Charges Above 68571 Kms is Rs 8.7500 per Km.

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Lease Extension Letter Template (without Lease Rental & GST break-up)

Once the user / client accepts to continue the contract for a limited period, retaining the existing lease rental, this letter will be sent from india.care@ayvensindia.com



Date : 09-Jan-26

To ,

<<Client Name>>
<<Client Address 1>>
<<Client Address 2>>
<<Client Address 3>>

Dear Sir/Madam,

Sub: Lease Extension

We are pleased to inform you that, as per your request dated **09-Jan-26** through e-mail/facsimile to extend the duration of leased Vehicle (Plate No. <<PLATE NUMBER>>) approved with lease rental amount of **Rs 41,973.23** / - per month for additional period of **12** months.

This letter of "Lease Extension" is issued in reference to the original Vehicle Lease Contract ("VLC") Number <<Contract Number>> dated **17-Dec-18** for the duration **84** month, expiring on **16-Dec-25** and covered under Master Lease Agreement ("MLA") No. MUM/<<Client ID>> dated <<MLA Date>>.

Please note that,

Expiry of duration of lease extension for **12** month shall be on **16-December-26**

The duration of extension is from **17-Dec-18** till **16-Dec-26**

Save as modified above, the terms and condition of the MLA and VLC entered between parties shall remain unchanged and are valid and subsisting.

Staggered Road tax amount is not a part of Lease rental.

Please sign and date this letter as acceptance of the terms noted herein and return it to us immediately.

FOR ALD Automotive Private Limited

Authorized Signatory

ACCEPTANCE

I/We hereby accept the Extension of Lease Duration on the above terms and conditions

Lessee Name: <<Client Name>>


Signature : _____ Date: _____

Vehicle Delivery Note will change to Vehicle Possession Receipt (2 types)

This will be a digital process where the user will receive an email from india.care@ayvensindia.com. Till the process is digitised, manual form will be provided to the user.

An existing user is an individual buyer who is buying back the car

If an existing user is referring a buyer in relation who is buying back the car



Vehicle Possession Receipt

- Date:
- Time:
- Place:
- Contract No:
- Type: Buy back of Vehicle
- Name of individual:
- Address:


Details of Vehicle

- Model of Vehicle:
- Registration no:

I _____ confirm that this Vehicle is in my possession and has been used by me since _____. I am aware of its condition and satisfied with the same. I understand that upon signing of this Vehicle Possession Receipt, I shall take all the liabilities/ risks related to Vehicle including, but not limited to all expenses related to maintenance, insurance claims, accidents, payment of any Taxes, Pollution norms, challans/fines, Offences as per the Motor Vehicle Act until such date and time the Vehicle is under my possession and I hereby absolve and indemnify Ayvens India Pvt. Ltd. from the responsibility of being an owner of the Vehicle. I shall initiate all required formalities for transfer of ownership of Vehicle in my name, at my cost.

For name of Individual _____

Ayvens India Private Limited (formerly known as Lease Plan India Private Limited)
Corporate & Registered office: 4th Floor, D Wing, Jolly Board Tower, 1-3rd Fl Techno Campus, Kharjurmang (East), Mumbai - 400 042
Tel: +91(0)22 4193 3200 | www.ayvens.com/en-in | india.care@ayvensindia.com | CIN: U74899MH1983PTC432369



Vehicle Delivery and Possession Receipt

- Date:
- Time:
- Place:
- Contract No:
- Type: Sale of Vehicle
- Name of individual who is possession of Vehicle:
- Name of buyer Individual:
- Address:

Details of Vehicle

- Model of Vehicle:
- Registration no:

I _____ confirm that this Vehicle is in my possession and has been used by me since _____. I understand that I shall be responsible for all the liabilities/ risks related to Vehicle including, but not limited to all expenses related to maintenance, insurance claims, accidents, payment of any Taxes, Pollution norms, challans/fines, Offences as per the Motor Vehicle Act till date and time as mentioned herein above. Through this Vehicle Delivery and Possession note, I agree to handover the Vehicle as detailed herein to the Buyer of the Vehicle and all the liabilities related to the Vehicle shall be handed over to the Buyer. I shall co-operate with the Buyer of the Vehicle for completion of all necessary steps under the process of transfer of registration ownership of Vehicle in Buyer's name.

I _____ confirm that I have duly paid to Ayvens India Pvt. Ltd the entire amount towards purchase of the Vehicle and by executing this vehicle Delivery and Possession Receipt taking the possession of the Vehicle as per details captured herein. I confirm that I am aware of the condition of the Vehicle and found it satisfactory upon conducting inspection of the vehicle. I undertake all the liabilities/ risks including, but not limited to maintenance, insurance claims, accidents, payment of any Taxes, Pollution norms, challans/fines, Offences from the date and time as mentioned above, as per the Motor Vehicle Act until such date and time the Vehicle is under my possession and I hereby absolve and indemnify Ayvens India Pvt. Ltd. from the responsibility of the being an owner of the Vehicle. I shall initiate all required formalities for transfer of ownership of Vehicle in my name, on my cost.

For name of the User who is in possession of vehicle _____ For name of Individual who is buying the vehicle _____

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Tel: +91(0)22 4193 3200 | www.ayvens.com/en-in | india.care@ayvensindia.com | CIN: U74899MH1983PTC432369





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