

## Electric Car Scheme Process & T&C's

### Process

1. Check you are eligible for the scheme (see below)
2. Complete a quote on the electric car scheme website - [Electric Car Salary Sacrifice Calculator - The Electric Car Scheme](#)
3. Book in a time with one of the Electric Car Scheme Product Specialists to talk through the ins and outs of the scheme
4. Sign a salary sacrifice agreement with Electric Car Scheme
5. Grace Eyre sign the salary sacrifice agreement with Electric Car Scheme for final approval
6. Electric Car Scheme will complete the car order and arrange for delivery with you.
7. Your car is delivered.
8. Salary sacrifice starts in the payroll after delivery.
9. You return the car when the lease has finished.

Grace Eyre have appointed Electric Car Scheme to manage the salary sacrifice scheme so questions relating to your salary sacrifice agreement should be directed to [support@electriccarscheme.com](mailto:support@electriccarscheme.com)

### Eligibility

- You must be at least 21 years old
- You must have completed 6 months' service and passed your probation
- You must have a minimum salary above the National Minimum Wage after all gross salary sacrifice reductions (you can use the Electric Car Scheme calculator to work this out)
- You must have held a full driving licence for a minimum of 6 months, with no more than 6 current endorsement points for all drivers of your electric car
- If you have a live warning for performance, absence or conduct, you will not be eligible until the warning has lapsed.
- This benefit is subject to Grace Eyre discretion. There may be circumstances that Grace Eyre feels that you are not eligible for this benefit. This will be discussed at time of application.