

# Ford Privilege Scheme

## Scheme Benefits

The Ford Privilege Scheme offers employees and pensioners of Ford Motor Company Limited or an associate company, as well as their families, the opportunity to purchase Ford vehicles at a discounted rate. Privilege Scheme Key Members are eligible to authorise the purchase of up to 5 Ford vehicles within a 9-month rolling period.

The Ford Privilege Scheme offers a substantial saving on the price of eligible Ford vehicle derivatives. Privilege customers are entitled to the retail offer available at the time, plus an additional saving. Please note that exclusions apply – please discuss these with your supplying dealer.

Active Ford employees can raise a voucher via <https://www.lifeatford.com/> (My Vehicle Programs). All other Key Members can now raise a voucher via <https://fordemployeediscount.com>. For any queries relating to raising a voucher, please e-mail [privilege@forddac.co.uk](mailto:privilege@forddac.co.uk).

**N.B.** by providing Ford Motor Company with information necessary to raise a Privilege/Ambassador voucher, you are confirming that you or the person who you are nominating, knows that you are providing this information and you accept and understand that we will use this to administer these programmes and for other business and statistical purposes.

## Eligibility

- Employee in receipt of a salary from an eligible company
- Defined Benefit (DB) Pensioners, or a surviving spouse (as defined by the Pension Trustees) in receipt of a Ford pension
- Anyone that leaves Ford Motor Company as part of a separation programme on Deferred Special Early Retirement (DSER)
- Anyone that leaves Ford Motor Company aged 55+ with more than 5 years' service under a Voluntary Separation Package (unless terminated as a result of dismissal).
- Anyone that leaves Ford Motor Company on Medical Disability Retirement 1 or 2 (MDR1 or MDR2).

You may, in addition, nominate qualifying relatives to benefit from the Ford Privilege Scheme. Qualifying relatives are defined as people who have a relationship with you listed in the Privilege Family Tree (see below).



## Privilege Family Tree

The relationships detailed below are in direct relation to the Key Member, unless stated otherwise. If an audit is conducted; relevant evidence, such as, full birth and/or marriage/civil partnership certificates must be provided.

In the event that a Key Member is in a Common-Law relationship (Nominated Partner), Ford will need to be satisfied that a genuine relationship exists. Please refer to 'Appendix 2 – Dealer Audit & Key Member Audit' for further information.

Key Member	<ul style="list-style-type: none"> <li>➤ Employee in receipt of a salary from an eligible company</li> <li>➤ Defined Benefit (DB) Pensioners, or a surviving spouse (as defined by the Pension Trustees) in receipt of a Ford pension</li> <li>➤ Anyone that leaves Ford Motor Company as part of a separation programme on Deferred Special Early Retirement (DSER)</li> <li>➤ Anyone that leaves Ford Motor Company aged 55+ with more than 5 years' service under a Voluntary Separation Package (unless terminated as a result of dismissal).</li> <li>➤ Anyone that leaves Ford Motor Company on Medical Disability Retirement 1 or 2 (MDR1 or MDR2).</li> </ul>
Spouse	Married or Civil law partner including same sex partner of the Key Member
Nominated Partner	Common-law partner including same sex partner of the Key Member
Parents	Biological/adoptive parents; or legal guardian of Key Member
Step-Parents	The spouse or nominated partner (including same sex partners) of the Key Member's biological/adoptive parents
Grandparents	Biological parents of Key Member's biological/adoptive parents
Siblings	The siblings of the Key Member e.g., sister, brother (includes step-siblings; adopted siblings and half-siblings)
Parents-in-Law	The biological/adoptive parents of the Key Member's spouse or nominated partner (including same sex partners)
Siblings In-Law	The sibling of the Key Member's spouse or nominated partner (including same sex partners) e.g., sister in-law, brother in-law (includes step siblings-in-law). This does not apply to the spouse or nominated partner of the sibling-in-law or step sibling-in-law
Children	Biological or adoptive children of Key Member e.g., son, daughter
Step-Children	Biological or adoptive children from a previous relationship of the Key Member's spouse or nominated partner
Children-in-Law	The spouse or nominated partner (including same sex partners) of the Key Member's biological/adoptive Child (e.g., son in-law; daughter in-law)
Parent Siblings	The biological/adoptive siblings of the Key Members biological/adoptive parents (e.g., Aunt/Uncle)
Grandchildren	The biological/ adoptive children of the Key Member's child including stepchildren; half-children and adoptive children. This does not apply to the spouse or nominated partner of the Grandchild
Children of Key Member's Siblings	The biological / adoptive children of the Key Member's siblings; or the biological children/ adoptive children of the Key Member's spouse or nominated partner (including same sex partners) siblings. (e.g., niece or nephew)

## Appendix 1

### Ford Privilege Scheme - Dealership Terms and Conditions

Your attention is drawn to the following important terms and conditions. Please note that you must not proceed with the transaction if you believe that you cannot comply with any of these rules. The dealer has been given specific instructions to ensure that all parts of the transaction are consistent with these and is required to notify Ford of any transaction that does not meet these requirements.

- Privilege voucher to be raised in name of intended purchaser. Please note that the vouchers will remain available for a period of 45 days from the date raised until the point of contract.
- The dealer can process an order in the purchaser's name only. If the purchaser had intended the transaction to be in the name of a different family member, you must cancel the request and submit a request for a new Privilege voucher. At no stage after the order is placed can any of the documentation be amended.
- The purchaser must pay for the vehicle personally and any credit purchase must also be in that name.
- The vehicle must be registered at the address of the purchaser only.
- Privilege may not be used to register vehicles for business purposes, i.e., the registration document must make no reference to the name of a business.
- The vehicle must be for the primary use of the named purchaser and all insurance documents must be in the purchaser's name. If the insurance documents must be in the name of a third party, that party must be a family member who resides at the same address as that of the purchaser.
- The vehicle must be retained by the purchaser for a minimum period of nine months from the date of first registration.
- The purchaser must provide a copy of their driving licence, so that the dealer can check:
  - a) the name of the person is the same as that on all other purchase documentation and
  - b) that the person purchasing is eligible and able to drive; it does not have to be a UK driving licence
- Please note that if the person purchasing has a Provisional licence, the dealer will need to see evidence of a "learner driver" insurance policy in the name of the purchaser.
- The dealer is required to obtain a photocopy of the purchasers current valid driving licence for audit and any drive away insurance requirements. These documents must be held for a minimum of 2 years and cannot be used for any other purpose. If the purchaser does not provide satisfactory identification/photocopies, the dealership can refuse to process the order.
- The dealer should remind the purchaser, that in the event of an audit, the Key Member will need to provide supporting documentation to confirm that a genuine relationship exists.

Any breach of these conditions may result in disciplinary action as well as withdrawal of the dealership's participation in the Ford Privilege and Ambassador Schemes.

## Appendix 2

### Ford Privilege Audit

The Company reserves the right to audit the vehicles you purchase through the Ford Privilege Scheme and to request documents confirming that the terms of purchase has been adhered to.

The Company also reserves the right to withdraw and be reimbursed the benefits of the Ford Privilege discounts from any individual, or group of individuals, who are found to be failing to comply with the rules of the scheme or audit requests from authorised Company representatives.

Additionally, failure to comply with the rules of the programme may also result in disciplinary action being taken against the Key Member as well as withdrawal of entitlement to the Ford Privilege Scheme.

### Key Member Audit – Proof of Relationship

In the event of an audit, you will be required to provide documents that clearly illustrate your relationship with the Privilege purchaser as defined in the family tree. This may include but is not limited to the following:

- Full Birth Certificate(s) showing parent(s) name(s)  
N.B. Short Birth Certificate(s) are not acceptable
- Marriage Certificate(s)
- Civil Ceremony Certificate(s)
- Deed Poll Name Change Certificate(s)

Nominated Partners - proof of joint financial commitment and proof of co-habitation for a minimum period of 6 months is required. In addition to this we require copies of two documents in joint names OR two documents for each individual.

All documents must show the name, address, and an Issue/Statement date of over six months prior to the date of this request.

Please note we cannot accept joint documents which show a 'period' in place of an Issue/Statement date.

The only documents that we can accept are as follows:

- Bank Statement (if you are submitting bank statements as evidence, it must be separate accounts per piece of evidence)
- Utility Bill (Gas, Electric, Water, Landline Telephone)
- Council Tax Bill
- Mortgage Statement/Tenancy Agreement

### Purchaser Vehicle Audit

HPI checks may be carried out to ensure that a vehicle has been retained within the 9-month period from date of first registration.