

## P&MM – Transfer of Ownership Management

**Employee:** Hire agreement ends after 12/18 months

P&MM pay a nominal sum of £1 per employee to Employer to take ownership from them **i**

**P&MM** writes to employees with end of hire options: (please see Doc.1 - Return bike / Take ownership as per HMRC matrix / Continue to loan from P&MM)

**Employee** pays relevant HMRC matrix value  
 Or  
 Employees pay a deposit of 3% or 7% of the original Letter of Collection value to P&MM  
**Note** This is based upon HMRC value of 3% or 7% at year 4.  
 If employee returns the bike to P&MM before the 4 years, P&MM will repay the relevant deposit  
 (both of the above allows employees to enter into another 12/18 month hire agreement with their employer if they wish)

Age of cycle	Acceptable disposal value percentage <b>i</b>	
	Original price up to £499.99	Original price £500+
4 years	3%	7%

**Employer** takes a one off final deposit payment from employee net salary and invoices P&MM for £1 per bike

**P&MM:** invoice employer for net payment

**P&MM** continue to loan bikes to employees until year 4 whereby the HMRC Matrix states that the value to transfer is 3% for bikes up to £499.99 and under and 7% for over £500

**P&MM** will then write to employees to advise we are transferring the bikes to them and no fee is required as they have previously paid the 3% or 7% deposit

**P&MM** will accommodate any employee queries and changes alongside continued loan