

## **GGH SERVICE TECHNICIAN TOOL ADVANCE APPLICATION FORM**

I wish to make application for an interest-free advance from Gough, Gough & Hamer Ltd to purchase work-related Service tooling. The required tooling is shown on the attached priced parts quote (**refer next page for instructions and show that page to the Parts counter person**).

I confirm that I have read and I understand the terms of this advance as detailed in the Service Technician Tool Advance Policy dated 23 April 2018. In signing this application form, I agree to abide by the terms of that policy.

The total value of the parts quoted is: \$\_\_\_\_\_ (incl GST).

Where the parts value, incl GST, exceeds \$1,800, I agree to pay the excess by deduction from pay at the same time as the first normal deduction, unless that requirement has been waived, in writing, by an authorised administrator of the tool advance programme.

(Note: if you cannot afford to pay the excess, by means of deduction, you will need to trim your tool list to reduce the total value.)

I agree to make repayments at \$\_\_\_\_\_ per week/fortnight/month (**circle the one which matches your pay type**) by means of deduction from my pay and in signing this application, I give authority for these deductions to occur. I also agree that if my employment ceases, any outstanding sum not covered by my final pay may be recovered from my personal resources.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Branch Location

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Application approved by Branch/Region Manager:**

\_\_\_\_\_  
Manager Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Approved by Programme Administrator**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Instructions on Obtaining Parts Quotes**

See your Cat or TWL counter parts person.

Obtain a priced quote for the parts you require.

In NAXT, the quote must be against customer account **5000298**.

In D365, the quote must be against customer account **6000385**.

**The quote must use your employee number and name as the order reference.**

Email (preferably) or mail the completed application form (first page only) and the parts quote to:

[technician.tooling@goughcat.co.nz](mailto:technician.tooling@goughcat.co.nz)

The administrator will check the application form. Once approved, the administrator will issue instructions to the relevant parts person to order and invoice the goods.

Once the application has been approved, you may NOT change the tooling order without the administrator's prior approval.

### **GGH SERVICE TECHNICIAN TOOL ADVANCE POLICY – 23 April 2018**

The Company will make available to any Service Dept employee an interest-free advance of up to \$1,800, incl GST, for the purchase of work-related, personally-owned, service tooling. The advance may not be used for purchase of Cat merchandise, laptops, clothing or any other item which is not an item of service tooling, nor may it be used for purchase of tooling which is not work-related.

The following conditions apply:

1. Subject to clauses 2 and 3 below, each advance is limited to \$1,800, incl GST.
2. For purchase of an item or items whose total value exceeds \$1,800 incl GST, the staff member must pay the excess by means of an extra deduction from pay to occur at the same time as the first normal deduction.

3. The tool advance programme administrator may approve an advance of more than \$1,800, without the requirement for excess payment upfront, where special circumstances warrant. Such circumstances include where the applicant is a new recruit from overseas and who owns no tools. For the same reasons, the administrator may also approve a longer repayment period than is specified in clause 9 below.
4. The advance must be approved by the applicant's branch manager / supervisor who must be satisfied that it is for appropriate purposes.
5. The tooling must be purchased from GGH and/or GTNZ (TWL) unless exceptional circumstances apply in which case purchase from elsewhere may be considered.
6. Any airfreight charges are payable by the service technician and must not be included in the value of the advance. To avoid airfreight charges, indent tooling should be ordered as part of a stock order.
7. A person may have only one tool advance running at a time, except that an apprentice may have a tool advance running in conjunction with an apprentice tool loan.
8. The advance will be interest free.
9. Subject to clause 3 above, repayment of the advance will be by means of deduction from wages or salary, with a maximum repayment term of one year.
10. Subject to clause 3 above, the minimum weekly repayment amount must be a round dollar sum of such value that the advance is paid off within 12 months.
11. In the event that employment with the Company ceases for any reason, any unpaid advance will be deducted from the employee's final pay or, where the final pay does not cover the amount due, it may be recovered from the employee's private resources.
12. An employee's tools are covered by Gough's insurance while in a Gough workshop, or secured in a Company vehicle or when being used elsewhere for business purposes. When in the field, but not in use, the tools must be appropriately secured against loss. Gough's insurance will not apply to tools at the employee's home or any other place where they are being used in a private capacity. The company recommends that the employee has suitable insurance cover for use of the tools in a private capacity.
13. An employee who wishes to apply for a tool advance must complete a formal application form which will include the approval for deduction from wages/salary and the personal liability for any outstanding amount if employment ceases before the advance is repaid. In signing the application form, the employee accepts the terms stated in this policy.