



Ford Motor Company of Southern Africa (Manufacturing) (Pty) Ltd
Simon Vermooten Road, Silverton, Pretoria
P.O. Box 411, Pretoria, 0001, South Africa

27 October 2023

VMS Autobody (Pty) Ltd.
98 Beethoven Street
Hartbeespoort
0260

Attention: Ms/Mr S J Jansen van Vuuren

Re: APPROVAL GRANTED:

This letter serves as confirmation that VMS Autobody (Pty) Ltd., 98 Beethoven Street, Hartbeespoort, is hereby appointed as a Ford Approved Body Repair Centre. **This letter is valid until 10/11/2023 after which certification should be used.**

Please find included herewith a copy of the Service Level Agreement (SLA) and Signboard Rental Agreement (SRA) for signature. Kindly complete and return to candice@automx.co.za for review. Signage will be processed immediately on receipt of the signed SLA and SRA. On confirmation of correctly signed documents, a digital Ford approval certificate will be uploaded for access via the My Documents menu for you to download when required. Please note that the digital certificate version is a copy and is NOT to be displayed in reception. AutoMatrix will courier the original certificate (with silver embossed Ford seal) for display in your reception area in clear view of customers. In the interim you are requested to use this communication as proof of your Ford approval.

Please see important below items now applicable to you due to Approval status being granted (as detailed in STEP 1 of the Online Application portal):

- 1. MONTHLY APPROVAL FEES:** Billing will commence on the first day of next month. Please ensure that you receive your invoices from both AutoMatrix and FMCSA every month, and that both accounts remain paid up to date at all times.

Refer to bulletin **FCCRC 2023-02 FMCSA Accounts & Billing** for FMCSA accounts department contact information.

- 2. AUTOMX CONNECT:** Your Company is required to submit monthly data to AutoMX Connect via your management system with immediate effect (please refer to Clause 9 of the SLA for details).

If you are not already integrated with the portal, Candice Symonds (candice@automx.co.za) will provide you with instructions shortly. Once activated, your data will be validated to ensure compliance.

- 3. FORD MINI WEBSITE:** You are required to activate your account immediately on receipt of activation notice from AutoMatrix. Up to 5 users per company will be loaded to your company profile (created in accordance with company information obtained during the application and/or initial audit).

NOTE: Every user must activate their e-mail address by setting their own password.

Ford Motor Company of Southern Africa (Manufacturing) (Pty) Ltd. Reg. No. 1923/002555/07.
Registered Address: Simon Vermooten Road, Silverton, Pretoria. Postal Address: P.O. Box 411, Pretoria, 0001
Telephone: +27 12 842 2911 Email: legalsa1@ford.com Website: www.ford.co.za
Executive Directors: N.J. Hill, P. Baron, O.A. Berry, E. Buthelezi, B.T. Masete, S. L. Sewmohan, D. K. Vanmali
Independent Non-Executive Director: D.N.M. Mokhobo Company Secretary: D.S. Hiralal



- 4. MY DOCUMENTS PROFILE:** In terms of clause 6.2.341.2 of the SLA, all re-audit supporting documentation must be uploaded to your company's My Documents profile on the AutoMatrix Website immediately after activating your profile and/or as soon as access is granted to your company.

All documents must be kept up to date at all times.

For your convenience, automx.co.za will send an automatic reminder one month prior to expiry of all relevant documents/certificates. You are required to update the document immediately. Should you not do so, automx.co.za will again remind you on expiry of the document.

Should you still fail to update within one (1) week from expiry notice being received, your company name will be sent to AutoMatrix, who will in turn will report this problem to FMCSA for appropriate action.

- 5. DISCLAIMER:** In the event that vehicles (both in and out of warranty) are fitted with non-genuine, alternate salvaged and/or grey parts, a disclaimer form must be signed by the owner of the vehicle and supplied to FMCSA for record purposes. Please refer to bulletin **FCBS 202104/A** for more details.

Please download the disclaimer forms for warranty and non-warranty vehicles under the FORMS section on the Home Page of the Ford mini website (hosted by AutoMatrix on www.automx.co.za).

Bulletin **FABRC 2019/04** provides FMCSA Warranty Policy information.

- 6. TRADEMARK & MARKETING MATERIAL:** Please note that the use of the NCCN logo will only be permitted if prior approval is obtained from FMCSA. Please contact me (per the signature below) for such approval if required. Please also refer to Clause 12 of the SLA for details regarding the Ford Trademark.

Marketing Material images have been uploaded for you to download and use as you wish (without prior consent to FMCSA). Refer to bulletins **FCBS 2022-01A to FCBS 2022-01I**.

FMCSA provides a Collision Repair Leaflet to all their clients in vehicles being sold and again at the time of serving the vehicle. This leaflet informs customers of their rights are when they are in an accident, and includes a collision guide for the owner to use at the time of an accident.

Should you wish to provide a copy of the Collision Repair Leaflet to Ford clients on delivery, please download the Collision Repair Leaflet under the FORMS section of the Ford Mini Website (**FCBS 2022-01A**).

- 7. SAVE-A-CAR:** In the event that a vehicle is close to, or just above the write-off threshold, FMCSA can assist you with parts basket reduction to prevent a vehicle from being written off through our Save-A-Car facility. The link to the request form is reflected on the Home Page of the Ford mini website.

The request is simultaneously submitted to Ford Motor Company direct, and to the relevant Ford Parts Dealer. It ensures that all requests are submitted in the correct manner, contain all necessary information,



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and are forwarded to the correct Ford/Dealer representatives which, in turn, facilitates a fast response time.

Please refer to bulletin **FCBS 2021/09** for process and **FABRC 2018/01** for FMCSA representative contact details.

8. GP STRATEGIES WELDING COURSE (formerly TTI): Your Company has 12 months to arrange and attend Welding Training with GP Strategies. You are required at all times to have a permanently employed staff member with a valid certificate to confirm attendance of the training. Such certification will be verified at every annual re-audit. Please note that the staff member must also reflect on your MIBCO return.

Please see below contact details to arrange training:

	Corne Viviers	Yvonne Campher
Tel:	012 665 0245	012 665 0245
Cell:	064 088 2230	084 414 6153
E-mail:	cviviers@gpstrategies.com	ycampher@gpstrategies.com

9. ANNUAL RE-AUDIT & CERTIFICATE RENEWAL: Your annual re-audit will commence next year. Please take note that audit will NOT coincide with expiry of your approval certificate, as renewal and audits are independent from each other.

You will be contacted by AutoMatrix when your annual re-audit has been scheduled, as well as prior to expiry of your certificate (if any action is required by you to renew approval for the following period).

FMCSA welcomes you to our Certified Collision Repairer Network team as a key partner in achieving Customer excellence, and we wish you every success in this business relationship.

Please do not hesitate to contact Hesta Symonds at AutoMatrix (Pty) Ltd. on +27 11 792 7014/ 5 or hesta@automx.co.za should you have any queries.

Yours faithfully

Louisa Cordier
Business Development Manager
lcordiel@ford.com