



12 August 2025

Macpro Panelbeaters
31 Eland Street
Koedoespoort
Pretoria

**MOTUS VEHICLES DISTRIBUTOR APPROVED BODY & PAINT SHOP PROGRAMME:
REPAIRS TO ALL RENAULT VEHICLES**

Dear Sir or Madam,

Following the completion of the audit review, Motus Vehicles Distributor is pleased to inform **Macpro Panelbeaters, 31 Eland Street, Koedoespoort, Pretoria**, that we are now in a position to appoint your Company as a Motus Vehicles Distributor Renault Approved Body & Paint Shop.

Signage will be sent to you in due course. **Motus Vehicles Distributor is currently reviewing their Service Level Agreement and a copy thereof will be forwarded to you once it has become available. Please use this communication in the interim as proof of your approval for repairs to all Renault vehicles.**

As outlined in Step 1 of the online application, we need to remind you of the following relevant items;

1. DIGITAL APPROVAL CERTIFICATE

Once the SLA has been finalised and signed, a digital Motus Vehicles Distributor approval certificate will be uploaded for access via the 'My Documents' menu for you to download when required.

NOTE: AutoMX will also courier the original certificate to you for display in your reception area.

2. AUTOMX CONNECT

You are required to immediately activate automatic daily submissions of data to AutoMX Connect via your management system. **No manual data submissions are permitted.**

If you are not already submitting data to AutoMX Connect, Candice Symonds at AutoMX will provide you with activation instructions shortly.

Once activated, please confirm by sending an e-mail to jessica@automx.co.za following which data will be verified.

3. 'MY DOCUMENTS' PROFILE

All supporting documentation for re-audits must be uploaded to your 'My Documents' profile on the **AutoMX Website**, and must be kept up to date **at all times**.



For your convenience, automx.co.za will send an automatic reminder one month prior to the 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 1 week from expiry notice being received, your company name will be sent to AutoMX, who will in turn be required to report this problem to Motus Vehicles Distributor.

4. ONLINE TRAINING (MOVERY)

As detailed in bulletin **2020-01 Renault Online Training**, your company must register with Moverly for online training, and ensure that a permanently employed staff member is in possession of all required training certificate/s at all times.

Once completed, the staff member will receive a certificate to confirm completion.

All certificates must be uploaded to your My Documents portal per model as to ensure compliance.

Certificate checking will form part of your annual re-audit.

5. FITMENT OF 'NON-ORIGINAL' OR 'GREY' SPARE PARTS:

In the event of 'non-original' or 'grey' spare parts being fitted to any vehicle still under warranty, you will be required to clearly and explicitly advise the Customer of the difference between Renault parts and 'non-original' or 'grey' spare parts.

Furthermore, you will be required to advise the Customer of the potential risks and consequences of using these 'non-original' or 'grey' spare parts.

6. APPROVED RE-AUDIT

Your company will be re-audited every 12 months to ensure compliance with all Motus Vehicles Distributor Approved Body & Paint Shop Programme requirements, which may change from time-to-time.

Annual re-audits will take place without prior notice, however, as a courtesy to you, AutoMX will notify at least 1 (one) week before the audit takes place. Your company will therefore be expected to continue with the audit even if the notification is not received for whatever reason.

Your company will have the opportunity to postpone the annual re-audit only once every 12 month cycle, provided that at least five (5) working days' notice is given. Should the audit be declined on the day of audit, you will be liable for a declined re-audit fee to cover costs.

The following additional items will be included in the annual re-audit (not included in the Initial audit). Please ensure that all appropriate records are maintained correctly in order to facilitate auditing of the below items;

1. Full Job card audit (5 vehicles under warranty), including verification of the following;
 - a. Fitment of Genuine Parts
 - b. Paint used on vehicle (Primer, Base & Clear Coat)
 - c. Disclaimer Documents (if applicable)



d. Electronic 3D Measuring (post-repair) - if applicable

e. Quality Control Checklists

NOTE: *In line with above, you will be required to maintain proper records for all vehicles repaired in order to facilitate Job Card audits.*

2. Paint Usage Report (Must reflect job numbers) - *used in association with Job Card audit*
3. Management system being used correctly (verified by auditor)
4. Data submission (to AutoMX Connect)
5. Display and condition of approval signage
6. Display of Approval Certificate in reception
7. Correct and frequent visit and use of automx.co.za
8. Attendance of Renault Online model Training

We look forward to a lengthy partnership with your Company.

Yours faithfully,

Etienne Van Vuuren
Motus Vehicles Distributor
Aftersales Marketing Manager