



Practices recommended for Hirer

1. After the hirer has already paid the installment and other expenses (if any), the hirer will receive "Thank you" SMS message from the company to confirm his/her successful payment.
2. The company will send "Invoice" and "payment receipt" to the hirer every month.
 - In case that there is no debt to notify and no payment received, the company will not send anything.
3. In the case of the Customer Payment Card was lost or damaged, the hirer is required to inform the nearest WL branch and make a request for issuing a new one or can download application name "WL SOM" from Google Play Store (Android) to use the Payment Card in the app instead,
4. To yearly renew motorcycle tax, the company will send the invoice to the hirer before the expiration date for 2 months to notify expenses of the motorcycle tax renewal fee and the Compulsory Motor Insurance fee (Por.Ror.Bor.).
5. In the case of lost/stolen motorcycle (hire purchasing with the company), the hirer must go to police station in his/her local area to inform the police about the situation. Then, contact the company's nearest branch accompanying with required following items: the police blotter, motorcycle key, copies of identification card and household registration, and operation fees of THB 250.
6. If the hirer needs to edit or change the postal address, he/she must submit copies of identification card with certified true copy signed by the authorized signature and also giving details of new address, and fax to the branch of company.
7. When completely paid all of the installments and other expenses (if any), the hirer is required to contact the company to transfer ownership of motorcycle by following these steps:
 - Provide 2 copies of each of hirer's identification card and household registration.
 - Provide 2 copied patterns of each of engine number and frame number (using masking tape in duplicating engine number and frame number or go to a motorcycle repair shop and ask shop staffs to duplicate the numbers instead).
 - Prepare to pay expenses in transferring ownership of motorcycle. The company will verify information and remaining expenses (if any) before closing account on the date the hirer purpose to close accounts and transfer ownership of motorcycle.
 - The hirer should come to the branch by himself/herself in order to sign in the documents required to transfer ownership of motorcycle. However, the alternative way is to send all of the documents for transferring ownership of motorcycle (with authorized signature) to the branch by mail and the staff at the branch will operate all necessary steps needed.
8. In case of paying with WorldLease officer, please be sure to request for document such as Employee Identification card to verify himself/herself. When already paid, please ask for temporary receipt by WorldLease to be used as evident.

Please note that:

1. If the hirer has already renewed motor tax by himself/herself, please attach copy of tax receipt from the Department of Land Transport or copies of tax disc.
2. If the hirer has changed their name, surname and / or address in household registration, please attach the necessary documents.
3. If the hirer want the company to renew Por.Ror.Bor., it is requested to make payment before 7 days of the expiration.

Thank you very much for your patronage