



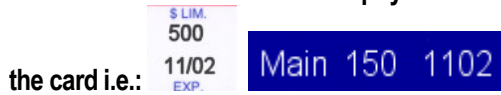
Schedule A

ARI Fleet Card – Basic requirements for all ARI Cards

- The ARI Logo must be present on the physical Fleet Card (samples below)



- Do not charge purchases if Cardholder cannot produce a valid “physical” Card.
- Do not accept an expired Card
- Do not accept any card that was listed on the “Hot List” sent to Supplier
- Purchases are restricted to automotive related purchases only.
- Each card will have the card Expiry date and spending Limit embossed on the lower right portion of



the card i.e.:

- Basic requirements apply to ARI base, Private label, and Government cards

IMPORTANT: Supplier has taken a legible Imprint of the card and completed the invoice with the following information:

- ARI Supplier Identification Number
- Service Card number
- Purchase date
- Location store identification number
- Location Street, city, province, postal code, address
- Fuel type
- Litres fuel purchased
- Price per litre fuel
- Extended value (fuel total)
- GST value for fuel
- Oils (Petroleum products) Description
- Quantity Oil
- Unit price Oil
- Extended price Oil
- Taxes, GST, PST on oil products
- Non fuel purchases will be clearly described
- Non fuel total
- Taxes, GST, PST on non fuel products
- Driver signature (must be on every transaction invoiced) – Retained by store

Prior to batch submission Supplier shall check each charge ticket for the presence of all of the required and applicable data listed above.



Schedule A

ARI - SUPPLIER FUEL PROGRAM PURCHASING LIMITATIONS:

A. GENERAL LIMITATIONS

A valid physical ARI Service Card must be present for each transaction

Do not accept an expired ARI Service Card

Do not accept an ARI Service card that has been reported lost/stolen/cancelled to the Supplier.

Do not charge purchases to ARI if Cardholder cannot produce a valid ARI Service Card.

ARI Service Cards are limited to vehicle related purchases ONLY.

B. CUSTOMER CARD RESTRICTIONS & AUTHORIZATION REQUIREMENTS:

PURCHASE RESTRICTIONS:

Fuel	<ul style="list-style-type: none"> No limit on fuel amounts
Misc./Other/Oil	<ul style="list-style-type: none"> Limited to minor automotive related items only No mechanical repairs Maximum of \$25.00 non-fuel

DO NOT BILL MAINTENANCE THROUGH THE FUEL BILLING

- Maintenance cannot be billed through the fuel-billing program.
- Maintenance can only be billed through a separate ARI Maintenance billing program.

Only registered ARI Maintenance locations can perform service/repair work on ARI vehicles.

Attempts to disguise service, maintenance or other purchases in excess of \$25.00 as fuel will result in complete chargeback and non-payment of invoices.



Federal Government



Provincial Government

ARI Logo must be present on card



Schedule A

ARI Base Fleet Cards



Federal Government



Provincial Government

ARI Logo must be present on Card



Procedures:

Card Acceptance:

- Only accept a physical plastic card with the ARI logo
- Verify the card expiry date and card limit
- Fuel dollars billable to fuel tank capacity
- Only one vehicle per refueling
- Oil and Minor automotive related charges to a maximum of \$25.00

Billing Instructions:

All-New Internet Fuel Billing web site:

<http://www.aricanada.com/fuelbilling/>

24 hours a day – 7 days a week

Schedule A

Card Group - Tax Applications




The image shows three styles of Corporate ARI Cards. The top two are blue cards with the ARI logo and text 'FUEL/MAINTENANCE ESSENCE/ENTRETIEN'. The first blue card has a yellow 'Any Fuel Here' logo in the top right corner and the number 'Main 150 1102' at the bottom. The second blue card is identical but without the yellow logo. The third card is gold and labeled 'EXECUTIVE GOLD CARD CARTE D'OR EXECUTIF'.

Corporate ARI Cards
3 card styles

Card numbering always begins with
708020

All taxes billable




The image shows a white ARI CANADA card with a red header. The header contains the Canadian flag and the text 'Government of Canada / Gouvernement du Canada'. Below the header is the ARI logo and 'ARI CANADA'. The card number is '608000 nnnnn nnnn n'. A red box in the bottom right corner contains the text 'S LIM 500 11/02 EXP'.

Government of Canada & RCMP

Card numbering begins with
608000 or 601548

GST billable PST EXEMPT



The image shows a white ARI CANADA card with a green header. The header contains the Ontario logo and the text 'Ontario'. Below the header is the ARI logo and 'ARI CANADA'. The card number is '601021 nnnnn nnnn n'. A green box in the bottom right corner contains the text 'S LIM 500 11/02 EXP'.

Government of Ontario

Card numbering begins with
601021

GST EXEMPT PST Billable