

### **Terms and Conditions**

1. Merseyrail shall provide a corporate season ticket voucher template to Corporate Clients. The Company is required to print the template onto corporate letterhead to create a voucher for any employees wishing to purchase a season ticket through Merseyrail's Corporate Season Ticket Scheme.
2. The Company will be invoiced for all vouchers presented to Merseyrail and exchanged for season tickets. The safe keeping of the template and its use remains the responsibility of the Company and the Company remains liable for any cost incurred from misuse.
3. All Employee details, including name, address, email address and ticket requirements must be completed by the Company's agreed authorised signatory on the voucher.
4. Vouchers can be exchanged for Railpass, Trio or Point to Point season tickets at any staffed Merseyrail station.
5. The Employee must provide proof of their name and address and a signed passport size photograph when they are applying for their first season ticket.
6. In the event of a query or discrepancy, Merseyrail will contact the Travel Co-ordinator who is specified on the front of this Agreement. If Merseyrail are unable to resolve the issue the Employee must destroy the voucher template and no ticket may be issued.
7. Merseyrail shall invoice the Company every four weeks for the full value of Tickets issued.
8. All invoices will be paid by the Company within 30 days of the date of the invoice, or interest may be charged at the rate set out in the Late Payment of Commercial Debts Regulations 2013. If payment is not received, Merseyrail reserve the right to stop issuing season tickets.
9. Any personal data transferred as part of the process relating to the Corporate Season Ticket Scheme will be used solely in accordance with current Data Protection legislation and will not be disclosed to third parties (without the individual's prior consent).
10. If an Employee moves or leaves the company, or is no longer eligible for the ticket, it must be returned to Merseyrail in order for it to be cancelled, unless the Employee opts to purchase the ticket by paying any outstanding balance to the Company. On cancellation of a Corporate Season Ticket, a refund will be made to the Company. A £10.00 cancellation fee will be charged. The discount given for purchasing an annual ticket will be deducted from the amount refunded. The cost of travel is calculated based on the cost of weekly and monthly season tickets as appropriate.
11. No variation to these terms and conditions shall be valid and effective unless it is in writing and signed by both the authorised representative of Merseyrail and the Company.
12. Either party may terminate the Agreement with 2 weeks written notice. The termination notice needs to be delivered to the registered address. For the avoidance of doubt, termination of this agreement by either party will not operate to cancel any season tickets then in issue, on respect of which both parties shall continue to fulfil their obligations to each other, and the relevant Employee.
13. This Agreement shall be governed by and construed in accordance with English Law.