



## MEMO

**To :** POLICY AND PROCEDURE COMMITTEE  
KATHRYN ELLEN DOI, CHAIR  
BISMARCK OBANDO, MEMBER

**Date:** December 15, 2014

**From :** WILLIAM G. BRENNAN  
ROBIN PARKER

**Subject:** CONSIDERATION OF REVISIONS TO THE *INFORMATIONAL GUIDE FOR MANUFACTURERS AND DISTRIBUTORS*, WHICH OUTLINES THEIR OBLIGATIONS TO PROVIDE NOTICES, SCHEDULES, AND FORMULAS MANDATED BY THE CALIFORNIA VEHICLE CODE AND CIVIL CODE TO THE NEW MOTOR VEHICLE BOARD AND/OR IMPACTED DEALERS

The enclosed *Informational Guide for Manufacturers and Distributors* is reviewed annually to ensure it complies with recent statutory and regulatory amendments. There are no substantive changes from the version adopted by the Board in April 2014; however, non-substantive changes are noted in underline/italic and strikeout font.

This topic is being agendaized for consideration at the February 11, 2015, General meeting. If you have any questions or require additional information, please contact me at (916) 324-6197 or Robin at (916) 323-1536.

Enclosure

cc: Glenn Stevens