



MEMO

**To : POLICY AND PROCEDURE COMMITTEE
DAVID WILSON, CHAIR
GLENN STEVENS, MEMBER**

Date: December 3, 2012

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

Subject: CONSIDERATION OF 2013 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* was revised to reflect statutory and regulatory changes. The pertinent changes are in bold/italic as follows:

- Footnote 3 (page 2) was added to clarify that a franchisor may want to issue a modification notice even though it may think it is not necessary to avoid a claim that the franchisor has violated the Vehicle Code.
- In the “Steps Necessary to Issue a Notice” chart for termination or refusal to continue (page 4), modification (page 5), establishment/relocation (page 7), and off-site sale (page 11), a sentence was added to remind the franchisor that the statutory time to file a protest does not commence until receipt of the notice by both the dealer and the Board.
- The modification chart (page 5) mentioned above refers the reader to footnote 3.
- The samples (pages 18-24) now contain a disclaimer.

This topic is being agendized for consideration at the January 22, 2013, General meeting.

If you have any questions or require additional information, please give me a call at (916) 324-6197 or Robin at (916) 323-1536.

Enclosure

cc: Ramon Alvarez C.