

# Framework agreement application (main account) PostFinance Visa Business Card



## 1. Important information

### Preconditions:

The company is domiciled in Switzerland or Liechtenstein and has a business account in CHF with PostFinance.

### Conditions:

You can find a list of conditions at [postfinance.ch/prices-bc](https://postfinance.ch/prices-bc).

### Instructions for completing the application:

Does your company already have one or more PostFinance Visa Business Cards?

Yes: Please complete the card application (page 3) as well as form K<sup>1</sup>.

No: Please complete the framework agreement application (pages 1 and 2) and the card application (page 3) as well as form K<sup>1</sup>.

<sup>1</sup> Please note: a completed form K (Establishing of the controlling person) is a precondition for acquiring a PostFinance Visa Business Card. If your company already has a completed form K, it does not need to be filled in again.

## 2. Company information

Company \_\_\_\_\_

Founding date \_\_\_\_\_

Business account no. \_\_\_\_\_

### Registered office of the company

Street, no. \_\_\_\_\_

Postcode \_\_\_\_\_ Town \_\_\_\_\_

Contact person \_\_\_\_\_

Telephone \_\_\_\_\_

## 3. Card embossing

Please complete only if the name of the company is to be embossed on the Visa Business Card.

Please note: the embossed line consists of a maximum of 21 characters including spaces. Special characters and umlauts are not possible.

\_\_\_\_\_

## 4. Payment method

CH-DD Direct Debit (full payment of total amount)  
By legally signing, we authorize PostFinance to debit the amounts due from our business account until further notice. Direct debits may be cancelled in writing with PostFinance within 30 days after the account document is sent.

Invoice (full payment of total amount)  
You can also pay credit card invoices via eBill. You can register for this in e-finance.

## 5. Establishment of the beneficial owner

The applicant hereby confirms that the beneficial owner(s) of the assets brought in under this contractual relationship is/are the holder(s) of the related PostFinance account.

Yes       No



## 6. Company signature(s)

The undersigned, who are exclusively authorized representatives of the company, confirm the accuracy of the information in this application and agree to notify PostFinance of any changes to the above information on their own initiative. They declare that they have read and understood the Subscriber Conditions for PostFinance credit cards and prepaid cards and that they agree to be bound by these conditions. PostFinance reserves the right to refuse the application without giving reasons.

Legally valid signature

Second legally valid signature in the case of collective signing rights

Date \_\_\_\_\_

Date \_\_\_\_\_

Last name \_\_\_\_\_

Last name \_\_\_\_\_

First name \_\_\_\_\_

First name \_\_\_\_\_



Sign within the box

Sign within the box

## Forgotten anything?

- Framework agreement application legally signed (see page 2, point 6)?
- Card application completed (see page 3)?
- Form K completed if necessary (see note page 1, point 1)?

**Please send to:** PostFinance Ltd, Card Center, Molliserstrasse 41, 8759 Netstal

### To be completed by PostFinance

Employee number \_\_\_\_\_  
 Location code \_\_\_\_\_

Partner no. Framework agreement \_\_\_\_\_

REG    GR1    GR2    GR3    GR4   Noga code \_\_\_\_\_  
 S1    S3    S5    S10    S20    I \_\_\_\_\_  E  
 Correspondence address \_\_\_\_\_ Date \_\_\_\_\_

Staff member \_\_\_\_\_



# Card application

## PostFinance Visa Business Card



### 1. Company information

Company \_\_\_\_\_

Please provide the card account number if you already have a framework agreement (main account) with a Visa Business Card (see credit card invoice or e-finance).

Card account number: 800 \_\_\_\_\_

### 2. Cardholder's personal details

Ms  Mr Country \_\_\_\_\_

Last name \_\_\_\_\_ Telephone \_\_\_\_\_

First name \_\_\_\_\_ Nationality \_\_\_\_\_

**Consumer address (home)** Date of birth \_\_\_\_\_

Street, no. \_\_\_\_\_ Function \_\_\_\_\_

Postcode \_\_\_\_\_  Staff member

Town \_\_\_\_\_  Other \_\_\_\_\_

Please note: the card, personal identification number (PIN) and correspondence will be sent to the address of the company.

### 3. Card details

Desired credit card limit: CHF \_\_\_\_\_  Card with cash withdrawal

(Minimum: CHF 1,000; maximum: main account limit)  Card without cash withdrawal

### 4. Signature(s)

The undersigned confirm the accuracy of the information in this application and agree to notify PostFinance of any changes to the above information on their own initiative. They declare that they have read and understood the Subscriber Conditions for PostFinance credit cards and prepaid cards and that they agree to be bound by these conditions. PostFinance reserves the right to refuse the application without giving reasons.

**Signature of cardholder** \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
**Sign within the box**

#### Company signature(s)

Legally valid signature \_\_\_\_\_ Second legally valid signature in the case of collective signing rights \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

Last name \_\_\_\_\_ Last name \_\_\_\_\_

First name \_\_\_\_\_ First name \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Sign within the box**

**Please send to:** PostFinance Ltd, Card Center, Molliserstrasse 41, 8759 Netstal

#### To be completed by PostFinance

Employee number \_\_\_\_\_  
Location code \_\_\_\_\_

Partner no. \_\_\_\_\_ Date \_\_\_\_\_  
Cardholder  
 S1  S3  S5  S10  S20  I \_\_\_\_\_  E  
Staff member \_\_\_\_\_



# Subscriber Conditions

## PostFinance credit cards and prepaid cards

### 1. General

These Subscriber Conditions govern the use of PostFinance Visa and/or Mastercard® credit and prepaid cards (hereinafter referred to as cards). They apply to the relationship between PostFinance Ltd (hereinafter referred to as PostFinance) and the Customer and, where expressly indicated, also the Cardholder.

With regard to credit and prepaid cards for private customers, the Customer is the person in whose name the credit card contract (main card) is concluded (hereinafter referred to as the Customer). The Cardholder is the person in whose name the card (main, second and partner cards) is issued (hereinafter referred to as the Cardholder).

With regard to the PostFinance Visa Business Card (hereinafter referred to as business cards), the Customer is the company in whose name the framework contract (main account) is concluded (hereinafter referred to as the Customer). The Cardholder is the person in whose name the card is issued (hereinafter referred to as the Cardholder).

All references to persons refer to both men and women.

PostFinance reserves the right to make product changes, to amend these Subscriber Conditions and to change the applicable annual fees, interest rates, commissions and charges etc. at any time. Changes will be communicated in an appropriate form and will be deemed to have been accepted provided the card is not cancelled before the changes enter into effect.

### 2. Card issue

- 2.1 The cards will always be issued in the name of the Cardholder.
- 2.2 Every card issued will remain the property of PostFinance.

### 3. Card use

- 3.1 Subject to the individual main account, card and cash withdrawal limits, transactions may be authorized by merchants worldwide:
  - a) By entering the PIN (e.g. when paying for goods or services or when withdrawing cash from a cash machine).
  - b) By signing the sales receipt (e.g. for the payment of goods and services as well as the withdrawal of cash at the bank counter).
  - c) By entering the name, the card number, the expiry date and the three-digit security code (e.g. when paying for goods or services over the telephone, online, by correspondence, after registration in an online shop / app / e-wallet and with recurring services). Additional approval of the transaction is required at 3-D Secure-enabled online shops. 3-D Secure is a service that ensures more secure online payment.
  - d) Simply by using the card – with no need for a signature or PIN (e.g. in car parks, motorway toll booths or contactless payment for transactions up to certain amounts).
- 3.2 The Customer acknowledges all transactions authorized in this way (section 3.1) and the claims of the merchants resulting from them. At the same time the Customer instructs PostFinance to pay all receivable claims from the merchants with no need for additional notification.
- 3.3 The Cardholder undertakes to only use their card within their financial means or within the scope of the limit granted or credit available. Its use and the applicable limits may be extended, restricted or cancelled by PostFinance at any time. Use of the card for illegal purposes is prohibited.
- 3.4 For prepaid cards, the card limit is the card balance. The card balance amount will be calculated as the amount paid in minus any charges and payments already effected for goods, services and cash withdrawals. If cards are renewed or replaced, the card balance of the previous card is transferred to the new card after deduction of any fees due.

### 4. Duty of care

The following duty of care obligations apply:

- a) The card must be signed by the Cardholder in the space provided immediately upon receipt.
- b) All credentials (e.g. PIN, code, fingerprint etc.) must be kept secret by the Cardholder and must not under any circumstances be passed onto third parties, kept together with the card or devices (e.g. smartphone, tablet, PC etc.), written on the card or stored in devices. The credentials modified by the Cardholder cannot consist of combinations that are easy to determine (telephone numbers, date of birth, car registration plates or the name of the Cardholder or similar details of their family members or person(s) living with them etc.). The credentials must be changed immediately if there is reason to believe they are known to third parties.

- c) The credentials, the card, the card details and devices must be kept safe by the Cardholder and may not be passed onto or made accessible to third parties. If the Customer uses the card on a device, they are obliged to minimize the risk of unauthorized access by implementing appropriate protective measures.
- d) The Customer must check the invoice / transaction overview upon receipt. Any irregularities, such as debits due to the misuse of the card, must be immediately reported by telephone to PostFinance's customer service and a complaint must be submitted in writing within 30 days of the date of the invoice / transaction overview, otherwise the invoice / transaction overview will be deemed approved.
- e) In the event of the loss or theft of the card or device, if the card is withheld or upon suspicion of misuse, the Customer (or Cardholder) must immediately notify PostFinance (regardless of any time differences). The Customer must also notify the local police of any criminal acts and, in the event of damages, must cooperate to the best of their knowledge with the investigation into the case and to minimize damages.
- f) The Customer must notify PostFinance of any changes to details indicated in the application (e.g. account details, beneficial owner, income situation) within 15 days.

### 5. Invoicing / methods of payment

- 5.1 The Customer undertakes to pay the annual fee and the charges for the services used in addition to all authorized transactions.
- 5.2 The invoice can be settled in the following way:
  - a) Payment of the full outstanding amount within 20 days of the invoice date.
  - b) Payment of part of the amount (but a minimum of 5% of the statement amount resp. CHF 100) within 20 days of the invoice date. Only variant a) is available for business cards.
- 5.3 If payment in accordance with section 5.2a) is not made on time or if the option to pay a partial amount is used in accordance with section 5.2b), interest will be charged on the outstanding amount from the invoice date (this can be viewed at [postfinance.ch](http://postfinance.ch)).
- 5.4 The main account limit as well as the card and cash withdrawal limit(s) of the main and any additional cards will be reduced by the invoice balance outstanding. If payment is not made, or if less than the minimum payment (section 5.2b) is made, PostFinance will have the right to request immediate payment of the entire outstanding amount (including interest), to debit it from the Customer's PostFinance account and to block the card(s).
- 5.5 Any reminder and collection charges will be borne by the Customer.
- 5.6 The minimum amount to be paid at the start with a prepaid card is debited directly by PostFinance from the PostFinance account indicated on the card application and credited to the card. The minimum amount for further inpayments (loading the card) and the upper limit of the card balance will be determined by PostFinance and may be altered at any time. In the event of a negative card balance, the outstanding amount will be settled immediately.

### 6. Responsibilities

- 6.1 The Customer will be liable for all obligations arising from the use of the main or any additional cards.
- 6.2 The Customer will be solely responsible for transactions conducted using the card. In particular, any disagreements, including complaints concerning goods and services and claims, will be dealt with directly with the merchant concerned. When returning goods, the Customer must request a credit confirmation and/or request confirmation of cancellation from the merchant. Any disputes will not release the Customer from their obligation to pay their invoice.
- 6.3 The Customer generally bears the risks arising from the misuse of the card. They will be borne by the Customer in any case if the transactions were approved using the Customer's credentials. In all other cases, PostFinance will cover damages from the misuse of the card by third parties if a complaint is made in good time provided the Customer or the Cardholder have complied with all parts of these Subscriber Conditions and provided they are not at fault in any way. Persons who are close, related to the Cardholder or otherwise associated with them will not be deemed as third parties (e.g. partners, authorized agents, persons living in the same household etc.) and nor will other persons employed at the company in the case of business cards. The Customer will be responsible for all transactions authorized until the card is blocked.
- 6.4 Loss or damage in connection with the possession or use of his card(s) will be borne by the Customer. In particular, PostFinance will assume no liability if the card cannot be used due to a technical defect, a limit adapt-

ation, cancellation or blocking. PostFinance will assume no liability in respect of the incidental benefits or additional services provided automatically with the card.

6.5 PostFinance will endeavour to provide the services made available under this contract without fault and interruption as far as possible. However, it cannot guarantee this at all times. PostFinance reserves the right to interrupt access to the services at any time, particularly in the event that increased security risks or irregularities in its own or third party systems are identified, and also for maintenance work. Where PostFinance has exercised the customary degree of due care, the Customer will bear the cost of any damage resulting from such interruptions. PostFinance will not assume liability for damages which are covered by insurance.

## 7. Period of validity / card renewal

- 7.1 The card as well as the incidental benefits and additional services will expire at the end of the month/year embossed on the card. PostFinance will automatically issue the Customer with a new card in good time provided no cancellation has been carried out.
- 7.2 If the Customer does not want a new or an additional card, they must notify PostFinance at least two months before the card expires, otherwise the annual fee for the card will be charged.
- 7.3 Costs may be incurred on the replacement of a card that has not yet expired and/or a PIN (further information on this can be found at [postfinance.ch](http://postfinance.ch)).
- 7.4 In the case of business cards, the company is obliged to immediately arrange for PostFinance to block the cards of Cardholders leaving the company, to collect them from the Cardholder and to destroy them.
- 7.5 When the card is automatically replaced upon expiry of the previous card, the Cardholder must not re-register their new card with the providers of online shops / apps / e-wallets and/or recurring services (e.g. music/newspaper subscriptions, memberships, online services etc.). PostFinance can provide the providers mentioned, which have their head office either in Switzerland or abroad, with the relevant card details (card number and expiry date) via the card organizations Visa or Mastercard. There is the option of de-registering for this service.

## 8. Blocking/cancellation

- 8.1 The Customer and PostFinance may arrange for the card to be blocked and/or the contractual relationship to be terminated at any time and without giving any reasons. The Cardholder may only request the blocking of their own card. The cancellation of the main card will also apply automatically to additional cards. In the case of business cards, the cancellation of the company's main account automatically also applies to all cards managed under the contract.
- 8.2 Upon termination, all sums outstanding on the card(s) will automatically become due for payment. After cancellation, the card (including any additional cards) must be immediately destroyed without request. There will be no entitlement to pro-rata reimbursement of the annual fee.
- 8.3 Despite blocking/cancellation, PostFinance will remain entitled to debit all amounts for which the cause was established prior to the effective blocking/cancellation (including debits from recurring services, such as music/newspaper subscriptions, memberships and online services etc.). The Customer must either change the payment methods for recurring services of this kind by directly contacting the service provider or will cancel the service in question.

## 9. Conditions

Annual charges, interest rates, commissions and fees etc. may apply to the card and its use. Costs incurred by the Cardholder may also be invoiced. PostFinance will use the UBS selling rate of exchange on the day before the booking date as a reference rate for transactions in foreign currencies. All conditions can be found at [postfinance.ch](http://postfinance.ch).

## 10. Obtaining, processing and disclosure of data / involvement of third parties

- 10.1 The Customer authorizes PostFinance to obtain or to issue vis-à-vis third parties (e.g. public authorities, employers, bank/financial intermediary, Central Office for Credit Information (ZEK) etc.) all information required to check the main account and the card application and to fulfil its legal obligations – in particular on combating money laundering. In cases of serious payment arrears, blocked cards or the misuse of cards, PostFinance will be authorized to report the matter to the ZEK. The ZEK is expressly authorized to make this information available to its members. The Customer will release these offices and PostFinance from postal, banking, official and business secrecy for the aforementioned purposes.
- 10.2 The Customer further acknowledges that under the Swiss Consumer Credit Act (hereinafter CCA), PostFinance is obliged to obtain from the Consumer Credit Information Office (hereinafter IKO) information relating to liabilities of the Customer reported to this Office. PostFinance is also obliged to notify the IKO of outstanding amounts in accordance with certain provisions under the CCA. This stipulation does not apply to business card customers.
- 10.3 PostFinance may engage third parties to assess the main account and card application and credit standing as well as to process the contract (including any payment collection and anti-fraud activities). In particular, the Customer and the Cardholder agree that these third parties and their contractors (e.g. for the personalization of cards) will be given access to their data insofar as this is necessary for the diligent performance of the tasks assigned to them. The companies engaged may be based in Switzerland or abroad. The Cardholder's data may therefore be transferred abroad. However, the international card organizations (Visa or Mastercard) and their contractors, which are engaged to process card transactions, will only have knowledge of the respective transaction data (e.g. information about the merchants, card number, expiry date, transaction amount and date and – depending on the transaction – the name of the Cardholder).
- 10.4 The Customer accepts that the relevant data will be forwarded to the card issuer, PostFinance, via the global Visa or Mastercard networks, even in respect of transactions conducted in Switzerland.
- 10.5 With regard to business cards, PostFinance will be authorized to transmit all data generated electronically or through written invoicing when using the card to the company (incl. parent and group companies).
- 10.6 If the card contains the name or logo of third parties or includes insurance and/or value-added services (or if such services are concluded separately), the Customer (or the Cardholder if applicable) will authorize PostFinance to exchange data with these third parties and their contractors if this is required for the provision of the services linked to the card.
- 10.7 PostFinance will be authorized to assign all claims against the Customer to third parties at any time.

## 11. Bonus programme

The cards are included in a bonus programme. A bonus is calculated as a percentage of the total amount of the invoice/transaction overview effectively paid. Cash withdrawals, money transfers and debits for charges, interest and fees are excluded from the bonus programme. The bonus will be paid out on a half-yearly basis. An active PostFinance account is required in order for the payment to be made. In the absence of such an account, the entitlement to the bonus lapses. The amount at which the bonus currently stands can be seen at [postfinance.ch](http://postfinance.ch).

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## Ascertainment of the holder of control as beneficial owner of legal entities and partnerships

(pursuant to Art. 4 para. 2 let. b Anti Money Laundering Act)

Partner number \_\_\_\_\_ Order number \_\_\_\_\_

### A – Contractual partner

Company \_\_\_\_\_  
 Legal form \_\_\_\_\_  
 Street, no. \_\_\_\_\_  
 Postcode \_\_\_\_\_ Location \_\_\_\_\_  
 Country \_\_\_\_\_  
 Telephone \_\_\_\_\_

### B – Ascertainment of the individuals who have beneficial ownership of the company

- The individual(s) need not be declared because
  - the company is an exchange-listed company
  - the undertaking is a subsidiary under the majority control of a company listed on the stock market
  - the undertaking is a bank, a securities trader, a fund manager, a life insurance company, an investment company falling under the CISA, an asset manager falling under the CISA or a tax-free occupational benefits institution based in Switzerland
  - the undertaking is a bank, a securities trader or another financial intermediary respectively based or domiciled abroad, provided that he/she/it is subject to appropriate supervision at that place equivalent to that required under Swiss law
  - the contractual partner is a public authority
  - the contractual partner is a simple partnership
  - the contractual partner is a condominium owner or common ownership collective that is registered in the real estate register
  - the contractual partner is a self-employed person / sole proprietorship

- One or more individuals hold direct or indirect stakes (capital One or more natural persons exercise(s) control over the or votes) of at least 25% in the company.
- One or more natural persons exercise(s) control over the undertaking in any other recognisable manner.

This/these individual(s) are declared as beneficial owners as follows:

- through the enclosed index (pursuant to Art. 697j, 790a, or 837 of the Swiss Code of Obligations (CO)) which lists the individual(s)
- there is no index or it contains no entries. The individual(s) and the stake allotted to him/her/them is to be indicated as follows:

#### Controlling person 1

Last name \_\_\_\_\_ First name \_\_\_\_\_  
 Street, no. \_\_\_\_\_  
 Postcode \_\_\_\_\_ Location \_\_\_\_\_  
 Country \_\_\_\_\_ Nationality \_\_\_\_\_  
 Date of birth \_\_\_\_\_ % stake of the company \_\_\_\_\_



**Controlling person 2**

Last name \_\_\_\_\_ First name \_\_\_\_\_  
Street, no. \_\_\_\_\_  
Postcode \_\_\_\_\_ Location \_\_\_\_\_  
Country \_\_\_\_\_ Nationality \_\_\_\_\_  
Date of birth \_\_\_\_\_ % stake of the company \_\_\_\_\_

**Controlling person 3**

Last name \_\_\_\_\_ First name \_\_\_\_\_  
Street, no. \_\_\_\_\_  
Postcode \_\_\_\_\_ Location \_\_\_\_\_  
Country \_\_\_\_\_ Nationality \_\_\_\_\_  
Date of birth \_\_\_\_\_ % stake of the company \_\_\_\_\_

**Controlling person 4**

Last name \_\_\_\_\_ First name \_\_\_\_\_  
Street, no. \_\_\_\_\_  
Postcode \_\_\_\_\_ Location \_\_\_\_\_  
Country \_\_\_\_\_ Nationality \_\_\_\_\_  
Date of birth \_\_\_\_\_ % stake of the company \_\_\_\_\_

No person(s) hold(s) directly or indirectly an interest (capital or voting rights) of at least 25% in the undertaking or exercise(s) control over the undertaking in any other recognisable manner. The identity of the managing director of the undertaking must be declared and stated as follows:

**Managing director of the undertaking**

Last name \_\_\_\_\_ First name \_\_\_\_\_  
Street, no. \_\_\_\_\_  
Postcode \_\_\_\_\_ Location \_\_\_\_\_  
Country \_\_\_\_\_ Nationality \_\_\_\_\_  
Date of birth \_\_\_\_\_

The contractual partner is obligated to inform PostFinance AG in written promptly and without further demand about any changes of the controlling ownership. The intentional fraudulent completion of this form is punishable (Art. 251 of the Swiss Criminal Code, forgery of a document; threat of punishment: custodial sentence of up to five years or monetary fine).

**Authorised signatory Representative of the contractual partner**

Location \_\_\_\_\_  
Date \_\_\_\_\_

**C – Enclosure**

Index of persons with beneficial ownership (pursuant to Art. 697j, Art. 790a, of Art. 837 CO)



for the "Ascertainment of the holder of control as beneficial owner of legal entities and partnerships"

Instructions for filling out the form

Financial intermediaries such as PostFinance Ltd are required to ascertain those natural persons who control a company with a stake of at least 25% (shares or votes) or control the undertaking in any other recognisable manner. The basis for this is Art. 4(2) (b) in connection with Art. 2a(3) of the Money Laundering Act. Form K2, "Ascertainment of the holder of control as beneficial owner of legal entities and partnerships" is valid only if it is completely filled out, signed in a legally valid manner, and the date is affixed thereto.

Please fill out completely and legibly

Please print in legible block letters, within the fields provided, and with a black or blue felt-tip or ballpoint pen. Verify that you have filled out the fields completely and that the required information has been provided. An incomplete or incorrect Form K2 can unfortunately not be accepted.

## K2

**Ascertainment of the holder of control as beneficial owner of legal entities and partnerships**

(pursuant to Art. 4 para. 2 let. b Anti Money Laundering Act)

Partner number \_\_\_\_\_ Order number \_\_\_\_\_

**A – Contractual partner**

Company \_\_\_\_\_

Legal form \_\_\_\_\_

Street, no. \_\_\_\_\_

Postcode \_\_\_\_\_ Location \_\_\_\_\_

Country \_\_\_\_\_

Telephone \_\_\_\_\_

**B – Ascertainment of the individuals who have beneficial ownership of the company**

**1**  The individual(s) need not be declared because

- the company is an exchange-listed company
- the undertaking is a subsidiary under the majority control of a company listed on the stock market
- the undertaking is a bank, a securities trader, a fund manager, a life insurance company, an investment company falling under the CISA, an asset manager falling under the CISA or a tax-free occupational benefits institution based in Switzerland
- the undertaking is a bank, a securities trader or another financial intermediary respectively based or domiciled abroad, provided that he/she/it is subject to appropriate supervision at that place equivalent to that required under Swiss law
- the contractual partner is a public authority
- the contractual partner is a simple partnership
- the contractual partner is a condominium owner or common ownership collective that is registered in the real estate register
- the contractual partner is a self-employed person / sole proprietorship

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One or more individuals hold direct or indirect stakes (capital) or one or more natural persons exercise(s) control over the or votes) of at least 25% in the company.  One or more natural persons exercise(s) control over the undertaking in any other recognisable manner.

This/these individual(s) are declared as beneficial owners as follows:

**2**  through the enclosed index (pursuant to Art. 697j, 790a, or 837 of the Swiss Code of Obligations (CO)) which lists the individual(s)

**3**  there is no index or it contains no entries. The individual(s) and the stake allotted to him/her/them is to be indicated as follows:

**Controlling person 1**

\_\_\_\_\_ First name \_\_\_\_\_

Street, no. \_\_\_\_\_

Postcode \_\_\_\_\_ Location \_\_\_\_\_

Country \_\_\_\_\_

Date of birth \_\_\_\_\_ % stake of the company \_\_\_\_\_

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**1 Exceptions to the declaration obligation**

If one of the listed exceptions applies to the company, please tick these off. No further information with respect to the natural persons will then be required. Proceed thereafter with the signing of the form.

**2 Ascertainment by means of index**

If an index of the beneficial owners is available for the company, please enclose a copy of the index with the form. Proceed thereafter with the signing of the form. Note that the index must reflect the current state of the proportions of the holdings..

**3 Ascertainment by means of declaration**

If there is no index of the beneficial owners for the company (contractual partner), these must be directly declared in the form. Please note that all persons have to be declared who have a stake of 25% or more or control the undertaking in any other recognisable manner. For these persons, all fields must be completely filled out. Note that only natural persons may be listed. Should legal entities hold a stake in the company (contractual partner), the natural persons standing behind these must be declared, provided they indirectly control 25% or more in relation to the company (contractual partner) or control(s) the undertaking in any other recognisable manner. Proceed thereafter with the signing of the form.





**Controlling person 2**

Street, no. \_\_\_\_\_ First name \_\_\_\_\_  
Postcode \_\_\_\_\_ Location \_\_\_\_\_  
Country \_\_\_\_\_  
Date of birth \_\_\_\_\_ % stake of the company \_\_\_\_\_

**Controlling person 3**

Street, no. \_\_\_\_\_ First name \_\_\_\_\_  
Postcode \_\_\_\_\_ Location \_\_\_\_\_  
Country \_\_\_\_\_  
Date of birth \_\_\_\_\_ % stake of the company \_\_\_\_\_

**Controlling person 4**

Street, no. \_\_\_\_\_ First name \_\_\_\_\_  
Postcode \_\_\_\_\_ Location \_\_\_\_\_  
Country \_\_\_\_\_  
Date of birth \_\_\_\_\_ % stake of the company \_\_\_\_\_

**4**  No person(s) hold(s) directly or indirectly an interest (capital or voting rights) of at least 25% in the undertaking or exercise(s) control over the undertaking in any other recognisable manner. The identity of the managing director of the undertaking must be declared and stated as follows:

**Managing director of the undertaking**

Last name \_\_\_\_\_ First name \_\_\_\_\_  
Street, no. \_\_\_\_\_  
Postcode \_\_\_\_\_ Location \_\_\_\_\_  
Country \_\_\_\_\_ Nationality \_\_\_\_\_  
Date of birth \_\_\_\_\_

The contractual partner is obligated to inform PostFinance AG in written promptly and without further demand about any changes of the controlling ownership. The intentional fraudulent completion of this form is punishable (Art. 251 of the Swiss Criminal Code, forgery of a document; threat of punishment: custodial sentence of up to five years or monetary fine).

**Authorised signatory Representative of the contractual partner**

Location \_\_\_\_\_ **5** \_\_\_\_\_  
Date \_\_\_\_\_

**C – Enclosure**

Index of persons with beneficial ownership (pursuant to Art. 697j, Art. 790a, of Art. 837 CO)

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**4 Identifying the managing director**

If only persons holding an interest of less than 25% (free-float stock) participate in the undertaking or no other person(s) control(s) the undertaking in any other recognisable manner, the managing director of the undertaking must be declared.

**5 Signature(s)**

The persons who may validly represent the company, or the persons authorised pursuant to a power of attorney, must sign here. Where there is joint signing authority, two legally valid signatures are required.

**Legal form**

Public limited company (Plc)

Foreign legal company

Cooperative

Limited liability company

Limited partnership

Foundation

Association

**Managing director of the undertaking**

CEO resp. Managing Director

CEO resp. Managing Director

CEO resp. Managing Director

CEO resp. Managing Director

CEO resp. Managing Director

Chairman Foundation Board

President Executive Committee

