

Grant/change Admin for User electronic right

For the management of products and services offered online via e-finance for administration.

Company/Name _____
Street _____ No. _____
Postcode _____ Location _____
E-finance no. _____ (9 digits)
 Affects CMT CMT contract number (if available) _____

The customer authorizes the person indicated below to manage PostFinance products and services offered for administration within e-finance. The right covers all existing and future functions offered by PostFinance. The authorized person is in particular entitled to open, cancel or change new products and services, to assign and withdraw further electronic rights and authorization profiles and to manage master data. All declarations and measures of the authorized person received in this way are binding on the person granting the authorization. This authorization does not, however, extend to accessing the assets invested in the customer's name at PostFinance. The authorization does not expire if the customer dies, loses the capacity to act or becomes insolvent. It remains in force until PostFinance receives written notice that it should be revoked (article 35 of the Swiss Code of Obligations).

1. Details of the Admin User (if an e-user does not yet exist, a new e-user will be created under the e-finance number)

Ms Mr
Last name _____
First name _____
Date of birth _____
Nationality _____
Country of domicile _____
Function _____
User identification¹ _____

New e-user with a different address?
If it is a new e-user and the correspondence address is a different address to that of the user, an individual address can be entered here.

Different address

Street _____ No. _____
Postcode _____
Location _____

¹ Defined by the user for new e-users to be opened, at least 4 characters (a-z, 0-9). If blank, the user identification will be assigned by PostFinance.

Language German French Italian English

2. Grant/change Admin for User electronic right (please tick as appropriate)

Grant Admin electronic right (please select type of signature, individual or collective)
 individual
 collective
 Delete Admin electronic right

Note: Admin electronic right with type of signature set as collective means that each change must be confirmed by a second Admin User.





3. What you have to do when sending us personal data about other people

By sending us data about other people, you confirm that you are authorized to do so and that the data is correct. Before you send the data to us, please ensure that the relevant third parties have been informed that we will process their data and forward them a copy of the enclosed "Information on data protection" document or our Privacy Policy, which you can find at postfinance.ch/dps.

4. Signature(s)

Indemnity statement: if the customer signs this form, they agree to the following: they undertake to indemnify PostFinance against any third-party legal claims that may arise from the assignment of rights.

Location	_____	Location	_____
Date	_____	Date	_____
	┌		┐
Signature*	└	Signature*	┘
Last name	_____	Last name	_____
First name	_____	First name	_____

* Signature of the holder/body or authorized for substitution person. Two signatures are required for joint signatory powers.

Please send to: PostFinance Ltd, Scan Center, 3002 Bern

To be completed by PostFinance

Partner number	_____
Locality code	_____
Staff number	_____



Info sheet

Grant/change Admin for User electronic right

This information sheet is designed to help you fill out the form. The individual points refer to the corresponding sections on the form. You will find details about e-finance at www.postfinance.ch/e-finance.

A separate form must be completed for each e-finance user.

This form can also be used for customers who utilize the Cash & Multibanking Tool (CMT). Please tick the checkbox accordingly and indicate the CMT contract number if available.

1. Details of the Admin User

Please enter the details of the Admin User here. Details of the person's position in the company/association, date of birth, nationality and country of residence are mandatory.

New e-user

If the e-user does not yet exist, a new e-user will be created under the named e-finance number (9 digits). To open a new e-participation, please use the form Registration/change of e-finance for users.

New e-user with a different address

If it is a new e-user and the correspondence address is not the same address as that of the user, a different address can be entered for the new user.

2. Grant/change Admin for User electronic right

The granting, changing or deletion of the Admin electronic right is to be indicated here. When granting an Admin electronic right, the Individual or Collective type of signature must be selected.

Note: for the Admin electronic right with type of signature set as collective, each change must be confirmed by a second Admin User. In this case, it must be ensured that at minimum a second Admin User exists for the selected business relationship. Where required, an additional form must be completed.

An Admin User cannot appoint another e-user as Admin within e-finance/CMT.

Self-authorization

PostFinance separates administration and management of PostFinance products and services offered for administration within e-finance. For example, an Admin User cannot grant themselves management rights (electronic rights and authorization profiles) for PostFinance products and services without a general authorization for the administered business relationship. If an Admin User wishes to grant themselves management rights to PostFinance products and services in order to dispose of the assets held in the name of the customer, this change will be prevented without the existence of a general authorization for the corresponding business relationship. Subsequently, in the case of the collective type of signature, at least one of the Admin Users must have a general authorization.

The separation of administration and management does not apply to third-party bank accounts linked in the CMT. Within CMT, Admin Users are authorized to set up third-party bank accounts, as well as to manage the rights of the third-party bank account users in CMT. For third-party bank accounts, the Admin User can grant themselves management rights.

3. Signatures

The granting or change of authorization must be signed by an authorized signatory (holder/body or the substitute authorized representative) in accordance with section 3. For collective signatures, two signatures are required.

The indemnity statement ensures that PostFinance is indemnified in the event of a claim or disputes between the customer and a third party.

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