

Grant/change/delete Admin electronic right for user*

* Term "user" to be used throughout

To manage products and services provided online via e-finance for administration.

1. Details of the customer relationship/Customer

Company/Name _____

Street (domicile/registered office) _____ No. _____

Postcode _____ Location _____

☐ Affects CMT CMT contract number (if available) _____

The Customer grants the person below ("user") the right ("Admin electronic right") to manage PostFinance products and services provided for administration within e-finance. The Admin electronic right covers all existing and future functions offered by PostFinance. In particular, users with the Admin electronic right are authorized to subscribe to, cancel or change new products and services, to grant, change and delete additional authorization profiles in e-finance and to manage or modify master data (e.g. address). All declarations and measures in this regard by the user with the Admin electronic right are binding for the Customer. However, users with the Admin electronic right are not authorized to access the assets held at PostFinance in the Customer's name. Users with the Admin electronic right have the same right to information as the Customer, including any period prior to the granting of the Admin electronic right. The granting of the Admin electronic right does not expire upon the death, declaration of presumed death, loss of capacity to act or bankruptcy of the Customer (Art. 35 CO). It will remain in force until it is revoked in writing vis-à-vis PostFinance, provided that PostFinance does not authorize other communication channels to revoke it at that point in time. The Customer confirms that the details provided are correct. If any details change, the Customer must inform PostFinance of the changes immediately.

2. Details of Admin electronic right user

(if the user does not yet exist, a new user is opened under the e-finance number)

☐ Ms ☐ Mr E-finance number _____ (9 digits)

Last name _____

First name _____

Date of birth _____

Nationality _____

Country of domicile _____

Function _____

User identification¹ _____

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

New Admin electronic right user, different address?
If the user is new and the domicile/registered office address does not match the user address, an individual address can be specified here.

Different address

Street _____ No. _____

Postcode _____

Location _____

Language ☐ German ☐ French ☐ Italian ☐ English

3. Grant/change/delete Admin electronic right for user (please tick as appropriate)

☐ Grant or change Admin electronic right for user (please select "Individual" or "Collective" as type of signature) ☐ individual

☐ Delete Admin electronic right for user ☐ collective

Please note: "Collective" signature type means that each order must be confirmed by a second user with the Admin electronic right.



4. 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. If requested by PostFinance, you must provide proof that these persons consent to the disclosure of their data and to the further processing of said data, and that they have been informed in advance of the "PostFinance Ltd General Privacy Policy" (postfinance.ch/dps).

5. Signature(s)

Location		Location	
Date		Date	
Signature*		Signature*	
Last name		Last name	
First name		First name	

* Signature of the holder/body or the substitute authorized representative in relation to the specified customer relationship. Two signatures are required for collective signatures.

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

To be completed by PostFinance

Partner number	
Locality code	
Staff number	



Factsheet

Grant/change/delete

Admin electronic right for user*



* Term "user" to be used throughout

This factsheet serves as an aid for completing the form "Grant/change/delete Admin electronic right for user" and contains provisions on the Admin electronic right for user. A separate form must be completed for each user.

The form can also be used for customers who use the Cash & Multibanking Tool (CMT). Please tick the appropriate box and enter the CMT contract number if available.

The following points refer to the corresponding sections in the form:

Details of Admin electronic right user

The details of the Admin electronic right user and the e-finance number (9 digits) must be entered here accordingly.

New Admin electronic right user

If the user does not yet exist, a new user will be opened under the e-finance number (9 digits) indicated. To open a new e-subscription, please use the form "Registration/change for e-finance user". You can find details about e-finance at postfinance.ch/e-finance.

New Admin electronic right user, different address

If the user is new and the Customer's domicile/registered office address, in particular for the delivery of the means of authentication, does not match the user's address, a different address can be entered for the new user.

Grant/change/delete Admin electronic right for user

The granting, changing or deletion of the Admin electronic right for the user must be specified here. When granting or changing the aforementioned electronic right, the signature type "Individual" or "Collective" must be selected.

The Admin electronic right with signature type "Collective" means that each order must be confirmed by a second Admin electronic right user. In this scenario, it must be ensured that there is at least one second Admin electronic right user for the selected customer relationship. Where required, an additional form must be completed.

An Admin electronic right user cannot grant the Admin electronic right to another e-finance user within e-finance or the Cash & Multibanking Tool (CMT).

Self-authorization

PostFinance separates the administration and management of products and services provided for administration within e-finance. For example, an Admin electronic right user cannot grant themselves management rights (e-rights and authorization profiles) for PostFinance products and services without a corresponding power of attorney for the specified customer relationship. If an Admin electronic right user with signature type "Individual" wishes to grant themselves or change management rights for PostFinance products and services to have access to the assets held in the name of the Customer, for these rights to be changed/granted, there must be a power of attorney in favour of the Admin electronic right user for the corresponding customer relationship with signature type "Individual". If an Admin electronic right user with signature type "Collective" wishes to grant themselves or change management rights for PostFinance products and services, at least one of the two Admin electronic right users must have power of attorney for the corresponding customer relationship with signature type "Individual", or both Admin electronic right users must have power of attorney for the corresponding customer relationship with signature type "Collective".

The separation of administration and management does not apply to third-party bank accounts linked in the Cash & Multibanking Tool (CMT). Within the CMT, Admin electronic right users are authorized to set up third-party bank accounts and to manage users' rights for these third-party bank accounts in the CMT. With regard to third-party bank accounts, the Admin electronic right user can grant themselves management rights.

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