

UPDATING YOUR COMPANY AND CONTACT DETAILS

CHECKLIST

LEGALLY BINDING REPRESENTATIVE:

- Copies of ID for each legally binding representative
- Signatures of each legally binding representative

BENEFICIAL OWNER:

- Copies of photo ID for any beneficial owner who directly or indirectly owns or controls more than 25 % of voting rights or capital shares in the company.
- Copies of an utility bill as proof of residential address

ADDITIONAL DOCUMENTATION TO VERIFY YOUR DETAILS:

- Foundations:** certified copy of the supplementary Foundation deed

All companies:

- confirmation from management of the legally binding representatives (in case this is not evident in the commercial register)
- excerpt from the commercial register of the customer and all intermediary layers
- Foreign companies:** excerpt from the commercial register of the foreign parent company (companies) – not older than 6 weeks

WHY MUST THIS DATA BE MADE AVAILABLE TO SIX PAYMENT SERVICES?

As a payment service institute, SIX Payment Services (Europe) S.A. is subject to laws in the fight against money laundering and terrorism financing, which form the basis for us to update our customers' data. Due to legal regulations, we are obliged to determine and verify the identity of our customers and to keep the relevant documents, data and information up-to-date. This includes the collection or update and review of personal data of natural persons who are authorised to represent the company vis à vis SIX Payment Services (Europe) S.A.

IS IT OBLIGATORY TO PARTICIPATE IN THE DATA COLLECTION?

Each company with a contractual relationship to a financial Service provider within the European Union is obliged to Participate in the data collection.

WHAT DOES THE TERM "BENEFICIAL OWNER" MEAN?

The term "beneficial owner" is used to refer to any natural persons holding or controlling more than 25 % of a company's capital shares or voting rights in accordance with laws in the fight against money laundering and terrorism financing for companies. This includes any persons who also own shares in their company by holding shares in their company's parent company.

Legal persons who manage or distribute money (e.g. foundations or trusts) are any natural persons who are the beneficiaries of more than 25 % of the aggregated grant or who exercise control over more than 25 % of the aggregated assets as the "beneficial owner".

WHAT EXACTLY IS MEANT BY THE TERM "LEGALLY BINDING REPRESENTATIVE"?

A "legally binding representative" refers to any persons authorised to conclude legal transactions for the principals via individual or collective power of representation (power of attorney).

This power of attorney can either be regulated transactionally, i.e. contractually or by the law itself.

YOUR LOCAL POINT OF CONTACT CAN BE FOUND AT:

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