

Checklist for registration

Questions you should answer before registering

- Who should be the **master user** for **TrustBills**? The master user is not only the first contact person for **TrustBills**, but also takes over the registration process, the creation of new users, permissions management, as well as company data and account management. Please make sure that the master user has a power of attorney for the bank account to be deposited in the registration process. In general, the user who performs the registration automatically becomes the first master user. You can also transfer the role to another user after your account has been activated.
- Which **legal representatives** should be specified for **TrustBills**? In order to complete the registration with **TrustBills**, depending on your representation regulations entered in the commercial register, one sole representative or up to four jointly authorised representatives must be indicated. These will be actively involved in the registration process.
- Which **bank accounts** should be registered with **TrustBills** and how should they be used? A main **bank account** is required for registration. It can be used for both the sale and purchase of receivables. It is also used for invoicing all fees. Of course, further invoice or portfolio accounts can be registered on **TrustBills** during registration. An invoice account is an invoice receipt account that is also specified on your invoices. The portfolio account is an account used to manage one or more investment portfolios. Please note that an EBICS power of attorney must be available for all accounts that should be registered with **TrustBills**. For more information, see the enclosures to this document along with other documents provided during the registration process.
- Which persons should gain access to **TrustBills**? You can create up to eight **additional users** during registration and either give them full deputy privileges or assign selected permissions after activation. You can also create additional users after registration, but they can only log in after they have received their **TrustKeys**.

Information required during registration

Personal data:

- master user (executes the registration): first name, last name, e-mail, phone number, position in the company
- legal representatives: first name, last name, e-mail, birthday
- in case of additional users: e-mail, first name, last name
- beneficial owners of your company: first name, last name, birthday, nationality, city of residence, country of residence

Company data:

- country
- company name
- legal form of the company
- registration number and register court
- company e-mail address (e.g. info@ or support@)
- address of the head office (as entered in the commercial register)
- industry classification and subcategory
- tax ID or VAT ID
- indication, if your company is subject to VAT or exemption
- if available the Legal Entity Identifier (LEI)
- IBAN and BIC of the current account to be used as the main account on **TrustBills**

Documents required during registration

- Identity card or passport.** During registration, the master user and the legal representatives involved in the registration process have to confirm their identity via WebID. This requires a valid ID document.
- Declaration of risk acceptance.** This document (see enclosures) will be sent by e-mail to all persons included in the registration. It must be signed and uploaded to **TrustBills**.

Encl.: EBICS information letter
Declaration of risk acceptance (sample)