

New Client Account at DSI Micro Matic GmbH

1. Registered Name of Company

2. National Registration No./Register

3. Legal form

4. Group affiliation

5. Branch

6. Authorization to represent/
Name of Directors

7. Registered Address (Billing Address)

8. VAT Number/
national tax number

9. Zip Code

City

Province

Country

10. Delivery Address

11. Zip Code

City

Province

Country

12. Additional details, which need to be included on formal documents, e.g. invoices:

13. Mailbox electronic invoices

14. Mailbox electronic delivery note

15. Contacts

Purchase

Name: _____ E-mail: _____ Phone: _____

Deliveries/Warehouse

Name: _____ E-mail: _____ Phone: _____

Accounting

Name: _____ E-mail: _____ Phone: _____

Please enclose copy of company registration as well as completed UBO form.

For Embargo countries – end-user statement is needed as well.

Terms & Conditions can be viewed on the website.

The Undersigned warrants that the information submitted is true and correct.

Name: _____ Date: _____ Signature: _____

Ultimate Beneficial Owner (UBO) statement

Why this form?

In order to ensure that we comply with all applicable export control laws and sanction programs, we conduct a business partner due diligence review prior to entering into a business relationship with a third party.

Part of our business partner due diligence is to determine the Ultimate Beneficial Owners, abbreviated to 'UBO', and check them against the sanction lists.

Who are your UBOs?

Is your organisation a legal entity, such as an association, foundation, co-operative, mutual benefit company, public company limited by shares, private company with limited liability or a similar legal form under foreign law, then your UBO is:

- the natural person who holds a direct or indirect interest of 50% or more in the capital of your organisation; and/or
- the natural person who can, direct or indirectly, exercise 50% or more of the voting rights at the general meeting of your organisation; and/or
- the natural person who is the beneficiary of 50% or more of the assets of your organisation; and/or
- the natural person who has special control of 50% or more of the assets of your organisation. This is understood to mean that the person has a special controlling right laid down in the articles of association for instance; and/or
- the natural person who has *effective control** of your organisation.

Note: if the shares in your organisation have been transferred to a Trust Foundation, the holders of the corresponding depository receipts may qualify as UBO based on the above-mentioned criteria.

Is your organisation a one-man business or unincorporated partnership, such as a general, trading, or limited partnership or a similar legal form under foreign law, then your UBO is:

- the natural person who in case of dissolution of your organisation is entitled to 50% or more of the dissolved community; and/or
- the natural person who is entitled to 50% or more of the profits of your organisation; and/or
- the natural person who can exercise 50% or more of the voting rights if decision-making in your organisation requires a majority of votes; and/or
- the natural person who has *effective control** of your organisation.

**Effective control* of a legal entity or unincorporated partnership is the case if a natural person:

- i. has the authority to appoint or discharge the majority of a supervisory, executive, or administrative body; and/or
- ii. has control of the majority of the voting rights; and/or
- iii. has an otherwise controlling influence on the organisation; and/or
- iv. has the power of disposal of (part of) the assets of the organisation.

Note: there has to be at least 1 person with effective control.

Details of your organisation

Full name (statutory name)

Address

Questionnaire

The following questions have to be answered to identify the UBOs of your organisation. If you answer one or more questions with Yes, please fill in the details of these natural persons on the next page. When in doubt, please fill in the details of potential UBOs on the next page as well. **Attention: there may be more than one UBO.**

1	Are there natural persons who hold 50% or more of the shares in the legal entity, either directly or through another legal entity?
	YES
	NO
2	Are there natural persons who are entitled to or have special control of 50% or more of the assets of the organisation?
	YES
	NO
3	Are there natural persons who are entitled to a share of 50% or more in the profits of the organisation?
	YES
	NO
4	Are there natural persons who can exercise 50% or more of the voting rights at the general meeting of the organisation?
	YES
	NO

In addition to the persons qualifying as UBO based on questions 1 through 4, persons with *effective control* are UBOs too. In this respect, board members and/or authorised signatories should be considered.

Did you answer question 1 with **Yes**, then please fill in the details of all UBOs on the next page, stating % Share per UBO.

Did you answer question 2, 3 or 4 with **Yes**, then please fill in the details of all UBOs on the next page and tick the field **Control**. In addition, please fill in the details of persons with *effective control*.

Note: there has to be at least 1 person with *effective control*.

If one UBO holds a % **Share** and has **Control** as well, then please state both.

If, in your opinion, no UBO can be identified, please fill in the details of the natural persons who are authorised to take board resolutions and to sign on behalf of your organisation.

Per UBO, completion of all fields except Insertion(s) is required, as well as 1 of the fields % Share or Control.

Details UBO 1

Given names		Home address	
Insertion(s)			
Surname		Postcode	
Gender		City	
Date of birth		Country	
Place of birth			
Native country		Nationality	
% Share		Control	

Details UBO 2

Given names		Home address	
Insertion(s)			
Surname		Postcode	
Gender		City	
Date of birth		Country	
Place of birth			
Native country		Nationality	
% Share		Control	

Details UBO 3

Given names		Home address	
Insertion(s)			
Surname		Postcode	
Gender		City	
Date of birth		Country	
Place of birth			
Native country		Nationality	
% Share		Control	

Details UBO 4

Given names		Home address	
Insertion(s)			
Surname		Postcode	
Gender		City	
Date of birth		Country	
Place of birth			
Native country		Nationality	
% Share		Control	

Privacy

Personal data processing is subject to the General Data Protection Regulation. The data obtained by this form are processed for the purposes of the business partner due diligence review.

The party responsible for processing the personal data obtained by this UBO form, is the legal entity named in the communication you received along with this UBO form.

Signature

The undersigned, either severally or jointly authorised to sign on behalf of the organisation and thereby bind it, declare(s) to have completed this form in full and truthfully. By this signature, you agree to inform the organisation from which you received this form as soon as possible in case of any change related to the UBOs of your organisation. So, for example, if your organisation gets a new, additional UBO, if the details of the existing UBOs of your organisation change or if existing UBOs of your organisation can no longer be considered UBO.

Signatory 1

Name signatory

Job title

Date, place

Signature

Signatory 2

Name signatory

Job title

Date, place

Signature
