|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Master DataAppendices | | |  |  | please leave empty  **B-Nr.:**  **Registered on/by:**  **Checked on/by:** |
|  |  | Form “Additional orders” |  |  |
|  |  | Form(s) “Users/Groups” |  |  | |
|  |  | Form(s) “Deletions” |
| Please send the fully completed and legally signed form together with the above mentioned amount of additional forms to the address indicated on the right. | | |  | SIX BBS AG  eBill & Direct Debit Support  Hardturmstrasse 201  Postfach  8021 Zürich  Switzerland | |

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| --- |
|  |
| Identification of initial order |

We confirm that we are already registered for payCOMweb data transfer and that we are in possession of the necessary security items (certificate). Our particulars:

## MASTER DATA

|  |  |  |  |
| --- | --- | --- | --- |
| Order number: |  |  | (e.g. B98765) |
| Certificate ID: |  |  | (e.g. X12345) |
| LSV identification \*: |  |  |  |

\* Please indicate the same LSV identification as on your initial order.

|  |
| --- |
|  |
| Correspondence address and contact person |

|  |  |  |  |
| --- | --- | --- | --- |
|  | hitherto: |  | hence: |
|  |  |  |  |
| Company |  |  |  |
| Contact person |  |  |  |
| Street/no. |  |  |  |
| ZIP code/city |  |  |  |
| Phone no. contact |  |  |  |
| E-mail contact |  |  |  |

|  |
| --- |
|  |
| Comments |

### Users/Groups

On this sheet you can request new users and groups as well as change access rights of new or existent users to new or existent groups. Please make sure that all names of groups and users are unique. The maximum length of the field “group name” is 20 characters.

|  |
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| **\*\*The certificate or the SwissID must be ordered separately by the user**  [**www.six-group.com/direct-debit/auth**](http://www.six-group.com/direct-debit/auth) |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | |  |  |  | | --- | --- | --- | | **Operator 1** | New  Existing, Operator-ID: |  |  |  |  |  | | --- | --- | --- | | Rights:  Deliverer only | Approver only\*  Both rights\* |  | | Name *(gemäss Ausweis)* |  | *Please leave blank*  **ID**: | | Surname *(gemäss Ausweis)* |  | | Date of birth *(TT.MM.JJJJ)* |  | | E-Mail |  | | | Means of authentication\*\*: | [SwissID](https://www.six-group.com/en/products-services/banking-services/billing-and-payments/direct-debits.html#scrollTo=access-with-certificate)  [Certificate](https://www.six-group.com/en/products-services/banking-services/billing-and-payments/direct-debits.html#scrollTo=access-with-certificate) |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | New | existent | Add  access | Remove access |  |  |  |  |  | |  | *Leave blank* | |  |  |  |  | Group name |  |  |  | **Gr:** | |  |  |  |  | Group name |  |  |  | **Gr:** | |
| Group |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | |  |  |  | | --- | --- | --- | | **Operator 2** | New  Existing, Operator-ID: |  |  |  |  |  | | --- | --- | --- | | Rights:  Deliverer only | Approver only\*  Both rights\* |  | | Name *(gemäss Ausweis)* |  | *Please leave blank*  **ID**: | | Surname *(gemäss Ausweis)* |  | | Date of birth *(TT.MM.JJJJ)* |  | | E-Mail |  | | | Means of authentication\*\*: | [SwissID](https://www.six-group.com/en/products-services/banking-services/billing-and-payments/direct-debits.html#scrollTo=access-with-certificate)  [Certificate](https://www.six-group.com/en/products-services/banking-services/billing-and-payments/direct-debits.html#scrollTo=access-with-certificate) |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | New | existent | Add  access | Remove access |  |  |  |  |  | |  | *Leave blank* | |  |  |  |  | Group name |  |  |  | **Gr:** | |  |  |  |  | Group name |  |  |  | **Gr:** | |
| Group |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  |  |  | | --- | --- | --- | | **Operator 3** | New  Existing, Operator-ID: |  |  |  |  |  | | --- | --- | --- | | Rights:  Deliverer only | Approver only\*  Both rights\* |  | | Name *(gemäss Ausweis)* |  | *Please leave blank*  **ID**: | | Surname *(gemäss Ausweis)* |  | | Date of birth *(TT.MM.JJJJ)* |  | | E-Mail |  | | | Means of authentication\*\*: | [SwissID](https://www.six-group.com/en/products-services/banking-services/billing-and-payments/direct-debits.html#scrollTo=access-with-certificate)  [Certificate](https://www.six-group.com/en/products-services/banking-services/billing-and-payments/direct-debits.html#scrollTo=access-with-certificate) |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | New | existent | Add  access | Remove access |  |  |  |  |  | |  | *Leave blank* | |  |  |  |  | Group name |  |  |  | **Gr:** | |  |  |  |  | Group name |  |  |  | **Gr:** | |
| Group |

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|  |

\* **Please also fill in the form** [**Electronic approval**](#_Electronic_approval) **to get approval rights.**

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|  |
|  |

By submitting this application, the user acknowledges the Terms of Use for the web portal of SIX and confirms the accuracy of the information provided.

|  |  |  |  |
| --- | --- | --- | --- |
| Place and date |  | | |
|  |  |  |  |
| Valid signature(s) |  |  |  |
|  |  |  |  |
| Full name(s) |  |  |  |
| Company |  | | |

### Deletions

Following users, groups and/or approval rights will be deleted.

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| --- |
|  |
| Deletion of users |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Operator** | | | | |  |
|  |  | First name/Last name |  | Operator-ID |  |
|  |  | E-mail |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Operator** | | | | |  |
|  |  | First name/Last name |  | Operator-ID |  |
|  |  | E-mail |  | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
| Deletion of groups | | | | | | |
|  |  | Group name |  | Group-ID |  |
|  |  | Group name |  | Group-ID |  |

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|  |
| Deletion of approval rights |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Operator** | | | | |
| First name/Last name |  |  | Operator-ID |  |
| IBAN |  |  | LSV ID |  |
| Clearing number |  | | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Operator** | | | | | |
| First name/Last name |  |  | Operator-ID |  | |
| IBAN |  |  | LSV ID |  | |
| Clearing number |  | | |  | |
|  | | | | |
|  | | | | |

By submitting this application, the user acknowledges the Terms of Use for the web portal of SIX and confirms the accuracy of the information provided.

|  |  |  |  |
| --- | --- | --- | --- |
| Place and date |  | | |
|  |  |  |  |
| Legal signature(s) |  |  |  |
|  |  |  |  |
| Name(s) |  |  |  |
| Company |  | | |

## payCOMweb WEB PORTAL TERMS OF USE

Basics

SIX BBS Ltd (“**SIX**”) operates a protected web portal, payCOMweb (“**web portal**”), on behalf of various financial institutions. The use of this web portal by the user is based on the contractual relationship between the user and their account-holding financial institution regarding the participation conditions in LSV+ or BDD.

The user agrees to comply with the following provisions within the scope of using the web portal:

Access to the web portal via means of authentication

SIX grants the user access to the protected area of the web portal with the means of authentication of a third-party provider such as SwissID or another certificate approved by SIX (“**means of authentication**”).

The operator registered by the user (“**operator**”) can access the web portal using the means of authentication. SIX does not perform any further verification of the operator. The user acknowledges that SIX is not able to verify the identity of the operator who gains access to the web portal using the means of authentication.

Approval for the means of authentication

SIX verifies third-party providers prior to granting them certificates to access the web portal. SIX reserves the right to reassess these certificates at any time, also in light of new developments, and revoke their admission, if necessary.

Use of the certificate

1. When using a certificate as a means of authentication, the user complies with the requirements and guidelines of the third-party provider and the certificate issuer.
2. SIX assumes no liability for the certificate’s functionality. The user bears any and all risks of damage that may result from inadequate functionality or other defects of the certificate.
3. The user ensures that at least one backup certificate is available for backup purposes.
4. The user sends the renewed certificate to SIX prior to the expiry of the previous certificate.
5. Should the certificate be lost or misused by third parties, SIX is informed thereof immediately.
6. SIX provides no support related to the implementation of certificates.

Use of SwissID

1. When using SwissID as a means of authentication, the user complies with the requirements and guidelines of SwissID.
2. SIX assumes no liability for the functionality of SwissID. The user bears any and all risks of damage that may result from inadequate functionality or other defects of SwissID.
3. SIX may adjust its requirements related to the identification levels of SwissID necessary to use the web portal at any time.
4. Should SwissID be misused by third parties, SIX is informed thereof immediately.
5. SIX is also informed if the SwissID account is deleted by the user.
6. SIX provides no support related to the implementation of SwissID.

Due diligence

The user protects the means of authentication from misuse.

Should there be any reason to assume that a means of authentication has been lost or misused or could be misused, the operator immediately blocks the access by contacting the Technical Support helpdesk of SIX. The user bears any and all risks resulting from disclosing their means of authentication or its use, including misuse. Furthermore, the user bears the risk of the means of authentication being used before the access is blocked within the period of normal business.

For certain services, the operator receives access both to production and test systems using their means of authentication. The user is fully responsible for processing the test and production transactions. SIX disclaims any liability for transactions resulting from the operator confusing the production and test systems.

Security

The transmission of data between the user and SIX is generally encrypted as part of the access to the web portal. However, the user acknowledges that the data is also transported through an open network accessible to everyone (the Internet). The data is thus transmitted globally on a regular and uncontrolled basis. This also applies to the data transmission between a sender and a recipient both located in Switzerland. Even if state-of-the-art security precautions are implemented, no complete security may be guaranteed both on the websites of SIX and those of the user. The user’s IT system is part of the overall system, but outside the system of SIX and may become a vulnerability of the overall system. Therefore, there remains the risk of unauthorized parties gaining access to the data transmitted or entering the system by identifying themselves as the operator. This remaining risk is borne exclusively by the user.

Interruption of web services

Should any security risks be detected, SIX reserves the right to block the user’s access to the web portal at any time to protect the user or the systems of SIX and to mitigate the risks. SIX does not assume any liability for any damage resulting from this interruption.

Bank secrecy/data protection

SIX is obliged to comply with the provisions of the *Federal Act on Data Protection* and to maintain the bank and professional secrecy under the *Federal Act on Banks and Savings Banks* or *Federal Act on Financial Market Infrastructures and Market Conduct in Securities and Derivatives Trading*. The data transmitted to SIX is kept confidential, protected according to the legal provisions and used exclusively for the purpose for which it has been disclosed to SIX. The data is neither made available nor forwarded to any third parties by any other means without the consent of the data subject.

Disclaimer

SIX is only liable for the damage resulting from its intentional actions or gross negligence. However, SIX rejects any financial or legal claims to the extent permitted by law that have resulted in particular from transmission errors, technical faults, overload, interruptions (including necessary system maintenance), breakdowns or illegal interference and from other deficiencies on the part of telecommunications and network operators in relation to the use of the web portal.

Termination

The user may terminate their access to the web portal with a notice period of one month. The notice must be made in writing or per e-mail.

Should the user not use the web portal for over 12 months, the account may be deleted with all its authorizations without any notice or notification by SIX.

Prices

SIX charges the user for activating the access to as well as providing and operating the web portal. The prices are determined by SIX and can be found in the current price list which may be adjusted periodically, generally once a year. The invoices are issued on a monthly basis in advance. In case of an early termination, no amounts are refunded if already paid.

Changes

SIX reserves the right to change these Terms of Use at any time. The user is informed of such changes in appropriate form.

German as a standard language

In case of any unclear or ambiguous paragraphs in the translations of these Terms of Use, the interpretation applies of the German version.

|  |  |  |
| --- | --- | --- |
| User data for single or collective approval |  | Please leave blank  **Registered on / by:**  **Checked on / by:** |

## Electronic approval

|  |  |  |
| --- | --- | --- |
| SIX (SIX BBS Ltd.) will send this application form for checking to the financial institution managing the account. Access authorizations do not become effective until confirmation has been given by SIX and by then, LSV+/BDD orders will be processed only together with paper collection orders. |  | SIX BBS Ltd.  eBill & Direct Debit Support  Hardturmstrasse 201  Postfach  8021 Zürich  Switzerland |

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| --- |
|  |
| Participation conditions LSV+ and/or BDD |

The approval of LSV+/BDD orders in payCOMweb by means of electronic identification (certificate) depends on a copy of the LSV+ and/or BDD participation conditions having been signed with the finan­cial institution managing the account.

|  |
| --- |
|  |
|  |
| Correspondence address of account holder |

|  |  |  |
| --- | --- | --- |
| Name of account holder | |  |
| Street/no. | |  |
| ZIP code/city | |  |
| Contact person | Name |  |
|  | Telephone |  |
|  | E-mail |  |

Remarks:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Account access authorization | | | | |  | | | | | |
|  | | | | | | | | | | |
| Bank Clearing Number of the DP-FI\* | |  | | | |  | | | | |
| abstand_bc_dta | |  | | | | | | | | |
| IBAN (International Bank Account Number) | |  | | | | | | |  | |
| abstand | |  | | | | | | | | |
| LSV identification | |  | | | |  | | | | |
| abstand_bc_dtaWe wish to register the following persons for approval of LSV+/BDD orders in payCOMweb: | | | | | | | | | | |
| **Operator 1** | | | | | | | | | | |
| First name/Last name |  | | | | | | | Operator-ID\*\*\* | | P/X |
| Date of birth |  | | Nationality | | | |  |  | |  |
| Approval right\*\* | Single approval | | | Collective approval | | | | | |  |
| **Operator 2** | | | | | | | | | | |
| First name/Last name |  | | | | | | | Operator-ID \*\*\* | | P/X |
| Date of birth |  | | Nationality | | | |  |  | |  |
| Approval right\*\* | Single approval | | | Collective approval | | | | | |  |
| **Operator 3** | | | | | | | | | | |
| First name/Last name |  | | | | | | | Operator-ID \*\*\* | | P/X |
| Date of birth |  | | Nationality | | | |  |  | |  |
| Approval right\*\* | Single approval | | | Collective approval | | | | | |  |

\* Creditor's financial institution \*\* Please do not cross more than one box

\*\*\* Leave blank if the person is not yet in possession of a certificate-ID

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **Account holder** | | | |
|  | | | |
| Place and date |  | | | |
|  |  |  |  | |
| Name of account holder |  | | | |
|  |  |  |  | |
|  |  |  |  | |
|  | Legally valid signature(s) |  |  | |
|  |  |  |  | |
|  | Name(s) |  |  | |
| **Confirmation by the financial institution** | | | |

We confirm that the application for persons being given authority for the approval of LSV+/BDD orders for the account specified bears a legal signature and the account holder has agreed to the LSV+ and/or BDD participation conditions.

|  |  |  |
| --- | --- | --- |
|  | | |
| **Name of financial institution** | | |  |  |
| Place and date |  | Place and date |
| Legally valid signature(s) |  | Legally valid signature(s) |
| Name(s) |  | Name(s) |
| Email |  | Email |
| Telephone number |  | Telephone number |