

## Annex 1 to the Office Services Agreement

### 1. Contact business address principal

\_\_\_\_\_  
Street

\_\_\_\_\_  
ZIP CODE          City

### 2. Commercial Register Entry

\_\_\_\_\_  
Register No.

\_\_\_\_\_  
Registry Court

### 3. Person authorized to issue instructions (if not managing director, board of directors, owner)

\_\_\_\_\_

### 4. Further contact details

Tel-No. 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Fax-No. 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

E.mail 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

## Annex 2 to the Office Services Agreement

1. The Contracting Parties agree on the following special arrangements for the transmission of business mail

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2. Address for transmission of business mail (instruction client)

\_\_\_\_\_  
Name / Company

\_\_\_\_\_  
Street

\_\_\_\_\_  
ZIP CODE      City

2. E.mail address for notification of received business mail (instruction client)

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3. Other instructions of the customer regarding business mail

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### **Annex 3 to the Office Services Agreement**

1. The contracting parties agree on the following special agreements for the implementation of the telephone service / fax service

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2. Phone no. for individual call forwarding (if different from contact details)

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3. Contact details for transmitting the content of the conversation (if different from contact details)

Tel-Nr. \_\_\_\_\_

Fax \_\_\_\_\_

E.-Mail \_\_\_\_\_

4. Other instructions of the customer for the execution of the telephone / fax service

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#### **Annex 4 to the Office Services Agreement**

The Customer shall provide the Contractor with the following documents for the implementation of the Money Laundering Act.

0 Commercial register excerpt

0 List of shareholders

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