

SUPPLIER REGISTRATION FORM

NEW / ADDITION ON EXISTING / ADJUSTMENT ON EXISTING SUPPLIER

In order to transfer payments to you, our system requires the following information. Please provide all information in English. You can add extra information in the 'Other supplier details/Comments' and 'Other bank details /Comments' fields.

| Select Company or Person | <i>Company</i> | <i>Person</i> |
|--|----------------|---------------|
| Company name* | | |
| Person's given names (in full)* | | |
| Person's surname* | | |
| Email address* (for payment specification) | | |
| Email address* (in case of refund) | | |
| House number and street | | |
| - Postcode* | | |
| - City and country* | | |
| - Region* | | |
| P.O. Box and postcode (if applicable) | | |
| - City and country (only for P.O. Box) | | |
| - Region (only for P.O. Box) | | |
| Legal form of company* | | |
| VAT / TAX / ID number | | |
| Chamber of Commerce number (if applicable) | | |
| Chamber of Commerce location number (if applicable) | | |
| Other Supplier details/Comments: | | |
| SUPPLIER BANK DETAILS | | |
| Account number* | | |
| IBAN | | |
| Account holder name* | | |
| Currency of bank account* | | |
| Bank name* | | |
| Bank city and country* | | |
| Swift / BIC Code* | | |
| Local clearing bank branch code* | | |
| Local clearing bank code* | | |
| Other bank details/Comments: | | |
| PLEASE NOTE: By dispatching this form, you confirm that the above information is correct. The registration of a new supplier can only be processed if this form has been completed in full and is accompanied by proof of the account holder. | | |
| Date* | | |
| Name of company officer/manager or Person's name | | |

**Fields marked with * are mandatory.
Please also refer to the country-specific instructions below.**

Country specific instructions v 1.3

| Country | Country specific instruction | Relevant field of supplier registration form |
|--|--|---|
| SEPA countries OR one of the following countries: AE-United Arab Emirates, AL-Albania, AO-Angola, GE-Georgia, JO-Jordan, IL- Israel, LB-Lebanon, ME-Montenegro, RS-Serbia, SA-Saudi Arabia, TR-Turkey | <ul style="list-style-type: none"> You do not need to provide the local clearing bank code, bank branch code or BIC/SWIFT code if you provide an IBAN. | n.a. |
| Argentina | <ul style="list-style-type: none"> Please enter region code for street address and if a P.O. BOX is applicable, also the P.O. BOX number, postcode, city, country and region. Please enter the bank account type (code 01/Current Account/Cuenta corriente or code 02/Savings account/Cuenta ahorro) Please enter the identification type and number. Choose one of the values: "CUL" - CUIL (or DNI for persons) / "CUI"- CUIT (for companies) / "CIE"-Police ID for Foreigners / "LC#" -Civilian ID / "LE#" - Enrolment Card / "PAS"-Passport | [Region] and for PO BOX: [P.O. BOX], [Postcode], [City and country], and [Region] [Other bank details/Comments] [VAT/TAX/ID number] |
| Australia | <ul style="list-style-type: none"> Please enter the BSB code. | [Local clearing bank branch code] |
| Bangladesh | <ul style="list-style-type: none"> Please provide the BEFTN bank routing number. | [Local clearing bank code] |
| Brazil | <ul style="list-style-type: none"> Please enter the tax number category and tax number (CPF for persons (11 digits)/CNPJ for companies (14 digits)). Please add Tax ID of the bank account being used for payments | [VAT/TAX/ID number] |
| Canada | <ul style="list-style-type: none"> Please enter the local clearing bank branch code (5 digits) using the 'ABA' or 'ACH' related value and combine this with the indicator 'ABA' or 'ACH'. Please enter the local clearing bank code (3 digits) Please enter region code for street address and if P.O. BOX is applicable, also the P.O. BOX number, postcode, city, country and region. | [Local clearing bank branch code] [Local clearing bank code] [Region] and for any PO BOX in [P.O. BOX], [Postcode], [City and country] and [Region] |
| Chile | <ul style="list-style-type: none"> Please enter the bank account type (code 01/Current account/Cuenta corriente/ Vista/RUT or code 02/Savings account/ Cuenta ahorro). Please enter tax number (7 or 8 digits) + the control digit (1 digit). | [Other bank details/Comments] [VAT/TAX/ID number] |
| China | <ul style="list-style-type: none"> Please enter the CNAPS bank code 开户人姓名 / Please enter the account holder name in Chinese characters if applicable. | [Local clearing bank branch code] [Account holder name] |
| Colombia | <ul style="list-style-type: none"> Please enter the bank account type (code 01/Current account/Cuenta corriente or code 02/Savings account Cuenta ahorro) Please enter the Identification type and Tax/ID number. For type choose one of the values 01/02/03/04/05/06/07/08. Most used types: 01 - Cédula de Ciudadanía ID09 - Citizens with NIT-NUIT, 02 - Cédula de Extranjería (Foreigner ID), 03 - Company ID Number (NIT) | [Other bank details/Comments] [VAT/TAX/ID number] |
| Costa Rica | <ul style="list-style-type: none"> Please enter the identification type and tax/ID number. For identification type, choose one of the values: Cédula de identidad (Personal) / Cedula juridica (Company) / Cedula extranjero (Foreigner) Please enter your email address (mandatory). | [VAT/TAX/ID number] [VAT/TAX/ID number] |
| Dominican Republic | <ul style="list-style-type: none"> Please enter the identification type and Tax or ID number. For institutions: enter a RNC TAX ID (9 digits) or a Registro Mercantil (7 digits). For individuals: enter a cédula (11 digits) or passport number. | [VAT/TAX/ID number] |
| India | <ul style="list-style-type: none"> Please enter the IFSC code. | [Local clearing bank branch code] |
| Japan | <ul style="list-style-type: none"> Please enter the bank account type - use 01 for FUTSU - use 02 TOUZA - use 09 for other account | [Other bank details/Comments] |
| Macedonia | <ul style="list-style-type: none"> Please provide the local bank account number (not the international bank account number). | [Bank account number] |
| Pakistan | <ul style="list-style-type: none"> Please enter the IMD bank code. | [Local clearing bank branch code] |
| Panama | <ul style="list-style-type: none"> Please enter the bank account type (code 01/Current account/Cuenta corriente or code 02/Savings account Cuenta ahorro) | [Other bank details/Comments] |

| To be entered in field of the Supplier Registration Form: | Country specific instruction(s) | To be entered in field of the Supplier Registration Form: |
|---|--|---|
| Peru | Please enter the identification type and tax/ID number. <ul style="list-style-type: none"> The tax number consists of an ID type and an ID number. ID type and number to be concatenated and separated by hyphen (-). Conditions: <ul style="list-style-type: none"> ID type, length: exactly 1 (see list below) / ID number text [A-Z or a-z or 0-9], length: max. 12 positions] Possible types: <ul style="list-style-type: none"> D - Carné Diplomático - Diplomatic ID M - Libreta Militar - Military ID E - Carné de extranjería - Foreign ID P - Pasaporte -Passport R - RUC - RUC (default) L - Libreta Electoral / DNI -Voter Card / Peruvian ID (DNI) S - Sin Documentos - No Document | [VAT/TAX/ID number] |
| Russia | <ul style="list-style-type: none"> Please enter the particular value for the KORR code. | [Local clearing bank branch code] |
| The Netherlands | <ul style="list-style-type: none"> In Dutch: graag Rechtsvorm, BTW nummer, KvK en Vestigingsnummer invoeren. | respectievelijk [Legal form of company], [VAT/TAX/ID number], [Chamber of Commerce number], [Chamber of Commerce Location number] |
| United States | <ul style="list-style-type: none"> Please enter region code for street address and, if a P.O. BOX is applicable, also P.O. BOX number, postcode, city, country and region. Please enter the local clearing bank branch code using the 'ABA' or 'ACH' related value and combine this with the indicator 'ABA' or 'ACH'. | [Region] and for P.O. BOX: [P.O. BOX], [Postcode], [City and country], and [Region] [Local clearing bank branch code] |
| Venezuela | Please enter the identification type and tax/ID number. <ul style="list-style-type: none"> ID Types supported: V , J , G and P. <ul style="list-style-type: none"> Cédula for persons only (it should start with V (for 'Venezuelano') or E (for 'extranjero'- foreigner) or P (for 'passport' but only for diplomats). RIF for companies (starts with J- 'jurídica') but for a government entity e.g. embassies/the Venezuelan government, starts with G (government) ID type and number should be concatenated and separated by hyphen (-). The last digit is a control digit, which should also be separated by a hyphen (-). Cédulas and passports don't have a verification digit. Assume the last digit is the verification digit. Complete the remaining spaces with zeros (at the beginning of the number) | [VAT/TAX/ID number] |