

## Checklist for registration

### Questions you should answer before registering

- Who will be the master user for **TrustBills**? The master user is not only the first contact person for TrustBills, but also - in addition to the registration process - implements the creation of new users, rights administration, as well as master data and account management. In general, the user who performs the registration automatically becomes the first master user. You can also transfer the role to another user after unlocking your account.
- Which bank accounts are to be registered with **TrustBills**? Are these to be used as invoice accounts or portfolio accounts? 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. When registering, up to eight accounts can be registered with **TrustBills** in addition to the main account. The accounts are divided into invoice and portfolio accounts. 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 are to be registered with **TrustBills**. For more information, see the appendix to this document along with other documents provided during the registration process.
- Which users should gain access to **TrustBills**? You can create up to eight additional users during registration. You can also create additional users after registration, but they can only log in after they have received their **TrustKeys**.
- Which authorised representatives are to be registered with **TrustBills**? In order to complete the registration with **TrustBills**, depending on your representation regulations, a single authorized representative or up to four jointly authorised representatives, as entered in the commercial register, must be indicated. They should actively be involved in the registration process.

### Information required during registration

**TrustBills** supports you largely for completing your data. However, you are responsible for confirming or, if necessary, correcting it. During registration, the following company data is required:

- name of the company
- general contact email address of the company (e.g. info@ or support@)
- address of the head office (as entered in the commercial register)
- legal form of the company
- registration number and court of registration
- Tax number or VAT identification number
- indication, if your company is subject to VAT or exemption
- industry sector and subcategory
- if available the Legal Entity Identifier (LEI)
- legally authorised representatives (up to four, unless with authorisation to represent the company on their own), including email address and birthday.
- IBAN and BIC of the current account to be used as the main account on **TrustBills**
- information about the beneficial owners of your company

### Documents required during registration

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

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