

This Change Request Form is provided by Lenzing E-Branding Service and can be used if one of the following data needs to be changed or has to be updated:

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<b>Full Company Data</b> (irrespective which changes are requested)	Company Name: Company Email Address: Phone: Company Identification: Address: Address Detail: Further Address Detail: Zip /Postal Code: City: State / Province: Country/Region:
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## 1 Change of Authorized Signatory Contact\*

<b>Current Authorized Signatory Contact*</b> (please fill in name and email address)	<b>First Name:</b> <b>Last Name:</b> <b>Other Name (optional):</b> <b>Position in Company:</b> <b>Email Address:</b> <b>Phone:</b>
<b>New Authorized Signatory Contact*</b> (please fill in name and email address)	First Name: Last Name: Other Name (optional): Position in Company: Email Address: Phone:

Please be aware that this Change Request Form has to be **signed** by the **current ASC\*** as well as by the **new ASC\*** at the end of this document.

\*) An Authorized Signatory Contact ("ASC") is a person from a particular company that has registered with Lenzing's E-Branding Service platform for a Multi User Account and is authorized to sign legally binding documents on this company's behalf. The ASC is considered the "owner" of the Multi User Account which is an important role as it is the main point of contact with Lenzing especially for legally binding contractual statements and declarations.

## 2 Change of Company Data

### 2.1 Single User Account

<b>New Company Data</b>	Company Name: Company Email Address: Phone: Company Identification: Address: Address Detail: Further Address Detail: Zip /Postal Code: City: State / Province: Country/Region:
User Data	First Name: Last Name: Other Name (optional): Email Address: Phone:

Please be aware that this Change Request Form has to be **signed** by the **respective Account User** at the end of this document.

### 2.2 Multi User Account

<b>New Company Data</b>	Company Name: Company Email Address: Phone: Company Identification: Address: Address Detail: Further Address Detail: Zip /Postal Code: City: State / Province: Country/Region:
Authorized Signatory Contact*	First Name: Last Name: Other Name(optional): Email Address: Phone:

Please be aware that this Change Request Form has to be **signed** by the ASC at the end of this document.

\*) An Authorized Signatory Contact ("ASC") is a person from a particular company that has registered with Lenzing's E-Branding Service platform for a Multi User Account and is authorized to sign legally binding documents on this company's behalf. The ASC is considered the "owner" of the Multi User Account which is an important role as it is the main point of contact with Lenzing especially for legally binding contractual statements and declarations.

### 3 Change of User

#### 3.1 Change of User Name (person remains the same)

Current User Data	<b>First Name:</b> <b>Last Name:</b> <b>Other Name (optional):</b> <b>Email Address:</b> <b>Phone:</b>
New User Name	First Name: Last Name: Other Name (optional): Email Address: Phone:
Reason (e.g. Marriage) – you may already provide evidence	

Please be aware that this Change Request Form has to be **signed** by the **respective User** at the end of this document.

#### 3.2 Change of User (new user takes over the historical data from previous user)

Current User Data	<b>First Name:</b> <b>Last Name:</b> <b>Other Name (optional):</b> <b>Email Address:</b> <b>Phone:</b>
New User Data	First Name: Last Name: Other Name (optional): Email Address: Phone:
Reason (e.g. current user will leave the company) – you may already provide evidence	

Please be aware that this Change Request Form has to be **signed** by the **respective User(s)** at the end of this document.

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## 4 Account Re-activation

### 4.1 Single User Account

<b>User Data</b>	<b>First Name:</b> <b>Last Name:</b> <b>Other Name (optional):</b> <b>Email Address:</b> <b>Phone:</b>
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Please be aware that this Change Request Form has to be **signed** by the **respective User**.

### 4.2 Multi User Account

<b>Authorized Signatory Contact</b>	<b>First Name:</b> <b>Last Name:</b> <b>Other Name (optional):</b> <b>Email Address:</b> <b>Phone:</b>
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Please be aware that this Change Request Form has to be **signed** by the **ASC**.

- I/We the undersigned confirm that the information given in this form is correct and complete.
- I/We understand the above changes will not take effect until they have been processed by Lenzing and notified to us.
- I/We understand that Lenzing however shall be under no obligation to execute the requested change(s). Further Lenzing shall have the right to, at any time, obtain further information from me/us.

To make sure that your request will be processed, please send a signed copy to: [registration@lenzing.com](mailto:registration@lenzing.com).

**Place/Date:** \_\_\_\_\_

**Signature ASC\* (current):** \_\_\_\_\_

**Name:**

**Signature ASC\* (new):** \_\_\_\_\_

**Name:**

**Signature (User):** \_\_\_\_\_

**Name:**

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