



Contract no. (to be completed by SIX)
Customer No. (to be completed by SIX)

# Master data change

## Persons and authorizations

Have your master data changed? Then please use this form to inform SIX of the changes. Please note that SIX requires the contact data for your main contact and deputy in order to carry out business activities.

NB: In accordance with the agreement, the costs for one user to receive access to the Paynet customer portal and Paynet Online Archive are included in the monthly basic charges. Further users shall be invoiced.

Please complete the following fields in block capitals. Mandatory fields are marked with an asterisk\*.

### Participant

Company name\*  
(as entered in the Commercial Register) \_\_\_\_\_

Paynet participant number (PID)\*

### Contact

Entry       Change       Deletion  
 Title\*       Ms.     Mr.      Function\* \_\_\_\_\_  
 Last name\*      \_\_\_\_\_      First name\* \_\_\_\_\_  
 Telephone\*      \_\_\_\_\_      Mobile \_\_\_\_\_  
 E-mail\*      \_\_\_\_\_

#### Function(s) of contact for SIX:\*

- Main contact
- Deputy contact
- Support contact
- Marketing contact
- Technical contact

#### Should the authorization to use the Paynet customer portal and the Paynet Online Archive be granted to the contact?

Yes     No

If the authorization is granted, the contact will receive the login information directly from SIX. If the contact has a digital certificate, it can also be used to log in to the customer portal and the Paynet Online Archive. In this case, please provide the following information:

Digital certificate<sup>1</sup>  
 Serial number: \_\_\_\_\_  
 Issued by: \_\_\_\_\_      Valid until: \_\_\_\_\_

<sup>1</sup>Please order your X.509 certificates directly from an issuing body whose certificates are approved for authentication in the Paynet system. For more information go to [www.six-paynet.com/certificates](http://www.six-paynet.com/certificates).



### Additional contact

Entry       Change       Deletion

Title\*       Ms.     Mr.      Function\* \_\_\_\_\_  
Last name\*      \_\_\_\_\_      First name\* \_\_\_\_\_  
Telephone\*      \_\_\_\_\_      Mobile      \_\_\_\_\_  
E-mail\*      \_\_\_\_\_

### Function(s) of contact for SIX:\*

- Main contact
- Deputy contact
- Support contact
- Marketing contact
- Technical contact

### Should the authorization to use the Paynet customer portal and the Paynet Online Archive be granted to the contact?

Yes     No

If the authorization is granted, the contact will receive the login information directly from SIX. If the contact has a digital certificate, it can also be used to log in to the customer portal and the Paynet Online Archive. In this case, please provide the following information:

Digital certificate<sup>1</sup>

Serial number: \_\_\_\_\_

Issued by: \_\_\_\_\_      Valid until: \_\_\_\_\_

Would you like to notify SIX of further changes? Then please use a separate form.

### Confirmation

We instruct SIX to alter the master data in accordance with the information above.

Place, date \_\_\_\_\_

First name, last name \_\_\_\_\_

Signature of main contact \_\_\_\_\_

Please send the signed form to: SIX Paynet Ltd, P.O. Box 1521, CH-8021 Zurich.

<sup>1</sup>Please order your X.509 certificates directly from an issuing body whose certificates are approved for authentication in the Paynet system. For more information go to [www.six-paynet.com/certificates](http://www.six-paynet.com/certificates).