

**Information required to prepare the contract documents**

Please fill in all fields.

**Contractual partner**

Name/Company	Full address
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E-mail	Telephone no.	Nationality	Date of birth
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**Details**

Billing:	per quarter	per half-year	per year
Delivery of invoice:	via postal mail	via e-mail	poste restante at SGS
Delivery of wareh. receipt:	via postal mail	via e-mail	poste restante at SGS

**Authorised person(s)**

In the case of natural persons, the contractual partner is automatically authorised (does not have to be specified here).

- Additional authorisation 1

Name	Full address
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sole                  collective

Right to sign	Telephone no.	Nationality	Date of birth
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- Additional authorisation 2

Name	Full address
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sole                  collective

Right to sign	Telephone no.	Nationality	Date of birth
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**Checklist:**

Necessary documents:

- Passport or ID of the contractual partner (**original** or authentic. copy not older than 12 months)
- Passport or ID of authorised persons (**original** or authentic. copy not older than 12 months)

Additionally for companies:

- **Authenticated** extract from the commercial register (not older than 12 months)
- Passport or ID of the persons signing for the company on the contract and of all persons acting vis-à-vis us (**original** or authenticated copy not older than 12 months)