

# Nordea Business Power of Attorney from the Customer to the Administrator

Customer

Registration no

## The "Customer"

If the Customer is a sole trader, the Customer will automatically be appointed Administrator. If any other person is to be appointed Administrator, the Customer shall state the name and personal data of the Administrator in this Power of Attorney, to be signed by the Customer.

## Administrator

### The "Administrator"

| Personal data for Administrator                          |  |
|--|--|
| Name (first name and surname)                            |  |
| Personal identification no (e.g. social security number) |  |
| Mobile number  |  |
| e-mail address   |  |

The Customer and Nordea have entered into a Corporate Cash Management Agreement (the "CCM Agreement") concerning Nordea Business. The terms used in this power of attorney shall have the meaning as defined in the CCM Agreement. The Customer acknowledges that the Customer is solely responsible for informing the Administrator of the CCM Agreement and any amendments thereto and that the Administrator has been informed of the CCM Agreement by the Customer.

The Customer is represented by Administrators and Users in Nordea Business. The Users represent the Customer in relation to the Connected Services, while the Administrators manage the Users' authority and other administrative matters.

The Customer shall authorise one or several Administrators. The Administrators shall in turn authorise Users either by using Nordea's Digital administration tool or by written power of attorneys in a form specified by Nordea. When printed power of attorneys are used the signing must be undertaken by the authorised signatories of the Customer.

## Authorisation

The Customer hereby appoints the afore-mentioned person as Administrator with "full" access, as described below, to the Customer's engagement(s) in Nordea Business. The Administrator is also authorised to register and confirm information regarding Users, and is authorised, alone or jointly with another Administrator, to appoint and authorise Users of Nordea Business vis à vis Nordea, other companies in the Nordea Group and any other Service Provider and to represent the Customer in administrative matters concerning Nordea Business.

| Authorisation  | Description   |
|--|---|
| <input type="checkbox"/> <b>Full access – signing alone</b>  | The administrator has access to information on all the customer's engagements, including but not limited to First Card, with the bank. The Administrator has access to information regarding all Users and their authority to represent the Customer and any Connected Part. Furthermore, the Administrator is appointed a full access profile in Nordea Business, that allows the Administrator to:<br><br><b>Accounts &amp; transactions</b> <ul style="list-style-type: none"><li>• Create/edit/confirm/delete domestic &amp; international payments</li><li>• Create/edit/delete transfers between Customer's accounts</li><li>• View transaction and balance information</li></ul> <b>File transfer &amp; documents</b> <ul style="list-style-type: none"><li>• Download and view documents</li><li>• Import files</li></ul> <b>Cards</b> <ul style="list-style-type: none"><li>• View and, if applicable, manage company cards</li></ul> <b>Financing</b> <ul style="list-style-type: none"><li>• View and manage loans and other financing services provided by Nordea or its subsidiaries</li></ul> <b>Applying for new products and services</b> <ul style="list-style-type: none"><li>• Approve and sign product agreements on behalf of the Customer on products separately defined by Nordea</li><li>• Approve and sign Bank Guarantees (if applicable)</li><li>• Initiate the application process for products &amp; services</li></ul> <b>Savings and investments</b> <ul style="list-style-type: none"><li>• View and manage Customer's savings &amp; investments other than funds (if applicable)</li><li>• Investments (buy/sell/switch funds if applicable)</li><li>• View Nordea Life products (if applicable)</li></ul> <b>Invoicing</b> <ul style="list-style-type: none"><li>• Create/edit/confirm/delete outgoing e-invoices (if applicable)</li><li>• Manage e-invoice settings (if applicable)</li></ul> |
| <input type="checkbox"/> <b>Full access – signing two-jointly (two users need to sign a payment)</b> |   |

Nordea Bank Abp, Satamaradankatu 5, FI-00020 NORDEA, Finland, domicile Helsinki, Business ID 2858394-9.

Nordea Danmark, filial af Nordea Bank Abp, Finland, Grønjordsvej 10, DK-2300 Copenhagen S, Business ID 2858394-9, Patent and Registration Office, CVR no. 25992180, Copenhagen.

Nordea Bank Abp, filial i Norge, Essendrops gate 7, PO box 1166 Sentrum, 0107 Oslo, Norway, 920058817 MVA (Norwegian Register of Business Enterprises).

Nordea Bank Abp, Helsinki, Finland, 2858394-9 (Finnish Patent and Registration Office).

Nordea Bank Abp, filial i Sverige, Smålandsgatan 15-17, 105 71 Stockholm, Sweden, reg.no. 516411-1683, Swedish Companies Registration Office, VAT No. SE663000019501. Nordea Bank Abp, public limited company, Business ID 2858394-9, Helsinki, Finnish Patent and Registration Office

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|   |  |
|---|--|
|   | <b>Other</b> <ul style="list-style-type: none"> <li>• Chat</li> <li>• Attend online meetings</li> <li>• Use Nordea Business messages service, help and support</li> <li>• Change Customer contact information (if applicable)</li> <li>• Access other services provided by Nordea, a company within the Nordea Group or by a third party service provider</li> <li>• Create/edit/delete payee recipients</li> <li>• Sign up and access Nordea Bookkeeping (if applicable)</li> </ul> |
| <b>Key in</b>   | The Administrator is entitled to key in information regarding Users and Users' powers of attorney.   |
| <input type="checkbox"/> <b>Confirm Signing alone</b><br><br><input type="checkbox"/> <b>Confirm Signing two-jointly (two administrators need to sign to add/change a user)</b> | <p>The Administrator is, alone or jointly, entitled to confirm the information keyed in, thereby giving authorisation to the User in accordance with this Power of Attorney or, where applicable, in accordance with a Power of Attorney from the Customer to a User (in the format as provided as defined by Nordea at any given time). The Administrator is, alone or jointly, also entitled to revoke powers of attorney.</p>   |

**Nordea Business  
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The Administrator shall use the Means of Identification as prescribed in the CCM terms for accessing and using Nordea Business and related services.

The Customer represents, warrants and undertakes to ensure that this power of attorney is not in conflict with any power of attorney issued by a Connected Party to the Customer.

**Signing (Company authorized signatory)**

|                       |
|-----------------------|
| Place and date        |
| Signature of Customer |
| Name, printed         |

|                       |
|-----------------------|
| Place and date        |
| Signature of Customer |
| Name, printed         |

|                       |
|-----------------------|
| Place and date        |
| Signature of Customer |
| Name, printed         |

|                       |
|-----------------------|
| Place and date        |
| Signature of Customer |
| Name, printed         |

|                       |
|-----------------------|
| Place and date        |
| Signature of Customer |
| Name, printed         |

# Nordea Business Power of Attorney from the Customer to the Administrator

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## Attachment 1

### Security instructions for handling Means of Identification

The Customer undertakes to comply with the following security instructions. The Customer undertakes to inform the Administrator of applicable security instructions and will ensure that the Administrator comply therewith.

### For Mobile BankID, Nordea ID app and similar Means of Identification:

The Administrator must at all times:

- Carefully choose a PIN code that fulfils security instructions issued by the Bank
- Memorise the User ID and PIN code
- Protect the mobile device, e.g. the tablet or mobile phone, with a locked screen or equivalent functionality so that nobody can gain access to apps or learn the PIN code
- Refrain from downloading or using programs or applications which allows any remote access for a third party and never act on instructions given in e-mails, text messages (SMS) or otherwise by senders that are not known or verified
- Uninstall the app from the mobile device when the mobile device is assigned or sold to a third party
- Immediately inform the Bank of any suspicion of the PIN code having become known to any other person, or that any other person has access to the app. When the User notifies the Bank about blocking the app, the User shall inform the Bank of which of several apps – if relevant – is to be blocked and its usage restricted
- Inform the Bank if contact information, e.g. a mobile number, used for delivering the activation code, changes
- Otherwise, with due care, generally safeguard and protect the secrecy of the PIN code and the mobile device on which the app is installed.

## Attachment 2

### Identification of users

The bank may require identification or verification of the identity of a user before having access and/or using connected services connected to Nordea Business.

These instructions shall be followed when the customer and/or an administrator identifies users or verify their identity on behalf of the bank and other companies in the Nordea Group. The customer must inform the administrator of applicable identification instructions and must ensure that the administrator complies therewith.

Note that any User who is to represent the Customer in relation to Nordea Bank Abp, filial i Norge and its subsidiaries may not be identified or their identity verified by the Customer and/or the Administrator.

Instead, such Users shall always be identified and/or their identity verified by Nordea Bank Abp, filial i Norge or any of its representatives according to Norwegian money laundering regulations.

### Instructions for an administrator's identification of a user

An administrator who is to identify users and/or verify their identity on behalf of the bank or other Nordea companies must collect the information specified below from the identification documents specified below and forward the information to the bank. The customer and the administrator must maintain a record of the copies of the users' identification documents and by request of the bank provide relevant documents to the bank.

### Identification information

The following information about a user must be collected when a user is appointed:

- full name,
- personal identity number or the date of birth,
- the nationality,
- contact information (e.g. address and mobile telephone number), on the identification document used for verifying the identity of the user:
  - the name and number of the identification document;
  - issuing and expiration date of the identification document; and
  - the issuer of the identification document;
- name of the administrator who made the identification.

### Identification documents

The information specified above must be collected and verified from a valid:

- passport; or
- identity card acceptable as travel document (with a picture of the holder) granted by a public authority in a country which is a party to the Schengen agreement.

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