

Isabel Subscription - Request for Modification

Ref. Isa/BW0203-E

The customer,  
company and legal form .....  
registered office .....  
VAT number or unique company number .....  
trade register .....  
represented herein by .....  
job title .....  
hereinafter referred to as 'the customer',

has subscribed, as part of its business activities, to the Isabel system, hereinafter referred to as 'Isabel',  
with the subscription ID .

Article 1. The customer declares that he wishes to have the following amendments made to the Isabel subscription :

- Amendment of the subscription specifications.  
The new specifications are described in section 1 of this Request.
- Addition of new users to the subscription.  
The data of ..... new users are described in section 2 of this Request.
- Amendment of existing user data.  
The new characteristics of ..... amended users are described in section 3 of this Request.
- Removal of users from the subscription.  
..... users to be deleted are described in section 4 of this Request.
- Amendment of the standing order number.  
The new standing order is given in section 5 of this Request.
- Cancel the subscription.

The customer accepts that the Isabel invoice shall be adjusted on the basis of the amendments to the contract that he himself requested.

Article 2. The amendments shall go into force at the latest within ten working days after the date of the signing of the present Request for Modification.

Drafted at ..... on .....

For the customer,

To be completed by the registering bank

Subscription ID .....  
Date of registration by the bank of the Request for Modification : .....  
Bank name ....., branch ..... represented by  
....., telephone ....., job title .....  
has registered the Request for Modification of the customer after verification of the identity details  
requested and any necessary authorisation.  
For the bank,

Request for Modification  
Section 1

Amendment of the subscription specifications

By signing the present Request for Modification, the subscription data below shall become the only ones valid for the subscription no.....

Please indicate all the amended data in the left column.

Subscription specifications

<input type="checkbox"/>	Name of the company <sup>1</sup> :	.....
<input type="checkbox"/>	Legal form:	.....
<input type="checkbox"/>	Registered office:	.....
<input type="checkbox"/>	VAT number <b>or</b> unique company number:	.....
<input type="checkbox"/>	Trade register:	.....
<input type="checkbox"/>	Subscription PRMD name <sup>2</sup> :	.....
<input type="checkbox"/>	Applicable VAT system:	<input type="checkbox"/> Liable for VAT <input type="checkbox"/> Non liable for VAT
<input type="checkbox"/>	Number of users after amendment <sup>3</sup> :	.....
<input type="checkbox"/>	Contact person <sup>4</sup> :	.....
	Address of use <sup>5</sup> :	
<input type="checkbox"/>	Street + n° & box: .....	
<input type="checkbox"/>	Post Code + Town/City:.....	
<input type="checkbox"/>	Country: .....	
<input type="checkbox"/>	Telephone:..... Fax: .....	

<sup>1</sup> The company name and the VAT number can only be amended in Isabel S.A.'s administrative applications. In the central address book no amendment is possible yet, for legal and security reasons.

<sup>2</sup> The PRMD name is the name under which your company will appear in your e-mail address. It can consist of 16 alphanumeric characters maximum. Punctuation signs and special characters are not admitted. If the PRMD name proposed is already used by another customer, another name will be proposed to you.

<sup>3</sup> The total number of users in this subscription, after finishing this Request for Modification.

<sup>4</sup> The contact person is a user who is assumed to know who the other Isabel users in his company are and who will act as intermediary between these users and Isabel S.A.

<sup>5</sup> Complete only if this address differs from the address of the registered office. The address of use corresponds to the delivery address for the software and card reader.

Request for Modification  
Section 2

Addition of new users

By signing the present Request for Modification, the users below are added to the subscription no.  
.....

In the case of a natural person	
User's first and last name :	.....
Department :	.....
Sex :	<input type="checkbox"/> Male <input type="checkbox"/> Female
In the case of a position within the company	
Position :	.....
Department :	.....
Representative's first and last name :	.....
In the case of the user appointing a mandatory to sign the 'Isabel Certificate' during the certification procedure	
Mandatory's first and last name :	.....
Language code:	<input type="checkbox"/> Dutch <input type="checkbox"/> French <input type="checkbox"/> English <input type="checkbox"/> German
Card reader:	Yes / No
User type <sup>1</sup> :	<input type="checkbox"/> Business Suite User <input type="checkbox"/> Websign User
Telephone: .....	Fax: .....
Address of use <sup>2</sup> :	
Street + n° & box: .....	
Post Code + Town/City:.....	
Country: .....	

For other users of the subscription, please copy this page as many times as is necessary and initial each page at the bottom. The number of added users must be indicated on p. 1 of the present Request for Modification.

<sup>1</sup> See the Rate Card.

<sup>2</sup> The address where the Isabel software of this User is to be installed. The address of use corresponds to the delivery address for the software and Card reader. Only complete if the User wishes to use Isabel on his/her own PC and if the address of use differs from the registered offices.



Request for Modification  
Section 3: Amendment of existing users

By signing the present Request for Modification, only the user data below shall become valid. Please indicate all the amended data in the left column.

User ID : 5-□□□□□□□□-□□□□-□□	
<input type="checkbox"/>	In the case of the user appointing a mandatory to sign the 'Isabel Certificate' during the certification procedure Mandatory's first and last name: .....
<input type="checkbox"/>	Language code: <input type="checkbox"/> Dutch <input type="checkbox"/> French <input type="checkbox"/> English <input type="checkbox"/> German
<input type="checkbox"/>	Card reader: Yes / No
<input type="checkbox"/>	User type <sup>1</sup> : <input type="checkbox"/> Business Suite User <input type="checkbox"/> Websign User
<input type="checkbox"/>	Telephone:..... Fax: .....
<input type="checkbox"/>	Address of use <sup>2</sup> : Street + n° & box: ..... Post Code + Town/City:..... Country: .....
<input type="checkbox"/>	Banks: <input type="checkbox"/> Activate the bank that registers this request for this user
<input type="checkbox"/>	<input type="checkbox"/> Deactivate the bank that registers this request for this user <sup>3</sup>

For other users of the subscription, please copy this page as many times as is necessary and initial each page at the bottom. The number of amended users must be indicated on p. 1 of the present Request for Modification.

Section 4: Removal of users from the subscription

The users known to the Isabel system under the characteristics below must be removed<sup>4</sup> from the subscription no. ....

	First and last name <sup>5</sup>	User ID
1	.....	5-□□□□□□□□-□□□□-□□
2	.....	5-□□□□□□□□-□□□□-□□
3	.....	5-□□□□□□□□-□□□□-□□
4	.....	5-□□□□□□□□-□□□□-□□
5	.....	5-□□□□□□□□-□□□□-□□

For other users of the subscription, please copy this page as many times as is necessary and initial each page at the bottom. The number of removed users must be indicated on p. 1 of the present Request for Modification.

<sup>1</sup> See the Rate Card.  
<sup>2</sup> The address where the Isabel software of this User is to be installed. The address of use corresponds to the delivery address for the software and Card reader. Only complete if the User wishes to use Isabel on his/her own PC and if the address of use differs from the registered offices.  
<sup>3</sup> Use this option to remove a user only for the bank that registers this Request for Modification. To remove the user entirely from the subscription, use section 4 of this document.  
<sup>4</sup> If a removed user works with several banks, he will be removed for all these banks. To remove the user only for the bank that registers this Request for Modification, use the option "Deactivate the bank that registers this request for this user" in section 3 of this document.  
<sup>5</sup> Or function.

Request for Modification  
Section 5

New direct debit order

The undersigned,

Name .....  
Street and number .....  
Postal code and town .....

hereby asks the company Isabel S.A.  
Bd de l'Impératrice 13-15  
1000 Brussels

to collect, as of today and until express revocation, payment for all invoices from the financial institution :

Name .....  
Street and number .....  
Postal code and town .....

by debiting account number .....  
in the name of <sup>1</sup>

Name .....  
Street and number .....  
Postal code and town .....

At the time that the present direct debit order goes into force, and only at such time, the direct debit order number ..... shall be cancelled.

Drafted at ..... on .....

Sign in agreement for the account holder,

Space reserved for the institution where the direct debit is established	
The direct debit above is hereby accepted under number Direct debit number : ..... Creditor number : 455530509	Date : ..... Seal and signature :

<sup>1</sup> Required only if the account holder is not the addressee of the invoices.