
Ordering/Withdrawal of Administrators for the OeKB Service Platform

If you have not yet ordered an Administrator for your company or if no Administrator is currently active, please complete this form in full and return it duly signed via e-mail to kyc@oekb.at.

If you have already ordered an Administrator for user administration on the OeKB Service Platform for your company, this Administrator will be able to order or withdraw additional administrator rights for users directly on the OeKB Service Platform (my.oekb.at).

1. Company

Company name

LEI (if no LEI is available,
comp. reg. no.)

2. Ordering of Administrators for User Administration on the OeKB Service Platform

The following person/s is/are to be in charge of user administration for my company:

Administrator 1

First name Last name

E-mail

Phone number (business)

Mobile phone number for
authentication via SMS
token

Administrator 2

First name Last name

E-mail

Phone number (business)

Mobile phone number for
authentication via SMS
token

Administrator 3

First name Last name

E-mail

Phone number (business)

Mobile phone number for
authentication via SMS
token

If different from Item 1. Company: Proxy

Company name

Street address

ZIP code, city/town

Country

LEI (if no LEI available,
comp. reg. no.)

If you want to order additional Administrators, the Administrators indicated here will be able to do so online on the OeKB Service Platform (my.oekb.at), after successful registration.

3. Withdrawal of Administrator Rights for User Administration on the OeKB Service Platform

Administrator rights can be ordered or withdrawn for users on the OeKB Service Platform by registered Administrators. In exceptional cases (e.g. if the last active Administrator shall no longer have this function), you can withdraw administrator rights from Administrators by completing and duly signing this form.

At least one active Administrator is required for your company to be able to use the OeKB Services.

If the person mentioned below has been the last active Administrator, please order a new Administrator pursuant to Item 2.

The following Administrator's authorisation to be in charge of OeKB user administration shall be withdrawn:

Username

or

First name Last name

Please note that the withdrawal of administrator rights of an Administrator will subsequently disable both their Administrator rights and any existing rights as Business Users. A Business User will remain active only if their Business User account is explicitly requested to be continued:

**Deactivate
Business User**

Keep Business User active

If the Administrator has been assigned an RSA key fob token and any Business User rights shall be withdrawn as well, please return the RSA key fob token to OeKB.

4. Confirmation

By signing the present registration, we confirm that we

- (i) have authorised and empowered the Administrator(s) indicated above, in accordance with the Conditions of Use OeKB Service Platform as amended, and
- (ii) have advised the Administrator(s) indicated above of their rights and obligations, in accordance with the Conditions of Use OeKB Service Platform as amended.

Place, date

Company signature

Name(s) of signatory/signatories in
capital letters

This English translation is provided for your convenience only. In the event of discrepancies, the original German version shall prevail.