

Document requirements for market participants

| | Document description | Required hard copies | | Communication channel | | |
|---------------|---|-----------------------|------------------------------|--|--|------------------------------|
| | | Handwritten signature | Qualified digital signature* | Ordinary post <i>only for hard copies</i> | JAO Service desk <i>https://servicedesk.jao.eu</i> | |
| | | | | | Scan (with handwritten signature) | Qualified digital signature* |
| Registration | Participation Agreement | 2 | None | ☑ | ⊘ | ☑ |
| | Financial Agreement | 2 | None | ☑ | ⊘ | ☑ |
| | Copy of the commercial extract of the business register and any other legal document, evidencing signatory powers within the company | No hard copy required | | ⊘ | ☑ | |
| | Beneficial Owner structure information (duly dated and signed) with a government issued identification document of the ultimate beneficial owner(s) or the Managing Director(s) (if applicable) | No hard copy required | | ⊘ | ☑ | |
| | Certified English translation of any document not provided in English | No hard copy required | | ⊘ | ☑ | |
| Modifications | Amendment to the Participation Agreement | 2 | None | ☑ | ⊘ | ☑ |
| | Modification request form to the Participation Agreement | 2 | None | ☑ | ⊘ | ☑ |
| | Termination request form to the Participation Agreement | 1 | None | ☑ | ⊘ | ☑ |
| | Change of Bank details request form with a proof of the new Bank account details | No hard copy required | | ⊘ | ☑ | |
| Collaterals | Bank Guarantee | 1 | Not accepted | ☑ | Not accepted | |
| | Power of Attorney for funds transfer with signature card and a government issued identification document | No hard copy required | | ⊘ | ☑ | |
| | Funds transfer request form | No hard copy required | | ⊘ | ☑ | |
| | ING Inside Business user access form with a government issued identification document | No hard copy required | | ⊘ | ☑ | |
| | ING Inside Business user termination form | No hard copy required | | ⊘ | ☑ | |
| Auction tool | Power of Attorney for user account with signature card | No hard copy required | | ⊘ | ☑ | |
| | User account form | No hard copy required | | ⊘ | ☑ | |

*Only accepted with a qualified certificate issued by a Certificate Authority on the trusted list of the European Commission