

Right of representation and specimen signatures for registered sole proprietorships, trading partnerships, non-trading partnerships and corporations

Internal bank data / filing data

Type of account¹
(e.g. current account, safe custody account)

1	
2	
3	
4	

Enclosure to the opening of accounts/
safe custody accounts of

Account no./ Safe
custody account no.

Sheet no.

Account holder

I. Right of representation and specimen signatures

The persons listed below shall be authorised to represent us vis-à-vis the Bank as follows:

Addendum to the right of representation and specimen signatures

In addition to the authorised representatives already indicated, the persons listed below shall be authorised to represent us vis-à-vis the Bank as follows::

Names of proprietors, personally liable partners, management board members, managing directors

Right of representation vis-à-vis the Bank¹

To be filled in by the Bank²:
Limited individual power of attorney

Specimen signatures of proprietors, personally liable partners, management board members, managing directors

1.				
2.				
3.				
4.				
5.				

Names of "Prokuristen" (holders of general commercial power of attorney)

Right of representation vis-à-vis the Bank¹

To be filled in by the Bank²:
Limited individual power of attorney

Specimen signatures of "Prokuristen"

6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

¹ Persons who are to have individual right of representation must be marked with an "I"; those who are to have joint right of representation with another person specified below are to be marked with a "J". If someone is only to have right of representation jointly with a particular other person, the number under which that person is listed in this form must be indicated in addition to the letter "J" (e.g. "J" with no. 1).

² See under II.

³ The form "Power of attorney for accounts/safe custody accounts" must be used for the authorisation of other persons.

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Names of "Handlungsbevollmächtigte"³ who have been authorised to enter into obligations on bills of exchange, conclude loan agreements and furnish the declarations required to secure the loan agreements, except where security is provided in the form of charges on property.

Right of representation vis-à-vis the Bank¹

To be filled in by the Bank²: Limited individual power of attorney

Specimen signatures of "Handlungsbevollmächtigte"

14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				

Copy for the bank

Names of "Handlungsbevollmächtigte"³ with no authority to enter into obligations on bills of exchange and conclude loan agreements

Right of representation vis-à-vis the Bank¹

Limited individual power of attorney

Specimen signatures of "Handlungsbevollmächtigte"

26.				
27.				
28.				
29.				
30.				

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Right of representation vis-à-vis the Bank¹

To be filled in by the Bank²: Limited individual power of attorney

Specimen signatures of “Handlungsbevollmächtigte”

31.				
32.				
33.				
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² See under II.

³ The form “Power of attorney for accounts/safe custody accounts” must be used for the authorisation of other persons.

II. Limitation of the power of attorney vis-à-vis the Bank in the case of joint right of representation in accordance with the articles³

If, in accordance with the Commercial Register/Register of Cooperative Societies or Register of non-trading Partnerships, all legal representatives (personally liable partner of a general partnership, limited partnership or non-trading partnership, management board of a public limited company, managing director of a privat limited company, management board of a cooperative) of the account holder have **joint right of representation, individual right of representation** vis-à-vis the Bank granted on this specimen signatures sheet shall be limited to transactions directly relating to the management of the account(s)/safe custody account(s).

These shall include in particular:

- disposing of account balances (e.g. by credit transfer order, cash withdrawal, cheque)
- drawing on loans granted (including instructions to provide a guarantee, utilisation of existing overdraft facilities and presentation of bills of exchange for discounting)
- buying and selling securities and foreign exchange and requesting delivery of these
- accepting and acknowledging periodic balance statements, statements of account, securities, safe custody and income statements plus other statements and advices
- issuing collection orders

For legal reasons, individual right of representation for all business transactions can only be granted vis-à-vis the Bank for partnerships and corporations where the partnership agreement or the articles provide for individual right of representation for legal representatives.

The account holder must notify the Bank immediately and – for proof-related reasons – if possible in writing of the extinction or amendment of any right of representation advised to the Bank. This notification requirement shall also exist where the right of representation has been recorded in a public register (e.g. Commercial Register) and its extinction or amendment is entered in this register.

Place, date, signature(s)⁴

(Company stamp and signatures of proprietors, owners, personally liable partners, management board members or managing directors)

Bank remarks

Entered in the register at the Amtsgericht (Local Court)

under no. certified extract from register dated

Joint right of representation in accordance with the articles exists (see II.)

yes no

Receipt of the specimen signatures confirmed to the account holder by registered letter with

Return receipt received on:

return receipt (“hand to addressee only”) with PostIdent repeating in full the names of the authorised representatives and their type of right of representation

Date, signature of bank official

Date, signature of bank official

Identification of authorised representatives

	Name, private address of authorised representatives	Type of identity document (no., issued by, on)	Date of birth
1.	<div style="background-color: #cccccc; height: 30px;"></div>	<div style="background-color: #cccccc; height: 30px;"></div> <input type="checkbox"/> with PostIdent	<div style="background-color: #cccccc; height: 30px;"></div>
2.	<div style="background-color: #cccccc; height: 30px;"></div>	<div style="background-color: #cccccc; height: 30px;"></div> <input type="checkbox"/> with PostIdent	<div style="background-color: #cccccc; height: 30px;"></div>
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⁴ For the bank: Please note under I. that individual of representation is limited.

⁵ Should some of the organs of the company have been granted individual right of representation and some joint right of representation, the specimen signatures sheet should be signed by at least one person having individual right of representation.

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