

The small print in advance - General information

Changes online

You can make many changes yourself online in the customer information system KIS at <https://kis.hosteurope.de> with no need to fill out this form. These changes include, for example, changing your contact data (postal address, e-mail address, telephone/fax) and adding additional contact persons. You can find more information on this in our FAQ at

- [View and change contact details](#)
- [Where do I define different contact persons and their rights?](#)

Possible changes

This form (master data change) can only be used in the following cases:

Name change for private persons	Please also send us a relevant certificate.
Change of company name (transformation)	The company name or legal form change, but our contracting party remains unchanged. Please send us a corresponding register certificate in which this change is clearly described. A certificate from the register only of the registration of a company is not sufficient.
Private person to individual entrepreneur	Without owner change. Does not apply for, e.g. a change from private person to Ltd. or Inc.

In all other cases

If the desired change is not covered by any of the above, for Host Europe the contracting party is changing. In this case, please send us the form for "Contract transfer/transfer of a customer account". This can be found at hosteurope.de/dokumente under no. 18.

Examples of a change of contracting party are:

- **Companies of individuals (without registration/non trading company): Shareholder change.**
- **Company A takes over the entire account from company B.**
- **Change of the company name with different register numbers.**
- **Private individual A takes over the customer account of private individual B.**

You can find more information in our FAQ: [Where can I view/change my contact details?](#)

Unique (main) e-mail address of your master data

The main email address is the email address that is linked to your customer number and to which all contract-related notifications (invoices, maintenance work, etc.) are sent by default. This e-mail address is also the only one used for the "forgot password" function.

The main e-mail address cannot be used for multiple customer numbers.

If the e-mail address specified in the form is already used under another customer number, the master data change cannot be made.

Username (KIS login)

If you want to change your username, please note the following specifications respectively restrictions:

- letters and numbers only
- no special characters, spaces or umlauts
- at least 5 characters
- at least one letter
- no e-mail address

If the desired username is already taken, Host Europe will assign you another one. If you do not want a new username, simply leave the field blank.

Persons entitled to information

Privacy is very important to Host Europe. Therefore, we can only provide information on contracts, invoices, etc. to persons who are appropriately registered in the KIS. If you wish to enter more than two persons and their contact details, you can specify additional contact persons on page 5 of this form.

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Master data change



Please fill out the form legibly, sign it and send it to us. Send at least page 2 the document as a scanned attachment by e-mail to vertrag@hosteurope.de or by fax to +49 (0) 221 99999 350 or by post.

Mandatory fields

Please insert here - if known - the contract party currently stored with Host Europe

Customer number:	Name contracting party:
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Contracting party - New data

Please fill in only the fields whose data you want to change!

First/last name or name of company* ¹ :	
Managing Director/Owner:	
Street, house number:	
Zip-Code/City:	Country:
Phone:	Fax:
Main e-mail address* ¹ :	
<input type="checkbox"/> Please send invoices by e-mail attachment (PDF) to this e-mail address.	
VAT ID:	Registration number:

New user name (KIS-Login)

User name (KIS-Login)* ¹ :
<small>Letters and numbers only, no special characters, spaces or umlauts, at least 5 characters, at least one letter, no e-mail address</small>

Additional contact person (optional)

Type:	<input type="checkbox"/> Authorized signatory	<input type="checkbox"/> Standard	<input type="checkbox"/> Accounting	<input type="checkbox"/> Engineering
First/last name:				
Phone:				
E-mail address:				
<input type="checkbox"/> Please send invoices by e-mail attachment (PDF) to this e-mail address.				

For the master data change, the following person hereby signs with legally binding signature authority:

.....
Location, date	First/last name in block capitals		Signature/stamp

*¹ please note the general information on page 1

Additional contact persons (optional)

Type:	<input type="checkbox"/> Authorized signatory	<input type="checkbox"/> Standard	<input type="checkbox"/> Accounting	<input type="checkbox"/> Engineering
First/last name:			
Phone:			
E-mail address:			
<input type="checkbox"/> Please send invoices by e-mail attachment (PDF) to this e-mail address.				

Type:	<input type="checkbox"/> Authorized signatory	<input type="checkbox"/> Standard	<input type="checkbox"/> Accounting	<input type="checkbox"/> Engineering
First/last name:			
Phone:			
E-mail address:			
<input type="checkbox"/> Please send invoices by e-mail attachment (PDF) to this e-mail address.				

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First/last name:			
Phone:			
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First/last name:			
Phone:			
E-mail address:			
<input type="checkbox"/> Please send invoices by e-mail attachment (PDF) to this e-mail address.				