

## Master Data Change

Please complete this form in clearly legible script, sign it and send by post, fax (+49 221 99999 350) or as a scanned attachment (.pdf or .jpg file) by email to [vertrag@hosteurope.de](mailto:vertrag@hosteurope.de).

### Contractual Partner

Customer number*:	.....
First name/surname or company name*:	.....
Managing director/owner:	.....
Street/No.:	.....
Postcode/city:	..... Country: .....
Telephone:	..... Fax: .....
E-mail address*:	.....
Please send invoices by e-mail attachment (PDF) to this e-mail address.	
VAT-ID:	..... Commercial register number: .....

### New username (KIS-Login) - optional, only if so required

.....
Alphanumeric (no special characters, blanks or umlauts), minimum of five characters, at least one letter, do not use email addresses. If the selected user name has already been assigned, an alternative will be automatically assigned by Host Europe.

### Additional contact person (not required for private individuals)

First name/surname	.....
Telephone:	.....
E-mail address	.....
Please send invoices by e-mail attachment (PDF) to this e-mail address.	

Entries in the fields **customer number**, **first name/surname or company name** and **e-mail address** are **mandatory**. Please only complete the other fields if they are relevant to the change.

**Note:** If you wish to change your name or company name, please send us evidence of the name change (e.g. marriage certificate) or company name change (excerpt from the commercial register or companies register with old and new names). In the case of a change of contractual partner or change of the company name with a different registration number, please use the "Transfer of contract/acceptance of contract for an entire customer number" form.

The authorised signatory hereby authorises the legally binding <b>Master Data Change</b> :		
.....	.....	.....
Place, date	First name/surname in block capitals	Signature/stamp

\* Mandatory fields

