

TISAX

General Administration and Invoicing Form (A)



Purpose of this Form

With this form we collect information about:

- who is handling the TISAX registration process on your side and
- where we should send our invoice for applicable registration fees.

About This Form

- An asterisk * indicates that it is mandatory to provide this information.
- This form is part of a set of forms that are required for a registration process. A signature is only required on the "TISAX Registration Signature Form (E)". However, on that form you must actively mark that this form (TISAX General Administration and Invoicing Form) is part of the registration (see line E-02).
- This form expires after June 2017. If you fill out this form after June 2017, please go to www.enx.com/tisax or contact us at tisax@enx.com to obtain a current version of this form.

Help

If you have questions about this form in particular or the TISAX Registration in general, please don't hesitate to contact us at:

- tisax@enx.com or
- call +49 69 9866927-77

1. Registration Process Details

In this section we would like to know who in your company will handle questions regarding the administrative side of the TISAX registration process.

- A-01 **Type of Registration** * Which type of TISAX registration is this?
- A-02 Initial registration
This is your first registration in a TISAX context ever.
- A-03 Registration of an additional scope
You are already a registered TISAX participant. You want to register an additional scope.
- A-04 Registration of an additional sharing permission
You are already a registered TISAX participant. You want to share your assessment results with an additional trust partner.

A-05 **Main Administrative Registration Contact** *

This is the person that is typically filling out all forms. It is the administrative contact for us in case of questions regarding the registration form(s) (e.g. missing, incomplete or contradictory information). This contact is not necessarily signing the form(s).

- A-06 **Contact Number** * Please use a copy of the "Contact Form (X)" to provide the details of the main administrative registration contact.
Then please provide the "Contact Number" (from line X-01), "First Name" (from line X-08) and "Family Name" (from line X-09) below to link from here to the respective contact form.
Handling contact details this way allows you to re-use the same contact in several of our forms. If for example this contact will also be the invoice contact, you can use the same "contact number" in both cases.
Please use the following format:
<Contact Number> <First Name> <Family Name>
Example: 1 John Doe

A-07 **Additional Administrative Registration Contacts**

The main administrative registration contact (specified above, line A-05) is usually all we need. Should you prefer to have all emails sent by us in the context of this registration also to other persons, you can provide the details here. It is completely optional to provide additional administrative registration contacts.

A-08 **Contact Number(s) *** Please use copies of the "Contact Form (X)" to provide the details of additional invoicing contacts.
 Then please provide the "Contact Number" (from line X-01), "First Name" (from line X-08) and "Family Name" (from line X-09) below to link from here to the respective contact form.
 Please use the following format:
 <Contact Number> <First Name> <Family Name>; ...
 Example: 2 Jane Doe; 3 Richard Roe

Invoicing

In this section we would like to know where we should send the invoice for the registration fee (if applicable). More information about the registration fee is available in the "TISAX Price List" or on www.enx.com/tisax.

A-09 **Registration Fee Applicability Matrix**

This table shows in which case a registration fee is applicable. (based on your selection at line A-01)

	Type of registration	Fee applicable?
1	Initial registration	Yes
2	Registration of an additional scope	Yes
3	Registration of an additional trust partner	No

A-10 **Registration Fee Applicability Exceptions**

There are certain rare cases where the registration fee is waived. Please check if any apply and provide applicable discount codes.

A-11 Active member (or subsidiary of an active member) of ENX Association
 This means actual members of the association. A Registration for the ENX Network (including an ENX Network Registration Number) is not sufficient.

A-12 Other:

A-Please Note

- We can't accept individual purchasing terms.
- We can only process money transfers into the bank account specified on the invoice (no credit card payments).
- If you have additional questions regarding our invoicing, please contact tisax@enx.com.

A-14 **Invoice Routing (*)** Mandatory if registration fee applies.
 By default, we will send the registration fee invoice only by postal mail to the address specified below (line A-18).
 Here you can optionally select if you want to have the invoice sent by email to the following persons (several selections possible):

A-15 Please send the registration fee invoice to the email address of the *invoicing contact* (as provided at line A-22).

A-16 Please send the registration fee invoice to the email address(es) of the *additional invoicing contact(s)* (as provided at line A-24).

A-17 Please send the registration fee invoice by email to:

A-18 **Company ***
 This is the company that receives the invoice and pays the registration fee.

A-19 **Location Number *** Please use a copy of the "Address and Site Form (Y)" to provide the details of the company that should receive the invoice.
 Then please provide the "Location Number" (from line Y-01) and the "Company Name" (from line Y-03) below to link from here to the respective Address and Site Form.
 Please use the following format:
 <Location Number> <Company Name>
 Example: 1 ACME Ltd.

A-20 **VAT Number (*)** Mandatory if the company is located in the EU.
 We need this number for processing payments from the EU.
 Example: DE813277682

A-21 **Your Order Reference** If you need to see a specific order reference (purchase order number, etc.) on our invoice, you can provide one here.
 Example: 6659878889

A-22 **Main Invoicing Contact ***
 This person's name will be printed on our invoice as a reference. In case of payment delays, this person will receive payment reminders.

A-23 **Contact Number *** Please use a copy of the "Contact Form (X)" to provide the details of the main invoicing contact.
 Then please provide the "Contact Number" (from line X-01), "First Name" (from line X-08) and "Family Name" (from line X-09) below to link from here to the respective contact form.
 Please use the following format:
 <Contact Number> <First Name> <Family Name>
 Example: 1 John Doe

A-24 **Additional Invoicing Contacts**

The main invoicing contact (specified above, line A-22) is usually all we need. Should you prefer to have all invoicing-related emails sent by us in the context of this registration also to other persons, you can provide the details here. It is completely optional to provide additional invoicing contacts.

A-25 **Contact Number(s) ***

Please use copies of the "Contact Form (X)" to provide the details of additional invoicing contacts.

Then please provide the "Contact Number" (from line X-01), "First Name" (from line X-08) and "Family Name" (from line X-09) below to link from here to the respective contact form.

Please use the following format:

<Contact Number> <First Name> <Family Name>; ...

Example: 2 Jane Doe; 3 Richard Roe

A-26 **Comments**

Please add a comment, if:

- you think there's important information that does not fit into the form fields we provide.
- you would like to let us know about any other things.

Published By

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