

**Application
for certification with the GreenSign sustainability Office**

Applicant (same as billing address)	

Company / Operating company (encircle accordingly)	
_____	_____
Directing manager/contact person	Anzahl der Standorte
_____	_____
Street name and house	Postcode and city
_____	_____
Country	VAT No. (if EU foreign customer)
_____	_____
Phone number	E-Mail
_____	_____

Certification licence (validity annually per location)
<input type="checkbox"/> 1-10 EE _____ EUR 990,-- <input type="checkbox"/> 11-25 EE _____ EUR 1.190,-- <input type="checkbox"/> 26-50 EE _____ EUR 1.500,-- <input type="checkbox"/> 51-100 EE _____ EUR 3.000,-- <input type="checkbox"/> 101-250 EE _____ EUR 6.000,-- <input type="checkbox"/> 251-500 EE _____ EUR 9.000,-- <input type="checkbox"/> Ab 501 EE on request

Audit fee (once per validity)
EUR 1.950,-- One audit day per year for up to 100 employees

- Once the application is confirmed, GreenSign Institut issues the first annual invoice for the certification license.
- The certification period begins with the sending of the completed certification catalog/completion of the certification catalog online, but not later than six weeks after the application confirmation.
- At the end of the certification period, a new certification process begins if no written notice of termination was presented at least six months prior to the expiration of the existing certification term. The charges of the new certification process are based on the valid prices on the last possible termination date, which can be viewed at any time on greensign.de/lizenzen
- The certification catalog completed by the applicant is checked and evaluated by GreenSign Institut. The applicant receives a notice and the corresponding certificate based on the evaluation results and the certification level.
- Within twelve months after being awarded the certificate, GreenSign Institut checks the operation on site regarding the information provided in the certification catalog (audit). The applicant receives two appointment proposals. If neither of these two appointment proposals is accepted, the applicant has the obligation to contact GreenSign Institut within ten working days after receiving the appointment proposals to arrange an alternative date. If the applicant does not make an appointment with GreenSign Institut, he/she will be charged with a penalty equal to the audit fees. In this case, the use of the certificate is prohibited to the applicant until the audit. The charge of the licence fee is independent from this during the term of validity.
- Travel costs for the auditor, daily expenses, accomodation and transport costs are charged separately. The choice of transportation means remains reserved for the auditor. The 1st class applies in all types of trains. Driving with a private car is charged with EUR 0.70 per kilometer.
- All prices are subject to the statutory VAT (currently 19%).
- The terms and conditions of GreenSign Institut GmbH are valid.

GreenSign Institut GmbH

Date

Stamp and signature contracting party