



Company information

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| Name of the company | Phone number | Website |
| Directing manager/contact person | E-Mail | |
| Street name and house number | Postcode and city | Country |

Applicant (same as billing address)

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| Company / Operating company (encircle accordingly) | | |
| Street name and house number | Postcode and city | Country |
| Invoice Mail | VAT No. (if EU foreign customer) | |

Certification licence (validity annually per location)

- 1-10 EE EUR 990,-- p.a.
- 11-25 EE EUR 1.190,-- p.a.
- 26-50 EE EUR 1.500,-- p.a.
- 51-100 EE EUR 3.000,-- p.a.
- 101-250 EE EUR 6.000,-- p.a.
- 251-500 EE EUR 9.000,-- p.a.
- Ab 501 EE on request

Audit fee (once per validity)

EUR 1.950,--
One audit day per year for up to 100 employees

- By signing the order, the client commissions GreenSign to certify the GreenSign Office. The subject of the certification is the sustainability performance of the operation run by the client. All contract terms are defined by the following order conditions and the General Terms and Conditions of GreenSign Institut GmbH, which are also available at www.greensign.de/agb.
- The certification cycle begins with the issuance of the order, consisting of a self-evaluation through a GreenSign online tool (hereinafter referred to as the online tool), a preliminary certification assessment after self-evaluation, a subsequent audit, and the certification itself.
- The client will receive access to the online tool for the purpose of self-evaluation within 5 working days of placing the order. The client will be guided through the certification process using the online tool. After completing the self-evaluation by the client and submitting the data collected through self-evaluation, the client will receive a preliminary certification result.
- In order to issue the certificate, a verification of the self-evaluation through an audit is required. GreenSign will conduct this audit within three months after the completion of the self-evaluation process if the license fee for the first year has been paid. The audit process and related obligations are outlined in the attached General Terms and Conditions.
- The client or, as determined in the order, the operation managed by the client will receive a certificate and a sign for display if they meet the certification requirements. The certificate issued by GreenSign is protected by trademark law. The client has the right to use the certification for internal and external advertising, on business documents, and for other advertising purposes in their operation for 3 years from the beginning of the certification cycle, subject to payment of the agreed annual license fees. The right to use the certification is only valid for the assessed certification criteria and the assessed operations and/or operational components. This contract will automatically renew for an additional 3 years if not terminated in writing at least 6 months before the end of the respective term. With the renewal, a new certification cycle begins as described above. The fees and license fees for the new certification cycle will be based on the price list published by GreenSign on their website at the time of contract renewal.
- The license fee for the first year of the certificate to be issued becomes due and will be invoiced with the first annual invoice upon the transmission of access data for the online tool. The license fee is due for payment within 14 days after the invoice is sent and is not contingent on whether or when the client performs the self-evaluation. This also applies to subsequent license fees. GreenSign charges an audit fee for conducting the audit. In addition, travel expenses for the auditor to conduct the audit (subsistence allowances according to tax-deductible rates, accommodation, and travel expenses) will be charged. The choice of transportation is at the discretion of the auditor. For train travel, first class is applicable for all types of trains. When using a private car, a rate of 0.70 Euro per kilometer driven will be charged. If the client cancels a scheduled appointment, they are obligated to reimburse the travel expenses already incurred and non-refundable.
- If individual provisions of this contract are or become invalid or unenforceable either at the time of contract conclusion or thereafter, the validity of the contract as a whole remains unaffected. In place of the invalid or unenforceable provision, the valid and enforceable provision that comes closest to achieving the economic purpose that the parties intended with the invalid or unenforceable provision shall apply. The above provisions also apply in the event that the contract is found to be incomplete.

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| GreenSign Institut GmbH | Date | Stamp and signature contracting party |
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