## **Guide to form completion**



Please fill out the German-language form. Thank you!



## 1 Change of company name/legal form

- Please fill out this form completely. If you do not have access to a PC, tablet or smartphone, please write in clearly legible block capitals. Required fields are marked with \*.
- 3 Please send us a copy of the commercial register excerpt or the business re-registration document.
- 4 If it involves the takeover of a company with all rights and obligations and the entire vehicle fleet, please use the "Transfer of contract" form.
- 5 Customer data
- 6 Customer number
- 7 Company (with legal form) or name OLD
- 8 Company (with legal form) or name NEW
- 9 Register Court, Commercial register number
- 10 Please provide either a tax number or VAT ID
- 11 VAT reference
- 12 either
- 13 VAT Registration Number
- 14 Country code
- 15 For EU member countries:
- 16 For non-EU member countries:
- 17 NEW company address (complete only if this info has changed)
- 18 House number, street
- 19 PO Box
- 20 Postcode
- **21** City
- 22 Country
- 23 Contact person (surname, forename)
- 24 E-mail
- 25 Telephone

(please include country code and area code)

- 26 Invoice e-mail address
- 27 Services (to be filled out by the NEW company)
- 28 Toll statement

How would you like to receive the toll statement? (please select one option only)

- 29 In the customer portal
- 30 Please activate your web account in the customer portal so that you can retrieve the toll statement. Toll Collect GmbH will send a notification to your invoice e-mail address as soon as toll statements are made available in the customer portal.
- 31 by post
- 32 Itemised journey list How would you like to receive the itemised journey list? (please select one option only)
- 33 Please activate your web account in the customer portal so that you can retrieve the itemised journey list. Toll Collect GmbH will send a notification to your invoice e-mail address as soon as itemised journey lists are made available in the customer portal.
- **34** An itemised journey list cannot be sent by post if the toll statement has been made available in the customer portal.
- 35 Customer portal e-mail
  - For automated notifications if new documents have been made available to you in the customer portal.
- Payment method: If you also wish to change your current payment method attached to your customer number, please log in to the customer portal and change it under "your contract details".
- 37 I hereby confirm that all the information I have provided is accurate and complete.

Toll Collect will use your data exclusively for the purposes of processing your contract.

Taccept the general standard terms and conditions of Toll Collect GmbH. These are available online at www.toll-

collect.de/en/toll\_collect/AGB.html or can be requested from Toll Collect GmbH (calls from within Germany: 0800 222 2628, calls from outside Germany: 08000 222 2628 (free of charge, mobile network charges may vary)).

- \*\* free call, mobile phone charges may vary
- 38 Place, date

- 39 Signature, company stamp
- 40 Please send the form with an authorised signature and official company stamp by e-mail to service@toll-collect.de or by post to Toll Collect GmbH, Customer Service, Postfach 11 03 29, 10833 Berlin, Germany
- 99 \* Required field

