

### AirPlus Debit Account Belgium

#### Thank you for choosing AirPlus!

Your application data has been transmitted to us electronically. As part of the process you will receive the following documents in PDF sent to the e-mail address provided in the application:

- AirPlus Debit Account Contract
- AirPlus Debit Account Terms and Conditions
- SEPA mandate and
- a power of representation form, if applicable.

To enable us to process your agreement or card application, please provide us with the following documents:

- the original AirPlus Debit Account contract signed and with your company stamp affixed;
- the original SEPA mandate form signed and with your company stamp affixed;
- a current excerpt from a public register (no more than three months old);
- if applicable, a **power of attorney** if one of the signatories is not a legal representative or a member of the representative body; and
- if applicable, documents identifying the signatory
- if applicable, a chart of shareholdings.

Please sign the original SEPA direct debit mandate and mail it to the following address: AirPlus International, Evert van de Beekstraat 1-22, 1118 CL Schiphol, The Netherlands

Thank you in advance! We are looking forward to a successful co-operation!

#### **Printing**

Please print and complete the application and, if applicable, the power of representation. If you have any questions, please call us at +31 20 795 19 90

#### Completing

Please complete the application by enclosing the following documents:

- signed application form;
- · SEPA mandate form;
- excerpt from a public register;
- · authorization, if applicable; and
- documents identifying the signatory, if applicable.

#### Dispatch

Please send the **signed Contract incl. this cover page via e-mail** to the following address:

CorporateOnboarding@airplus .com

Should we require further information regarding your application, we will contact you.

To be filled by AirPlus / for internal use only:

 Contract Number
 Account Number
 ORG

 1 2 2 0 8 8 8 2
 1 2 2 0 8 8 8 2
 0 5 6

AM			ACCID			





## AirPlus Debit Account Contract Belgium

1 Company	Salutation
1. Company	☐ Mr.
Application type	☐ Mrs.
Application for new AirPlus Debit Account Contract	☐ Ms.
Application for additional AirPlus Debit Account	Name
AirPlus contract number	Phone
(mandatory for additional	E-mail
account requests) Consolidation number (to be	and Lufthansa AirPlus Servicekarten GmbH, Dornhofstraße 10, 63263
filled by AirPlus)	Neu-Isenburg, Germany ("AirPlus").
Group Contract Number (to	
be filled by AirPlus)	PREAMBLE
The following contract is concluded between:	The market for means of payment is shared by numerous competing products which can differ in their product design for the holder of the
Company's Name (as	means of payment and the accepting payee, and in the payee's terms
registered with the respective commercial register)	of acceptance. The targeted use of particular means of payment can
Company's Registration	result in a relative reduction in transaction costs for the holder of the means of payment, e.g. because the payee uses differentiated fees or
Number	reductions. The AirPlus Debit Account intends to offer an alternative
Street (P.O. Box not	means of payment enabling the holder of the means of payment to
accepted)	realize potential reductions in transaction costs by exploiting the payee's terms of acceptance.
Postcode	payee 3 terms of acceptance.
City	KEY TERMS
Country	PURPOSE OF THE CONTRACT
Registered Office Address (if different)	With the AirPlus Debit Account ("Account"), the Subscriber can pay
Postcode	without cash for services offered by Merchants. The Subscriber
City	irrevocably commissions and authorizes AirPlus to settle claims of the Merchants which the Subscriber incurs by using the Account. Vis-à-vis
Value added tax registration	AirPlus, the Subscriber irrevocably accepts every single payment
number (VAT Rea.No.)	process by presenting the Account or by stating the Account number to
(The "Subscriber" or "We")	the payee at the time of payment, either personally or through an authorized third party. The Subscriber shall reimburse AirPlus for all
	outstanding amounts which AirPlus either personally or through third
Subscriber's contact person for AirPlus:	parties renders upon assignment and authorization. The individual
Salutation	reimbursement claims of AirPlus will be specified in the respective current account statements. After opening of the Account, the
☐ Mr.	Subscriber shall be liable for all claims resulting from the use of the
	Account.
Name	2. Identification
Last Name	Information regarding identification
Phone	Identification of the signatories
	-
E-mail	First name
Fax	Last name
Different billing address (if requested):	Date of birth
Company's Name	Function of the signatory
Contact Person	☐ Member of the representative body or legal representative
Department	☐ Authorized representative
Street / P.O. Box	AirPlus will assign your authorized signatory, the acting person, a
	Personal ID (PID) as part of the identification process. This PID is
Postcode	allocated exclusively to this person as an individual and is only required once. It can be used for all business transactions with AirPlus (e.g.,
City	entering into a contract, applying for an account).
Contact person for financial matters:	Places opter vous PID hare:
	Please enter your PID here:

AM ACCID ACCID	AirPlus					
UAIP	INTERNATIONAL					
Person ID (PID)	la the consection and an extraordist to the discount					
Additional background information on the identification process and a detailed description can be found in the identification portal.	In the case of members of representative bodies or legal representatives acting on behalf of the contracting partner, the Official Gazette entry stipulating the powers of representation is required to be provided along with the contract documents.					
Please add the following documents/information:	The control of the co					
<ul> <li>A clear and readable screenshot of the KBO/BCE entry for your legal entity, showing the VAT number</li> </ul>	The power of attorney should include the name and full address of the company, the company letterhead or stamp, the first name and last name of the person authorized to act on behalf of the contracting					
<ul> <li>An Official Gazette extract mentioning each signatory, and stipulating that each person may engage the company towards 3rd parties</li> </ul>	partner, and the name and signature of the signatory with documented authority to act on behalf of the contracting partner.					
The list of all members of the Board of Directors	☐ No					
	If you do not have a power of attorney yet, you can use the following document:					
Power of Attorney:	Tourist "De conf Allone " 'n Mak Ondred					
The signatory has the required power of attorney to sign on behalf of the customer (power of attorney):	Template "Power of Attorney" in Web Contract					
	Authorizing person					
☐ Yes	First name					
Note: Please provide a copy of the power of attorney along with the contract documents (does not apply to partnerships).	Last name					
In the case of members of representative bodies or legal	Function of the signatory					
representatives acting on behalf of the contracting partner, the Official Gazette entry stipulating the powers of representation is required to be	Signatory no. 3					
provided along with the contract documents.	First name					
The power of attorney should include the name and full address of the	Last name					

Date of birth name of the person authorized to act on behalf of the contracting partner, and the name and signature of the signatory with documented Function of the signatory authority to act on behalf of the contracting partner. ☐ Member of the representative body or legal representative ☐ Authorized representative If you do not have a power of attorney yet, you can use the following Person ID (PID) Power of Attorney: Template "Power of Attorney" in Web Contract The signatory has the required power of attorney to sign on behalf of the customer (power of attorney): Authorizing person Note: Please provide a copy of the power of attorney along with the contract documents (does not apply to partnerships). Function of the signatory In the case of members of representative bodies or legal Other signatories (if any) representatives acting on behalf of the contracting partner, the Official Signatory no. 2 Gazette entry stipulating the powers of representation is required to be provided along with the contract documents. The power of attorney should include the name and full address of the company, the company letterhead or stamp, the first name and last name of the person authorized to act on behalf of the contracting Date of birth partner, and the name and signature of the signatory with documented authority to act on behalf of the contracting partner. Function of the signatory ☐ Member of the representative body or legal representative ☐ No ☐ Authorized representative If you do not have a power of attorney yet, you can use the following document: Person ID (PID) Template "Power of Attorney" in Web Contract Power of Attorney: The signatory has the required power of attorney to sign on behalf of Authorizing person the customer (power of attorney): First name ☐ Yes Last name Note: Please provide a copy of the power of attorney along with the

Function of the signatory

contract documents (does not apply to partnerships).

document:

First name

Last name

First name

Last name

A B 4						
I AM			IACCID			
,						





Signatory no. 4	Gazette entry stipulating the powers of representation is required to be provided along with the contract documents.
	provided along was the contract decamona.
First name	The power of attorney should include the name and full address of the
Last name	company, the company letterhead or stamp, the first name and last name of the person authorized to act on behalf of the contracting
Date of birth	partner, and the name and signature of the signatory with documented
Function of the signatory	authority to act on behalf of the contracting partner.
☐ Member of the representative body or legal representative	□ No
☐ Authorized representative	If you do not have a power of attorney yet, you can use the following
Person ID (PID)	document:
Power of Attorney:	Template "Power of Attorney" in Web Contract
The signatory has the required power of attorney to sign on behalf of the customer (power of attorney):	Authorizing person
	First name
☐ Yes	Last name
Note: Please provide a copy of the power of attorney along with the contract documents (does not apply to partnerships).	Function of the signatory
In the case of more born of representative hadice or level	More information on identification
In the case of members of representative bodies or legal representatives acting on behalf of the contracting partner, the Official Gazette entry stipulating the powers of representation is required to be	3. Beneficial Owner
provided along with the contract documents.	Information on the beneficial owner(s)
The power of attorney should include the name and full address of the company, the company letterhead or stamp, the first name and last	☐ We have enclosed an official and signed organizational chart including the ownership structure (not older than 3 months)
name of the person authorized to act on behalf of the contracting partner, and the name and signature of the signatory with documented	Please include an up-to-date (
authority to act on behalf of the contracting partner.	Special cases: Incorporated foundation/trust/subsidiary of a
□ No	trust & association, European and international institutions,
If you do not have a power of attorney yet, you can use the following	public corporations
document:	
Tamplete "Davier of Atternay" in Web Contract	Data of the beneficial owner(s)
Template "Power of Attorney" in Web Contract	Selection:
Authorizing person	☐ Provision of data relating to beneficial owner(s)
First name	Note: If the contracting partner or the beneficial owner of the
	contracting partner is a Politically Exposed Person (PEP), or a family member or known close associate of a PEP, the Financial
Last name	Due Diligence Form(s) must be completed and returned to us.
Function of the signatory	No. 1
Signatory no. 5	Description of the second of t
	Beneficial owner no. 1
First name	☐ Beneficial owner
Last name	☐ Fictitious beneficial owner
Date of birth	Nature of the control
Function of the signatory	Please indicate how the beneficial owner exercises control over the
☐ Member of the representative body or legal representative	contractual partner:
☐ Authorized representative	Type of awarahin
Person ID (PID)	Type of ownership
	☐ ownership or control of capital shares
Power of Attorney:	ownership or control of voting rights
The signatory has the required power of attorney to sign on behalf of the customer (power of attorney):	The type of control that the identified BO exercises over the contracting
Yes	partner
	(percentage of control or description of the means of the control):
Note: Please provide a copy of the power of attorney along with the contract documents (does not apply to partnerships).	are means of the control).
In the case of members of representative bodies or legal representatives acting on behalf of the contracting partner, the Official	

AM			ACCID			





Date of the control	Place of birth
The date on which the natural person identified as BO of the contracting	Nationality
partner became the BO.	Street (private address)
	Postcode (private address)
Salutation	City (private address)
☐ Mrs.	Country
☐ Mr.	No. 3
Last name	Desefficial commence 2
Alternate Name (if any)	Beneficial owner no. 3
Pseudonym (if any)	Beneficial owner
First name	☐ Fictitious beneficial owner
Other names (if any)	Nature of the control
Date of birth	Please indicate how the beneficial owner exercises control over the
Place of birth	contractual partner:
Nationality	Type of ownership
Street (private address)	ownership or control of capital shares
Postcode (private address)	ownership or control of voting rights
City (private address)	exerts similar control in any other way
Country	The type of control that the identified BO(s) exercises over the
No. 2	contracting partner
	(percentage of control or description of the means of the control):
Beneficial owner no. 2	
☐ Beneficial owner	
☐ Fictitious beneficial owner	Date of the control
Nature of the control	The date on which the natural person identified as BO of the contracting
Please indicate how the beneficial owner exercises control over the	partner became the BO.
contractual partner:	
Type of ownership	Salutation
ownership or control of capital shares	☐ Mrs.
ownership or control of voting rights	☐ Mr.
exerts similar control in any other way	Last name
The type of control that the identified BO exercises over the contracting	Alternate Name (if any)
partner	Pseudonym (if any)
(percentage of control or description of the means of the control):	First name
and mount of the control,	Other names (if any)
	Date of birth
Date of the control	Place of birth
The date on which the natural person identified as BO of the contracting	Nationality
partner became the BO.	Street (private address)
	Postcode (private address)
California	City (private address)
Salutation	Country
☐ Mrs.	No. 4
☐ Mr.	
Last name  Alternate Name (if any)	Beneficial owner no. 4
Alternate Name (if any)	☐ Beneficial owner
Pseudonym (if any)	☐ Fictitious beneficial owner
First name	Nature of the control
Other names (if any)	Please indicate how the beneficial owner exercises control over the
Date of birth	contractual partner:

AM ACCID		 			 		 
	AM			ACCID			





Type of ownership	Salutation
ownership or control of capital shares	☐ Mrs.
☐ ownership or control of voting rights	☐ Mr.
☐ exerts similar control in any other way	Last name
The type of control that the identified BO(s) exercises over the	Alternate Name (if any)
contracting partner	Pseudonym (if any)
(percentage of control or description of the means of the control):	First name
	Other names (if any)
	Date of birth
Date of the control	Place of birth
The date on which the natural person identified as BO of the contracting	Nationality
partner became the BO.	Street (private address)
	Postcode (private address)
Salutation	City (private address)
☐ Mrs.	Country
□ Mr.	No. 6
Last name	Beneficial owner no. 6
	☐ Beneficial owner
Alternate Name (if any) Pseudonym (if any)	☐ Fictitious beneficial owner
First name	
Other names (if any)	Nature of the control
Date of birth	Please indicate how the beneficial owner exercises control over the
Place of birth	contractual partner:
Nationality	Type of ownership
Street (private address)	<ul><li>ownership or control of capital shares</li></ul>
Postcode (private address)	ownership or control of voting rights
City (private address)	exerts similar control in any other way
Country	The type of control that the identified BO(s) exercises over the
No. 5	contracting partner (percentage of control or description of
	the means of the control):
Beneficial owner no. 5	
☐ Beneficial owner	
☐ Fictitious beneficial owner	Date of the control
Nature of the control	The date on which the natural person identified as BO of the contracting
Please indicate how the beneficial owner exercises control over the	partner became the BO.
contractual partner:	
Type of ownership	Salutation
ownership or control of capital shares	☐ Mrs.
ownership or control of voting rights	☐ Mr.
exerts similar control in any other way	Last name
The type of control that the identified BO(s) exercises over the	Alternate Name (if any)
contracting partner	Pseudonym (if any)
(percentage of control or description of the means of the control):	First name
	Other names (if any)
	Date of birth
Date of the control	Place of birth
The date on which the natural person identified as BO of the contracting	Nationality
partner became the BO.	Street (private address)
	Postcode (private address)

		_		_		_	_	_
AM			ACCID					





City (private address)	exerts similar control in any other way
Country	The type of control that the identified BO(s) exercises over the
No. 7	contracting partner (percentage of control or description of
Beneficial owner no. 7	the means of the control):
Beneficial owner	
☐ Fictitious beneficial owner	
T Totalog Schollod Switch	Date of the control
Nature of the control	The date on which the natural person identified as BO of the contracting
Please indicate how the beneficial owner exercises control over the contractual partner:	partner became the BO.
Type of ownership	Salutation
ownership or control of capital shares	☐ Mrs.
ownership or control of voting rights	☐ Mr.
exerts similar control in any other way	Last name
The type of control that the identified BO(s) exercises over the	Alternate Name (if any)
contracting partner (percentage of control or description of	Pseudonym (if any)
the means of the control):	First name
,	Other names (if any)
	Date of birth
Date of the control	Place of birth
The date on which the natural person identified as BO of the contracting	Nationality
partner became the BO.	Street (private address)
	Postcode (private address)
Salutation	City (private address)
☐ Mrs.	Country
☐ Mr.	No. 9
Last name	
Alternate Name (if any)	Beneficial owner no. 9
Pseudonym (if any)	☐ Beneficial owner
First name	☐ Fictitious beneficial owner
Other names (if any)	Nature of the control
Date of birth	Please indicate how the beneficial owner exercises control over the
Place of birth	contractual partner:
Nationality	Type of ownership
Street (private address)	ownership or control of capital shares
Postcode (private address)	ownership or control of voting rights
City (private address)	exerts similar control in any other way
Country	The type of control that the identified BO(s) exercises over the
No. 8	contracting partner
Beneficial owner no. 8	(percentage of control or description of the means of the control):
☐ Beneficial owner	
☐ Fictitious beneficial owner	
Nature of the control	Date of the control  The date on which the natural person identified as BO of the contracting
Please indicate how the beneficial owner exercises control over the contractual partner:	partner became the BO.
Type of ownership	Salutation
ownership or control of capital shares	☐ Mrs.
ownership or control of voting rights	☐ Mr.
	_ ····

AM			ACCID				
	$\overline{}$	$\overline{}$		-	$\overline{}$	 	$\overline{}$





Last name	The signatory hereby declares that the contracting partner is a company
Alternate Name (if any)	listed in an organized market pursuant to § 2 para. 11 of the Securities
Pseudonym (if any)	Trading Act of Germany (Wertpapierhandelsgesetz, WpHG) or is a majority owned subsidiary of such listed company pursuant to § 290
First name	para. 2 of the Commercial Code of Germany (Handelsgesetzbuch,
Other names (if any)	HGB) or is subject to transparency requirements with regard to voting
Date of birth	rights under European Community Law or equivalent international standards.
Place of birth	Furthermore, the signatory declares that there is no other natural
Nationality	person who is beneficial owner due to a relevant number of shares, voting rights or due to other exercise of control.
Street (private address)	voting rights of due to other exercise of control.
Postcode (private address)	Stock exchange:
City (private address)	
Country	4. Bank Details and Accounting
No. 10	N/A: pdfPayment
	IBAN
Beneficial owner no. 10	
Beneficial owner	SWIFT / BIC
Fictitious beneficial owner	Name of the Bank
Nature of the control	Bank Address
Please indicate how the beneficial owner exercises control over the	Contact Person at the Bank
contractual partner:	Phone
The office will be	Fax
Type of ownership	E-mail
☐ ownership or control of capital shares	BANK ENQUIRY / CREDITWORTHINESS CHECK
ownership or control of voting rights	By its signature, the Subscriber irrevocably authorizes the financial
The type of control that the identified BO(s) exercises over the contracting partner	institute named above under "Bank Account" to provide AirPlus with any information necessary to establish the creditworthiness required for the issue and use of the AirPlus Debit Account(s) ordered.
(percentage of control or description of the means of the control):	5. Account Turnover
	Potential account turnover
Data of the control	Planned Booking Start Date
Date of the control	6 Travel Agency
The date on which the natural person identified as BO of the contracting partner became the BO.	<ul> <li>6. Travel Agency</li> <li>☐ We authorize the following travel agency to use the AirPlus Company Account</li> </ul>
Salutation	Authorized Travel Agency for this AirPlus Debit Account:
☐ Mrs.	Travel Agency Name
□ Mr.	IATA number
Last name	
Alternate Name (if any)	Street / P.O. Box
Pseudonym (if any)	Postcode
First name	Country
Other names (if any)	Country
Date of birth	Contact person at Travel Agency for AirPlus:
Place of birth	Salutation
	☐ Mr.
Nationality Street (private address)	☐ Mrs.
Street (private address)	
Postcode (private address)	Name
City (private address)	Phone
Country	Fax
Listed companies or their majority owned subsidiaries are exempted of the mandatory disclosure with the following declaration:	E-mail

I AM			IACCID			
,			. 10 0.2			





Transfer of Account No.	Will subtotals be required on invoices containing additional data?
☐ We authorise AirPlus to share the Account Number with the Travel	□ No
Agency (mandatory)	☐ Yes, at these places:
7. Additional Features	
Welcome letter	9. Online Services
Company's	
name (your reference for	It is deemed agreed that communication between AirPlus and the Subscriber within the scope of this contractual relationship can also take
allocating the welcome	place electronically via the internet, in particular by e-mail to the e-mail
letter;	address provided by the Subscriber. AirPlus shall provide statements
21 characters max.)	and records of individual transactions to the Subscriber in PDF for downloading from the AirPlus Business Travel Portal at
Additional information (e.g.	www.airplus.comlf and when AirPlus has been provided with a correct
Travel Management, branch;	e-mail address, AirPlus shall notify the Subscriber by e-mail when a new statement becomes available. The Subscriber undertakes to
	retrieve all new statements promptly after receipt of such e-mail
20 characters max.)	notification. Statements and information on amounts invoiced shall be
Insurance	available online in the AirPlus Business Travel Portal for a period of 12 months following the first notification. No statements shall be sent to the
AirPlus Travel Insurance	Subscriber by regular mail.
Do you wish the insurance coverage "AirPlus Travel Insurance" for this	First Name
AirPlus Debit Account?	Last Name
(Prices are exclusive VAT, if applicable)	Email
Yes, maximum coverage 600.000 EUR.  Annual Account fee: 200 EUR	Where the Subscriber wishes to have his or her statements sent to a third party's postal or e-mail address or to have a third party retrieve the
You can download the insurance confirmation of the insurer from the	statements from the AirPlus Business Travel Portal (and, where
AirPlus Business Travel Portal.	applicable, to have the e-mail notifications sent to this third-party's e-
	mail address), the Subscriber hereby authorizes such third party to accept statements from AirPlus.
8. Statement Layout	assopt statements in our rain las.
Settlement with additional data	AirPlus Business Travel Portal
☐ Employee number (PK)	Portal access
☐ Cost centre (KS)	П
Accounting unit (AE)	LOGIN Name
☐ Departure date (BD)	Portal-Administrator: following fields must be completed for newly
☐ Project number (PR)	requested access to the Portal:
☐ Destination (RZ)	0.1.4.5
	Salutation
Department number (DS)	☐ Mrs.
☐ Order number (AU)	☐ Mr.
☐ Internal account (IK)	First Name
Please provide your existing AirPlus Debit Account	Last Name
Number if requesting an	E-mail
additional account with	The Subscriber hereby agrees to the Terms and Conditions for the
identical additional data fields (DBIs). The agreed fees for	AirPlus Business Travel Portal, which can be accessed and printed out via www.airplus.com/TC/WW-en
setting up the additional data	They can be submitted to you as a hard copy, if required.
will be charged:	
Settlement construction	10. Electronic Data Interchange (EDI)
	With the Electronic Data Interchange Service AirPlus offers you a very
Statement to be sorted by the following criterion:	simple way to receive your statements data electronically. Furthermore,
☐ By purchase date	it supports a variety of data formats and transmission channels from which you can select according to your individual needs.
□ By name	
☐ By additional data field	You can activate the transfer of CSV data (Excel format) directly via the following check box:
Do you require a TAF (transaction fee) allocation to the ticket?	CSV (Excel-Format)
☐ Yes	

AM				AC	CID								AirPlus						
U <sub>4</sub>	X	TF											INTERNATIONAL						
☐ We herewith confirm that we have read and accepted the above mentioned preconditions for continuing and want to receive our statements electronically in addition to the PDF format.							uing a	nd war	nt to r	recei			Please charge us for the fee specified above on our AirPlus Compa Account with the following number (the debit will be made with one the next statements):						
				cation									Account Number:						
☐ New setup ☐ Modification  EDI-Partner No.													If the above field for the AirPlus Company Account number is left in blank, you order the "AirPlus Green Reports" for this AirPlus Company Account contract and the issued AirPlus Company Account will be charged.						
11.0	Clin	nate	-frie	ndly									Liability						
Do you want to order the AirPlus Green Reports?  Yes, we order once and binding the AirPlus Green Reports									en R	Repoi	rts		Inasmuch as lawfully admissible, AirPlus is neither liable if the report is not appropriate for the Subscriber followed purpose nor for damages which occur in using the report or for missing suitability of the						
□ No, we do not want to use this service  We order once and binding the AirPlus Green Reports for the belowmentioned AirPlus Company Account number from Lufthansa AirPlus Servicekarten GmbH:													Subscriber followed purpose. This is also applicable if the Subscriber was adverted from AirPlus to such purpose or possibility of the occurrence of damage.						
AirPlu	us Co	ompa		count									12. Entry into Force						
number: For the following reporting period (12 months max.):								,					The Subscriber shall make a binding offer to AirPlus for the execution of a Contract by transmitting to AirPlus the completed and signed						
Start date: End date:													application and upon the receipt of the same by AirPlus. The Contract shall come into effect as soon as AirPlus submitted the Account in the form of a card or the Account number to the Subscriber.						
Please note that a reporting can only take place once the AirPlus Company Account has been used as a method of payment.									ce the	e Air			Further agreements						
For t					ed repo	orting	perio	d we	orde	er the	e AirPlus								
Repo	orts Fl 3 40 3 1.0	light: 00 EU	(Price IR on EUR o	es are contr on mul	exclus exclus act leve tiple na tiple int	ive VA el ational	AT, if a	ipplica	ble) el		us Green								
Fee '	for th	he Ai	rPlus	s Gre	en Rep	oorts													
incon	siste	ncy,	shall	prevai	l over t	he "Ai	rPlus	Debit A	Acco	unt C	General Te	erms an	rms, which are to be read in conjunction with, and in the case of d Conditions" (as at: January 2018), each of which We have the AirPlus Business Travel Portal (if chosen).						
Sub	ubscriber											Lu	Lufthansa AirPlus Servicekarten GmbH						
X								S	TA (mar			X							
Stamp	Subs	criber	and le	gally bir	nding sig	nature(	s) - maı	ndatory	1			Lega	ally binding signature(s)						
Name and title of signatory in printed letters - mandatory							andator	y				Date	9						

Date

Street/Postcode/City signatory - mandatory

#### AirPlus Debit Account: General Terms and Conditions Belgium

As at: January 2018

# AirPlus

#### 1. Definitions

In these General Terms and Conditions, the following terms shall have the following meaning:

- "AirPlus" shall mean Lufthansa AirPlus Servicekarten GmbH, Domhofstr. 10, 63263
   Neu-Isenburg, Germany, the issuer of the AirPlus Debit Account,
- "Account" shall mean the AirPlus Debit Account provided by AirPlus,
- "Subscriber" shall mean the party to whom AirPlus has issued an Account,
- "Merchant" shall mean the company that accepts payments via the Account,
- "AirPlus Debit Account Agreement" or "Agreement" shall mean this agreement regarding the Account entered into by and between AirPlus und the Subscriber,
- "AirPlus Online Service" shall include, but not be limited to, the AirPlus Business Travel Portal and the AirPlus Information Manager (if requested by the Subscriber),
- "A.I.D.A." shall mean AirPlus A.I.D.A. Virtual Cards, a feature for registered users of the AirPlus Business Travel Portal which is used to generate a virtual Mastercard number for payments from Merchants who do not accept the AirPlus Debit Account.

#### 2. Provision of Accounts

Upon receipt of the application completed by the Subscriber, AirPlus shall provide an Account to the Subscriber and shall link such Account to the address stated on the application. AirPlus reserves the right to decline applications for any reason whatsoever.

#### 3. Use of Accounts

The Subscriber shall use the Account to pay for services (as defined in the Agreement) which were provided by AirPlus and/or the respective Merchants and which the Subscriber used. Private use of the Account shall be expressly prohibited. The Subscriber commissions and authorizes AirPlus irrevocably to settle Merchants' receivables incurred by the Subscriber as a result of the Subscriber's use of the Account. The Subscriber irrevocably accepts each individual payment transaction vis-à-vis AirPlus by presenting or causing a third party to present the Account or providing or causing a third party to provide the Account number to the respective payee at the time of payment. The Subscriber shall reimburse AirPlus for all amounts outstanding which AirPlus has settled based on the Subscriber's commissioning and authorization of AirPlus to settle or has caused to be settled by third parties. AirPlus shall itemize on its current statements the receivables to be reimbursed. If the Account is deposited with a Merchant or travel agency, the Subscriber shall provide AirPlus with the name and address of such company.

The following restrictions also shall apply to payment orders:

- the credit limit may not be exceeded,
- the Account must not be blocked, and
- no important reason may exist that entitles AirPlus to extraordinary termination as set forth under Section "Commencement and Termination of the Agreement" below.

AirPlus shall be entitled to block an Account if and when justified to do so due to factual reasons relating to the security of the Account or in the event of suspected unauthorized or fraudulent use of the Account or if there is a significantly increased risk of the Subscriber being unable to meet the Subscriber's payment obligations. AirPlus may also block an Account if and when AirPlus is authorized to terminate the Agreement for an important reason or if an Account number has been changed.

#### 4. Responsibility for the Account

After the Account has been issued, the Subscriber shall be liable for each and every receivable resulting from the use of the Account. The Subscriber shall make all efforts required and reasonable to protect the Account against misuse ("Due Diligence Obligations"). If and when the Subscriber gains knowledge that an Account has been lost, stolen, or otherwise has gone missing or an Account has been or is being used by an unauthorized person, the Subscriber shall inform AirPlus without undue delay ("Loss Report"). The Subscriber also shall notify AirPlus without undue delay of any errors on statements issued by AirPlus and/or of any other errors made by AirPlus

If an unauthorized payment transaction results from the fraudulent use of a lost, stolen or otherwise missing Account number, AirPlus shall be entitled to request reimbursement of up to EUR 50 from the Subscriber to compensate in whole or in part for the damages incurred. The Subscriber shall not be liable if and when the Subscriber could not have been aware of such loss or theft of the Account number or of the Account number having gone missing or of such other unauthorized use of the Account before such unauthorized payment transaction was made or if the loss of the Account was caused by an AirPlus staff member, agent, or affiliate or by any other party to which AirPlus' activities have been outsourced.

The Subscriber shall not be liable to reimburse AirPlus for any damages incurred if and when the Account was used after a Loss Report was filed. Also, the Subscriber shall not be liable to reimburse AirPlus for any damages incurred if and when AirPlus fails to meet its obligations under § 675m para. 1 no. 3 of the BGB (Bürgerliches Gesetzbuch, Civil Code of Germany). This provision shall not apply if the Subscriber has acted with fraudulent intent.

The Subscriber shall be liable to reimburse AirPlus for any and all damages incurred if and when the Subscriber has acted with fraudulent intent or has caused the damages intentionally or by the gross neglect of any of the Subscriber's Due Diligence Obligations or any of the agreed-upon terms for the issuance and use of the Account.

In the event of unauthorized use of an Account, the parties shall provide each other with any and all information required to collect receivables and/or to close the Account. The Subscriber shall refrain from using the Account as soon as the Subscriber no longer is authorized to use the Account issued under these General Terms and Conditions. In particular, the Subscriber shall no longer be authorized to use the Account after it has been declared invalid or has been changed.

If the Subscriber fails to fully settle a statement by the agreed-upon payment deadline, AirPlus shall be entitled to demand a EUR 2.50 dunning fee as well as reimbursement of the damages caused by the delay and in any case at least the statutory interest in arrears, the rate of which currently is 5 (five) points above the basic interest rate. The Subscriber's right to prove that lesser damages or lower dunning fees have been incurred shall remain unaffected. Interest in arrears shall be calculated using the German commercial interest method (30/360 method).

AirPlus shall be entitled to block all of the Subscriber's Accounts for the duration of the delay to the extent a significantly increased risk exists that the Subscriber will not be able to meet the Subscriber's payment obligations.

#### 5. Use of the AirPlus Online Service

The Subscriber has access to the AirPlus Online Service. The Subscriber undertakes to keep the Subscriber's user name and password confidential. The Subscriber hereby agrees to the General Terms and Conditions applicable to the AirPlus Business Travel Portal which can be accessed and printed out at www.airplus.com/TC/WW-en or, if required, can be provided by other means.

#### 6. Use of AirPlus A.I.D.A. Virtual Cards

Together with the AirPlus Debit Account, AirPlus provides registered users of the AirPlus Business Travel Portal with the A.I.D.A. feature. If the AirPlus Debit Account is not accepted as form of payment, the Subscriber can generate a virtual Mastercard number using the A.I.D.A. software/AirPlus Business Travel Portal. This Mastercard number shall be linked with the AirPlus Debit Account in the background and transactions made with this number shall be settled through the Account. If the virtual Mastercard number is used abroad, a 2.5 % fee shall be charged. No fee for use abroad shall be charged for any transactions from and to a state within the European Economic Area which are made in EUR or in a local currency of a member state which according to Article 14 of the Bank Transfer Regulation has notified its decision to extend the Bank Transfer Regulation to its local currency. These fees shall be invoiced together with the amount of the payment transaction.

#### 7. Counterclaims, Offset, No Assignment

AirPlus shall not be liable for any non-acceptance of the Account for whatever reason by a Merchant or any other party authorized to accept the Account. The Subscriber shall not withhold payment of any amounts invoiced by AirPlus as a result of any dispute between the Subscriber and a Merchant or any other party authorized to accept the Account or of any claim the Subscriber may have against AirPlus or any Merchant. This provision shall not apply if AirPlus comes to the conclusion that no factual or legal reason exists for the Merchant's claims. Disputes as referred to herein shall include, but shall not be limited to, those arising from the Subscriber's assertion of claims due to poor service or non-performance of service or failures on the side of the Merchant, or other objections by the Subscriber against a Merchant or any other party authorized to accept the Account. The Subscriber shall not be entitled to offset any receivables with counterclaims vis-à-vis AirPlus or a Merchant unless such counterclaim has been acknowledged by AirPlus or has been determined in a final manner in a court of law. The Subscriber shall not be entitled to assert any rights of retention or to assign to third parties any claims the Subscriber may have against AirPlus.

#### 8. Creation and Reinforcement of Collateral

AirPlus may demand creation of banking collateral for all claims, including conditional claims, arising from the business relationship with the Subscriber. AirPlus shall be entitled to demand creation or reinforcement of collateral at a later time even if AirPlus first fully or partially refrained from requesting such creation or reinforcement. However, such demand shall be conditional upon the occurrence or knowledge of circumstances which justify an increased risk assessment of the claims against the Subscriber including, but not limited to, if the Subscriber's financial situation deteriorates or is under threat of deterioration or the value of existing collateral has deteriorated or is under threat of deterioration. AirPlus shall be entitled to block any Accounts issued to the Subscriber until collateral has been created or reinforced. AirPlus shall not be entitled to demand collateral if it has been expressly agreed that the Subscriber must not create collateral or must create collateral in individual cases only. AirPlus shall grant to the Subscriber a reasonable period for the creation or reinforcement of collateral. AirPlus shall notify the Subscriber in advance of its intention to assert its right to terminate the Agreement without notice if the Subscriber fails to comply with the Subscriber's obligation to create or reinforce collateral in a timely manner.

#### 9. Additional Data

If in addition to the standard data the Subscriber wishes to obtain company-specific data from AirPlus, the Subscriber shall enter into a service agreement in this regard with each Merchant or with the travel agency it uses. Should any additional data or parts thereof not be included in a statement, the Subscriber shall not be entitled to withhold payment of all or part of the amount invoiced. AirPlus shall not be obligated to amend any statements issued.

#### 10. Fee

The amount of fees payable shall be set forth in the Agreement. Unless agreed upon otherwise, the fee shall be charged to the Subscriber in advance once a year. Services which are not provided for in the Agreement but which are provided by AirPlus at the Subscriber's request shall be invoiced separately. The fees shall not be refundable.

#### 11. Invoicing

All transactions shall be invoiced in EUR even if such transactions are made in other currencies. Transactions made in currencies of non-member states of the European Monetary Union shall be converted to EUR based on a conversion rate ("Reference

Page 1 of 2 DA BE T&C EN 01/18

#### AirPlus Debit Account: General Terms and Conditions Belgium

As at: January 2018



Exchange Rate") which is based on the exchange rates published by one or more major German banks or on the exchange rates published by Mastercard International Incorporated or Visa Inc. on the banking day preceding the date of booking. The Reference Exchange Rate is determined by AirPlus every banking day and is published in the AirPlus Business Travel Portal. Changes to the Reference Exchange Rate agreed upon herein shall come into effect immediately and without prior notification.

#### 12. SEPA Direct Debit Mandate

If payment through a SEPA direct debit mandate has been agreed upon and the Subscriber has granted or grants AirPlus such mandate, the following terms shall apply: Typically, AirPlus shall notify the Subscriber of an upcoming direct debit at the same time AirPlus sends the Subscriber the relevant statement (or using any other notification method which has been agreed upon with the Subscriber) no later than 1 (one) calendar day prior to the direct debit of the respective amount ("Prenotification").

Amounts debited may deviate from the amounts detailed on the pertinent statement, account balance or Prenotification if the Subscriber received any credit notes in the period between the issuance of the statement or account balance or the provision of the Prenotification and the payment deadline or if any transactions were cancelled in said period.

Amounts debited also may deviate from the amounts detailed on the pertinent statement, account balance or Prenotification if the SEPA direct debit mandate issued to AirPlus by the Subscriber is an umbrella mandate applicable to more than one agreement and if AirPlus has agreed to issue to the Subscriber a separate statement or account balance for every agreement and, accordingly, a separate Prenotification, and the amounts owing have the same maturity date. In this case, the total amount, that is, the sum of all statements and account balances issued, shall be collected on the maturity date.

The Subscriber shall ensure that the bank account indicated on the SEPA direct debit mandate contains sufficient funds such that all amounts due to AirPlus can be direct debited by AirPlus. This obligation shall apply whether or not the Subscriber was provided with a Prenotification in due time or at all.

#### 13. Data Processing

The parties undertake to comply with the applicable regulations regarding data protection. The Subscriber warrants vis-à-vis AirPlus that the Subscriber's company has a reasonably concrete travel policy in place, that such policy is known to the Subscriber's employees, that the Subscriber has ensured and will continue to ensure that the Subscriber's employees are aware or can become aware that in specific booking situations they may infringe upon the travel policy, and that the Subscriber's employees and their representatives have been informed that AirPlus provides comprehensive data to enable the Subscriber to control compliance with the Subscriber's travel policy.

To the extent AirPlus collects and processes personal data on its own behalf, such collection and processing will be limited to the extent required and will be subject to AirPlus' privacy statement, a copy of which will be provided to the Subscriber. The Subscriber pledges to make AirPlus' privacy statement known to the Subscriber's staff members without undue delay upon receipt.

#### 14. Duty to Inform

The Subscriber shall inform AirPlus in writing without undue delay of any and all relevant changes including, but not limited to, the Subscriber's bank information and addresses. The Subscriber undertakes to provide AirPlus with an excerpt from the trade register if changes have been entered into such register (e.g., change of the company's name, reorganization) without being requested to do so and without undue delay, or at any time at AirPlus' request. In the event of material changes to the Subscriber's bank information, the Subscriber shall provide AirPlus without undue delay with a completed SEPA mandate, provided payment via SEPA direct debit mandate has been agreed upon.

#### 15. Commencement and Termination of the Agreement

The Subscriber makes a binding offer to AirPlus for the execution of a framework contract on payment services by transmitting to AirPlus the completed and signed application and upon receipt thereof by AirPlus. The framework contract on payment services shall come into effect as soon as AirPlus has submitted the Account number to the Subscriber.

The Agreement can be terminated at any time by either party with 30-days' notice. Termination can be limited to individual Accounts. A termination initiated by the Subscriber shall come into effect upon the blocking of the Account affected by such termination. The Agreement can be terminated for an important reason at any time. Important reasons shall include, but not be limited to, the following:

a) the Subscriber is found to have provided incorrect information on the application or at a later date culpably fails to meet the Subscriber's duty to inform under the Agreement; b) the Subscriber fails to meet the Subscriber's payment or other obligations under the Agreement; c) AirPlus gains knowledge that the Subscriber's financial situation has deteriorated significantly or is under threat of deteriorating significantly; d) the Subscriber fails to meet the Subscriber's obligations to create or reinforce collateral as set forth under Section "Creation and Reinforcement of Collateral" above or fails to comply with any other previous agreements within the reasonable period defined by AirPlus; e) the Subscriber requests suspension of payment and such request has been granted; f) the Subscriber closes or liquidates the Subscriber's business or takes action in this regard; g) any collateral ceases to apply; h) the Subscriber culpably and sustainably fails to comply with the Subscriber's duties regarding anti-money laundering, for example, culpably and sustainably fails to furnish proof or provide information; or i) the Subscriber relocates the Subscriber's registered office or bank account to another country. Any termination shall be required in writing. After termination of the Agreement, all receivables owed to AirPlus

by the Subscriber shall become due immediately. After termination of the Agreement, AirPlus shall remit any credit balance to the Subscriber.

#### 16. Changes to the Agreement

AirPlus shall inform the Subscriber in text format of any and all changes or amendments to these General Terms and Conditions. The Subscriber shall be deemed to have accepted such changes or amendments if the Subscriber does not object in writing within 30 days. Along with the communication of changes or amendments, AirPlus shall inform the Subscriber separately of such consequences. In all other cases, the parties shall agree on any and all individual changes or amendments to these General Terms and Conditions which are not subject to § 675k para. 1 of the BGB in writing only. All changes and/or amendments shall be identified as such and shall be signed by both parties.

#### 17. Agents, Assignment of the Agreement

AirPlus shall be entitled to use agents to meet any of its obligations under the Agreement. The Subscriber consents to AirPlus providing information received from the Subscriber for risk assessment purposes (e.g. annual financial statements) to third parties, for example, to commercial credit insurance companies. Furthermore, AirPlus shall be entitled to assign its rights and obligations under the Agreement to third parties at any time. The Subscriber hereby declares consent to such assignment.

#### 18. Payment Services, Limitation of Liability

Private use of the Account shall be expressly prohibited. The following provisions shall be waived to the extent legally admissible, that is, if the Subscriber is not a consumer pursuant to  $\S$  13 of the BGB:  $\S$  675d paras. 1 through 5,  $\S$  675f para 5 p. 2,  $\S$  675g, 675h, 675j para. 2,  $\S$  675v paras. 2, 4 and 5,  $\S$  675w through 675y, and  $\S$  676 of the BGB

Any claims and/or objections the Subscriber may have against AirPlus under §§ 675u through 676c of the BGB (to the extent said provisions are not waived by these General Terms and Conditions) shall be excluded to the extent legally admissible, that is, if the Subscriber is not a consumer pursuant to § 13 of the BGB, if and when the Subscriber has not notified AirPlus within 6 (six) weeks after the date a charge for an unauthorized or incorrect payment was made. AirPlus' liability for damages incurred because a payment order is not executed or is executed incorrectly or too late shall be limited to EUR 12,500 provided such damages are not covered by § 675y of the BGB. This provision shall not apply in the case of intent and/or gross negligence or to interest damage or risk assumed expressly by AirPlus.

#### 19. Severability Clause

Should any provision of these General Terms and Conditions or of any other agreement be or become invalid or unenforceable in whole or in part, the validity and enforceability of the remainder of the provisions of these General Terms and Conditions and of such other agreements shall remain unaffected. The parties shall replace any invalid provision with a valid provision that comes as close as possible to the economic effect intended by the parties. The same shall apply to the filling of gaps.

#### 20. Applicable Law, Jurisdiction

The Agreement shall be subject to the substantive law of Germany. The venue shall be Darmstadt if AirPlus is the defendant and shall be Darmstadt or any of the Subscriber's venues if the Subscriber is the defendant.

Page 2 of 2 DA BE T&C EN 01/18