

# Sales Contract Transfer Request Form

Customer ("You") with Customer number \_\_\_\_\_ has entered into a Sales Contract with Leaseweb Hong Kong LTD. ("Leaseweb" or "We") and We understand that You wish to request for the transfer all (or a selection) of the Services rendered by Leaseweb as shown in this Sales Contract Transfer Request Form ("Requested Transfer Services") to the New Customer. Please find below a Sales Contract Transfer Request Form. Please fill it out completely and send it to Leaseweb. This Sales Contract Transfer Request Form is an application form. For a Contract transfer the consent of Leaseweb is required. Only in case Leaseweb has sent You a confirmation email to confirm the transfer of the Requested Transferred Services (the "Transfer Date"), it means that the transfer is accepted by Leaseweb.

Please follow the instructions below:

## Existing Customer

Business name		
Leaseweb Customer number		
Visiting address		
VAT registration number		
Business registration number		
Market Segmentation		
Website URL		
Authorised signatory this is the representative with power to sign a Contract and to commit the company to a binding Contract, which is publicly available e.g. company registry. <i>*Please use a generic email address for purpose of avoiding risk of personal data use whereby Leaseweb pursues privacy by default.</i>	First names in full	
	Last name	
	Business email address	
	Business telephone number	
	Business mobile number	

## New Customer

Business name		
Leaseweb Customer number leave blank if this is a new Customer		
VAT registration number		
Business registration number		
Market Segmentation		
Website URL		
Authorised signatory this is the representative with power to sign a Contract and to commit the company to a binding Contract, which is publicly available e.g. company registry. <i>*Please use a generic email address for purpose of avoiding risk of personal data use whereby Leaseweb pursues privacy by default.</i>	First names in full	
	Last name	
	Business email address	
	Business telephone number	
	Business mobile number	

## New Customer

### Visiting address

Address	
Zipcode	
City	
Country	

### Postal address

Address	
Zipcode	
City	
Country	

### Billing address

Address	
Zipcode	
City	
Country	

Primary contact person (if not the same as authorized signatory)	First names in full	
	Last name	
	Business email address	
	Business telephone number	
Technical department contact	Business mobile number	
	Business email address	
Financial department contact	Business telephone number	
	Business email address	
	Business telephone number	

## Requested Transfer Services:

### All Services:

YES, requested transfer for all Services

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NO, requested transfer for the following Services:

**Requested Transfer Services (specify Service(s) ID's):**

The Service ID can be found in the Customer Portal

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Please attach a separate overview signed by both parties if more space is required

**Reason for Requested Transfer of Services above:**

- Sale of Business including the Requested Transfer of Services based on a Purchase Asset agreement including existing supplier contracts, please add and provide such contracts for proof.
- Other, namely \_\_\_\_\_

**Leaseweb only accepts Sales Contract Transfer Request once per calendar year, unless Customer provides specific circumstances for exemption that you need to proof to Leaseweb case by case.**

**Terms and conditions:****1. ASSIGNMENT AND TRANSFER; SUBJECT TO APPROVAL**

**1.1.** Under the conditions precedent that (i) Leaseweb grants its written consent and cooperation by means of its email confirmation; and (ii) Existing Customer has paid all sums that are due and payable by Customer to Leaseweb, Existing Customer herewith assigns and Leaseweb agrees to the transfer to New Customer, and New Customer herewith accepts from Existing Customer, the Requested Transfer Services and all of Existing Customer's rights and obligations towards Leaseweb under the Sales Contract, with effect from the Transfer Date.

**2. APPLICABLE CONTRACT DOCUMENTATIONS**

**2.1.** New Customer is aware that Leaseweb applies B2B Sales Terms and Conditions, which B2B Sales Terms and Conditions include provisions to ensure compliance with the General Data Protection Regulation, and Acceptable Use Policies with respect to the use of its Services and that such are applicable to – and part of - the Requested Transfer Services. New Customer is further aware that the scope and nature of the services offered by Leaseweb are set forth in the Services Specifications, that the performance parameters or service levels with respect to the services offered by Leaseweb are set forth in the Support and Service Levels; and that such are applicable to -and part of- the Requested Transfer Services.

**2.2.** Existing Customer and New Customer hereby assume and agree that as from the Transfer Date the Sales Terms and Conditions, the Policies, Services Specifications, Support and Service Levels and the applicable privacy statement have been made available electronically and are published at <https://www.leaseweb.com/legal>.

**3. LIABILITY**

**3.1.** Existing Customer will remain liable for payments before Transfer Date as well as for payments after Transfer Date in the event the New Customer does not fulfill its payment obligation for the Transferred Services.

**3.2.** After Transfer Date, New Customer will be liable for the payments of all the Requested Transfer Services.

**4. NON-ASSIGNMENT**

**4.1.** If any Special Conditions as special contract rights were mutually agreed upon between Leaseweb and the Existing Customer, these Special Conditions are not eligible for any assignment. As a result, these Special Conditions will not be assigned or transferred to New Customer and the New Customer is not entitled to any Special Conditions that were agreed with the Existing Customer.

4.2. After Transfer Date, these Special Conditions will no longer apply and will not make part of the Transferred Sales Contract.

**Please note that Leaseweb requires a copy of a Business Registration extract of the Existing Customer and the New Customer (not older than 1 month).**

This Sales Contract Transfer Request Form was duly signed and executed

**For and on behalf of / by Existing Customer**

**For and on behalf of / by New Customer**

\_\_\_\_\_  
First/Last name:

Job title:

Date:

\_\_\_\_\_  
First/Last name:

Job title:

Date:

Leaseweb requires a copy of a Registration extract such as but not limited to a Chamber of Commerce or Companies House extract of the Existing Customer and the New Customer (not older than 1 month) as well as the contracts and court and or notarial deeds to proof the reason for a Transfer Request.

Existing Customer should send a copy of the Sales Contract Transfer Request Form and a copy of the additional documentation, signed and executed by or on behalf of each of Existing Customer and New Customers to Leaseweb by email to [contractmanagement@hk.leaseweb.com](mailto:contractmanagement@hk.leaseweb.com).

This Sales Contract Transfer Request Form is an application form. For a contract transfer the consent of Leaseweb is required. Leaseweb reserves the right to refuse or may require addition information and / or security.

Leaseweb shall send a confirmation or rejection email with a copy of all services rendered to Existing Customer at its full discretion in case Leaseweb accepts the Transfer Request to confirm the transfer and assignment of the Requested Transfer Services also subject to all necessary documentation and the conditions precedent.