

# Change Business Name Form

Customer ("You") has entered into a Sales Contract with Leaseweb USA, INC. ("Leaseweb" or "We") and We understand that You want to change your Business Name. Find below a Change Business Name Form. Please fill it out completely and send it to Leaseweb with requested documents. Please follow the instructions below:

## Current Business Name

Business name \_\_\_\_\_  
Leaseweb customer number \_\_\_\_\_  
Business registration number \_\_\_\_\_  
Registered address \_\_\_\_\_  
VAT registration number \_\_\_\_\_

## New Business Name

Business name \_\_\_\_\_  
Leaseweb customer number \_\_\_\_\_  
Business registration number \_\_\_\_\_  
VAT registration number \_\_\_\_\_  
Registered address \_\_\_\_\_  
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.  
**\*\*Please use a generic email address for purpose of avoiding risk of personal data use whereby Leaseweb pursues privacy by default.**

First name \_\_\_\_\_  
Last name \_\_\_\_\_  
Business email address \_\_\_\_\_  
Business telephone number \_\_\_\_\_  
Business mobile number \_\_\_\_\_

### Terms and conditions:

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#### APPLICABLE CONTRACT DOCUMENTATIONS

**1.1.** Customer is aware that Leaseweb applies Sales Terms and Conditions, which Sales Terms and Conditions include provisions to ensure compliance with the General Data Protection Regulation, and Policies with respect to the use of its Services and that such are applicable to – and part of - the Sales Contract. 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 Sales Contract.

**1.2.** Customer hereby assume and agree that 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>.

**AFFECT CHANGE BUSINESS NAME**

**3.1.** The change of the Business Name does not affect the existing Sales Contract with Leaseweb.

**3.2.** All Sales Contracts will remain valid till Contract End Date.

**SUBJECT FOR APPROVAL**

**3.3.** Leaseweb can only approve the requested change of Business Name when Customer provides Leaseweb a copy of a Business registration extract, together with this Change Business Name Form.

**Please note that the required copy of a Business registration extract, should not be older than 1 month.**  
This Change Business Name Form was duly signed and executed

For and on behalf of / by Customer

\_\_\_\_\_

First/ Last names \_\_\_\_\_

Job title: \_\_\_\_\_

Date: \_\_\_\_\_

Customer should send a copy of the Change Business Name Form and a copy of the additional documentation, signed and executed by or on behalf of customer to Leaseweb by email to [contractmanagement@us.leaseweb.com](mailto:contractmanagement@us.leaseweb.com).

This Change Business Name Form is an application form and reserve 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 customer as soon as Leaseweb has received all necessary documentation and the conditions precedent have been fulfilled or not.