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User request form - MonteTitoli4U

*This form is used to manage the access to the MonteTitoli4U platform .*

1. Please insert client data:

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| **Client Data** |
| Company name\*: Click here to enter text. |
| ABI Code / Participation Code\* : Click here to enter text. |  |

1. Please specify the request:

[ ]  Additonal ADMIN users/certificates request. Please indicate the number of users:Click here to enter text.

[ ]  Additonal users/certificates request. Please indicate the number of users:Click here to enter text.

[ ]  Change of certificate holder [[1]](#footnote-1)

[ ]  Certificate cancellation

1. Please insert data of certificate holders (a second page is available in case of additional requests):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Certificate holder name**  | **Activity** | **Change of certificate holder (indicate the user)** | **Phone** | **Email** |
| Click here to enter text. | Choose an item. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Choose an item. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Choose an item. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Choose an item. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

If the receiver of the user and password is different from the certificate holder please insert data here:

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| **Receiver of user and password** |
| Name Click here to enter text. | Last name Click here to enter text. |
| Phone Click here to enter text. | Email Click here to enter text. |

It is required to **attach** a copy of the **Document ID** of the certificate holders listed in the previous table.

This form, duly filled and signed, must be sent by mail together with the annexes, to pt.clientservices@euronext.com

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| --- |
| (Place and date) |
| (Signature of the Legal/Contractual Representative) |

In case of additional requests: please insert the data of certificate holders:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Certificate holder name**  | **Activity** | **Change of certificate holder (indicate the user)** | **Phone** | **Email** |
| Click here to enter text. | Choose an item. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Choose an item. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Choose an item. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| Click here to enter text. | Choose an item. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

|  |
| --- |
| (Place and date) |
| (Signature of the Legal/Contractual Representative) |

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| INSTRUCTIONS |
| ADDITIONAL USERS REQUEST |
| Enter the participant data (Company name and ABI code or participation code in case of Service Providers) |
| Tick "Additional users/certificates request" and indicate the number of users required |
| Enter data of the new certificate holder (name and surname, phone number, e-mail address), choosing “New activation” in the field "Activity " |
| If the receiver of the login credentials is different from the certificate holder, fill the fields in the section "Receiver of user and password" |
| Attach a copy of the new user's ID document |
| Send the form by e-mail to pt.clientservices@euronext.com |
|  |
| CHANGE OWNER CERTIFICATE REQUEST |
| Enter the participant data ( Company name and ABI code or participation code in case of Service Providers) |
| Tick "Change of certificate holder" |
| Enter in the first row the current certificate holder data (name, surname, user-id), and choose "Cancellation for substituion" in the second field "Activity" |
| Enter in the second row the new certificate holder data (name, surname, phone number, e-mail address), and choose "Activation for substituion" in the second field "Activity" |
| If the recipient of the login credentials is different from the certificate holder, fill the fields in the section "Receiver of user and password" |
| Attach a copy of the new user's ID document |
| Send the form by e-mail to pt.clientservices@euronext.com |
| If necessary, ask sicurezza (sicurezza@euronext.com) to reset the password  |
|  |
| CERTIFICATE CANCELLATION REQUEST |
| Enter the participant data (Company name and ABI code or participation code in case of Service Providers) |
| Tick "Certificate cancellation" |
| Enter the current certificate holder data (name and surname, user-id), and choose "Cancellation" in the field "Activity" |
| Send the form by e-mail to pt.clientservices@euronext.com |

1. In case of change of certificate holder please insert first the current holder and then the new one. [↑](#footnote-ref-1)