**ALEX PROCESS AGENT SERVICE GMBH**

Alex Process Agent Service GmbH

Leipziger Platz 9

10117 Berlin

Germany

Email: info@alexprocessagent.com

(the "**Process Agent**")

To: The appointer(s) listed in **Appendix 1**

(the "**Appointer(s)**")

 The contractual partner(s) listed in **Appendix 1**

(the "**Contractual Partner(s)**")

Date:

**German process agent – invoice number APA [●]**

Dear Sirs,

The Appointer(s) has/have requested that we should act as agent to receive and accept on its/their behalf any process or other document relating to any proceedings in the German courts which are connected with the document(s) set out in **Appendix 1** (the "**Document(s)**").

We irrevocably and unconditionally:

(a) accept our appointment as agent to receive and accept at our address at, Alex Process Agent Service GmbH, Leipziger Platz 9, 10117 Berlin, Germany, on behalf of the Appointer(s) of any process or other document relating to any proceedings in the German courts which are connected with the Document(s);

(b) accept the appointment referred to in paragraph (a) above until the termination of the relationship between the Appointer(s) and the Contractual Partner(s) arising from or in connection with the Document(s) notwithstanding any contrary instructions from the Appointer(s); and

(c) agree that we shall inform you immediately of any change of address.

This letter is governed by German law.

Yours faithfully

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Title:

for and on behalf of

Alex Process Agent Service GmbH

**Appendix 1**

**Appointer(s)**

Name: [●]

Address: [●]

Email: [●]

**Contractual Partner(s)**

Name: [●]

Address: [●]

Email: [●]

**The Document(s)**

|  |  |  |
| --- | --- | --- |
|  **Name of the Document(s)** | **Name of the Appointer(s)** | **Name of the Contractual Partner(s)** |
|  [●] |  [●] | [●] |
|  [●] |  [●] | [●] |
|  [●] |  [●] | [●] |