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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:

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

1. Please specify the request:

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:

|  |  |  |
| --- | --- | --- |
| **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](mailto:pt.clientservices@euronext.com)

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

|  |
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| **INSTRUCTIONS** |
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| ADDITIONAL USERS REQUEST |
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| 1. Enter the participant data (Company name and ABI code or participation code in case of Service Providers) |
| 1. Tick "Additional users/certificates request" and indicate the number of users required |
| 1. Enter data of the new certificate holder (name and surname, phone number, e-mail address), choosing “New activation” in the field "Activity " |
| 1. If the receiver of the login credentials is different from the certificate holder, fill the fields in the section "Receiver of user and password" |
| 1. Attach a copy of the new user's ID document |
| 1. [Send the form by e-mail to pt.clientservices@euronext.com](mailto:Send%20the%20form%20by%20e-mail%20to%20pt.clientservices@euronext.com) |
|  |
| CHANGE OWNER CERTIFICATE REQUEST |
|  |
| 1. Enter the participant data ( Company name and ABI code or participation code in case of Service Providers) |
| 1. Tick "Change of certificate holder" |
| 1. Enter in the first row the current certificate holder data (name, surname, user-id), and choose "Cancellation for substituion" in the second field "Activity" |
| 1. 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" |
| 1. If the recipient of the login credentials is different from the certificate holder, fill the fields in the section "Receiver of user and password" |
| 1. Attach a copy of the new user's ID document |
| 1. [Send the form by e-mail to pt.clientservices@euronext.com](mailto:Send%20the%20form%20by%20e-mail%20to%20pt.clientservices@euronext.com) |
| 1. [If necessary, ask sicurezza (sicurezza@euronext.com) to reset the password](mailto:If%20necessary,%20ask%20sicurezza%20(sicurezza@euronext.com)%20to%20reset%20the%20password%20) |
| CERTIFICATE CANCELLATION REQUEST |
|  |
| 1. Enter the participant data (Company name and ABI code or participation code in case of Service Providers) |
| 1. Tick "Certificate cancellation" |
| 1. Enter the current certificate holder data (name and surname, user-id), and choose "Cancellation" in the field "Activity" |
| 1. [Send the form by e-mail to pt.clientservices@euronext.com](mailto:Send%20the%20form%20by%20e-mail%20to%20pt.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)