

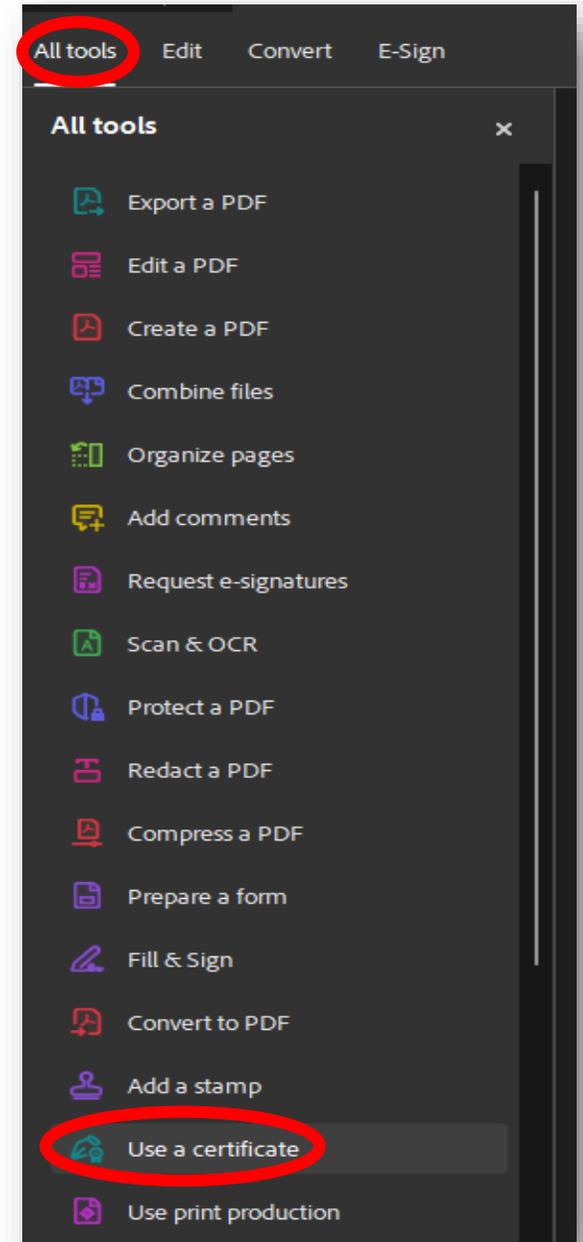
## Contract on Collective Compliance – Electronic signature

Below you will find instructions on how to sign the Contract electronically.

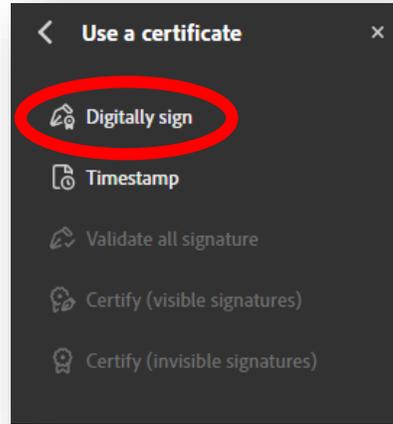
Please do not print or modify the Contract in any way. Unfortunately, we cannot accept a scanned and hand-signed printout. If you wish to receive the Contract in paper form, please contact us by e-mail at [smlouva@ekokom.cz](mailto:smlouva@ekokom.cz).

### Procedure for electronic signing of the Contract:

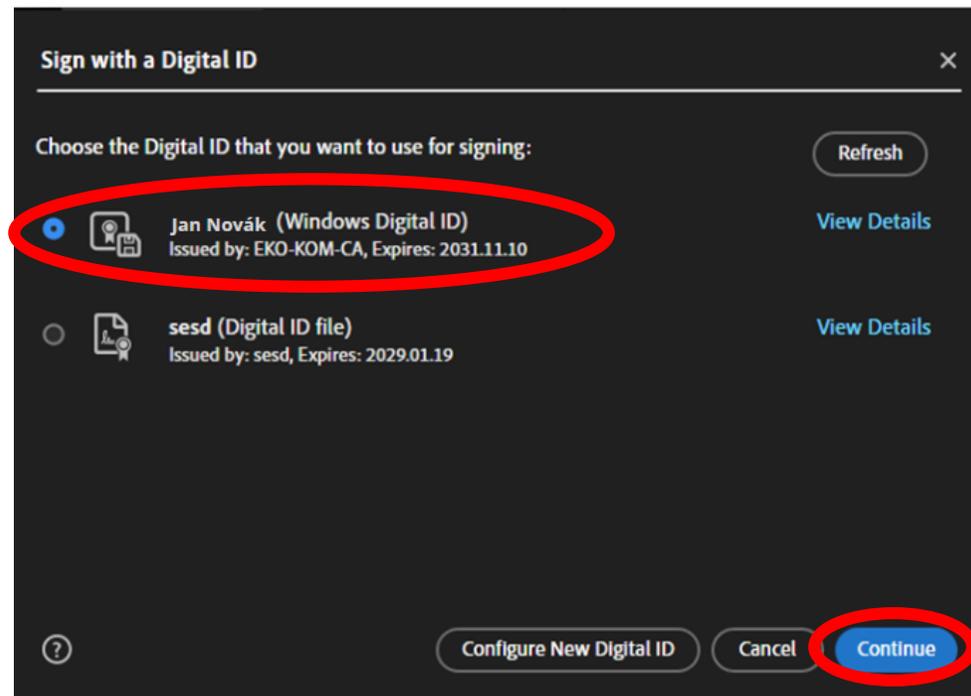
- 1. Identification data:** Check that all your data in the Contract heading is correct and complete. In case that your company is represented by more than one person, the Contract has to be signed electronically by all authorised persons. If you act on behalf of a Power of Attorney, also please attach the Power of Attorney document (PDF format) and send it electronically together with the Contract.
- 2. Read the Contract:** Read the Contract and familiarise yourself with its contents, including the text of the General Terms and Conditions and their annexes.
- 3. Software:** One of the easiest way to sign PDF document is with Adobe Acrobat Reader, which is free for all devices (Windows and macOS). If you don't have Adobe Acrobat Reader, you need to download it first.
- 4. Step by step process:** Open the PDF Contract you want to sign in Adobe Acrobat Reader.
  - a) In the top bar, click on **Tools** or **All Tools** (depending on your version of Adobe), then click on **Use a certificate**.



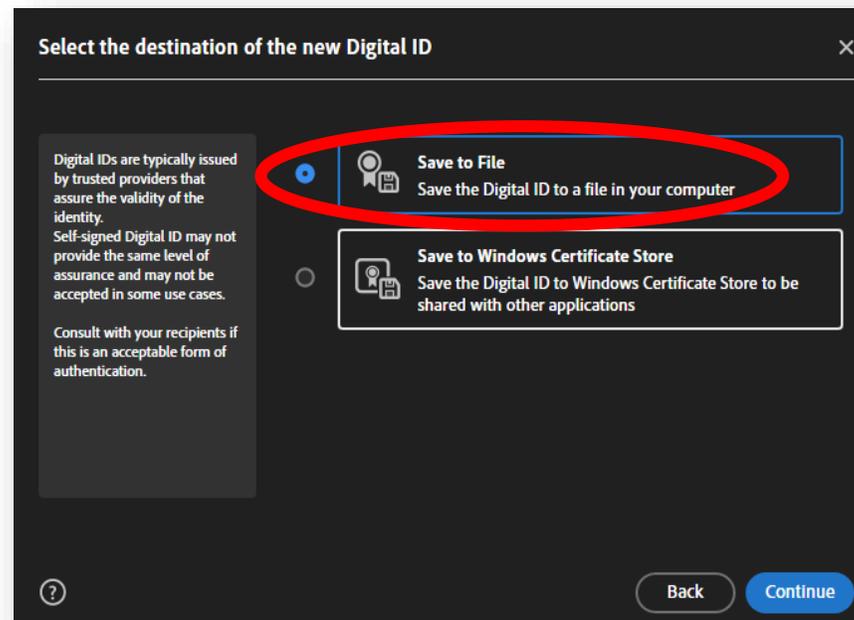
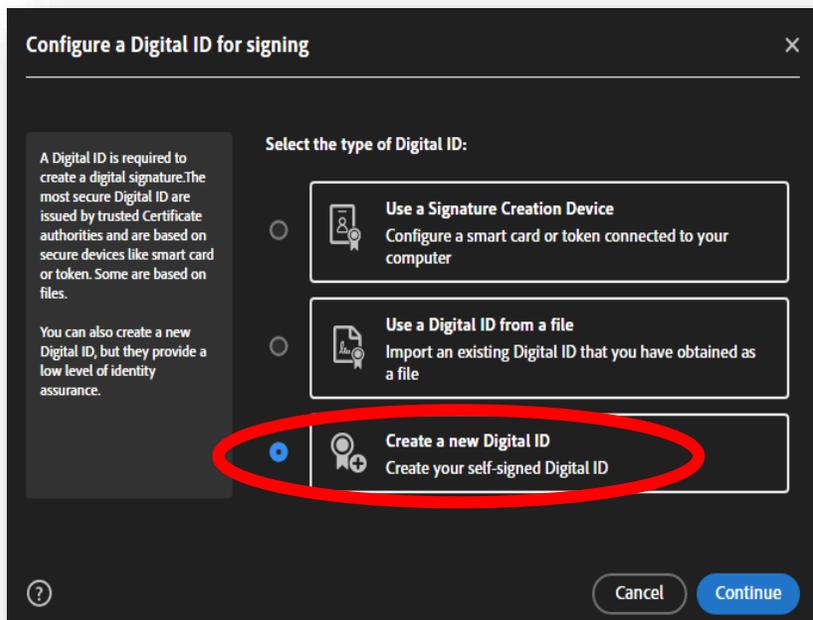
b) Click on **Digitally sign** button.



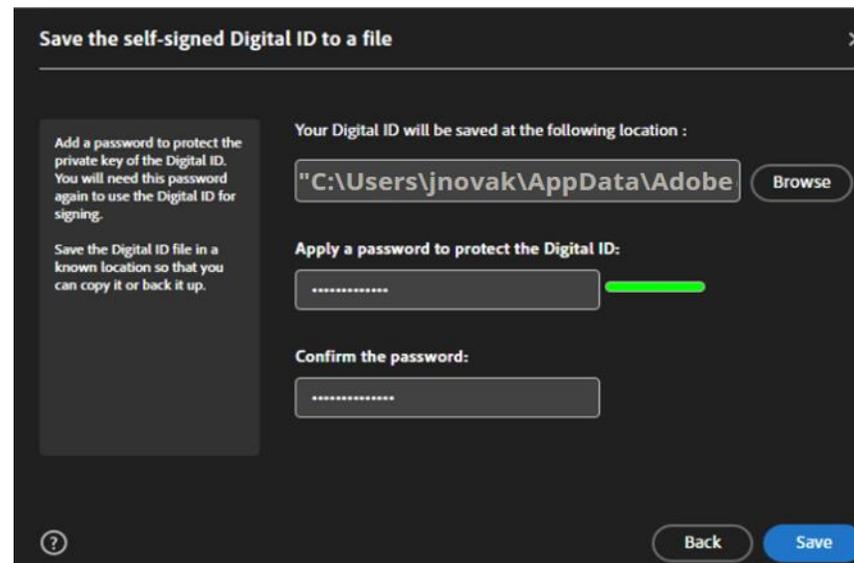
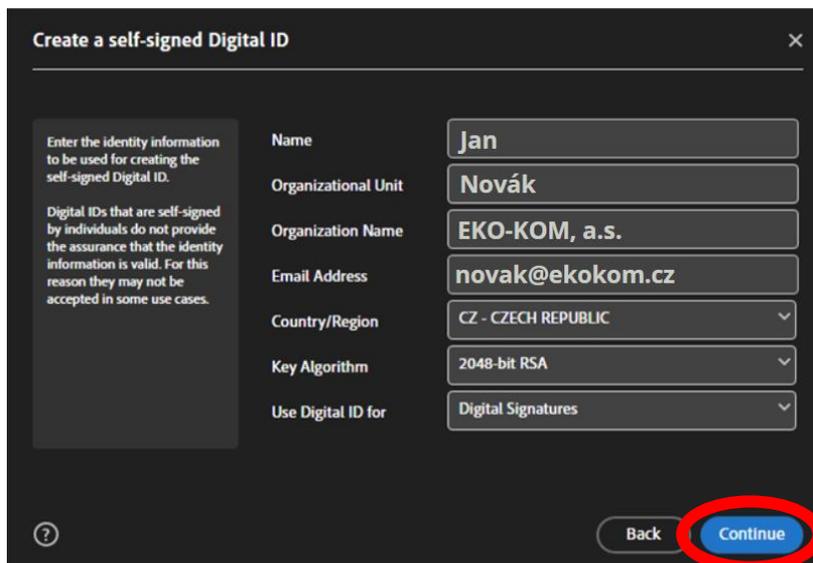
c) Drag the mouse (cursor) to select the area where you want the electronic signature to appear. If you already have an electronic signature, choose the selected file and click on **Continue** (skip to the part 4. g) at the end of this guide).



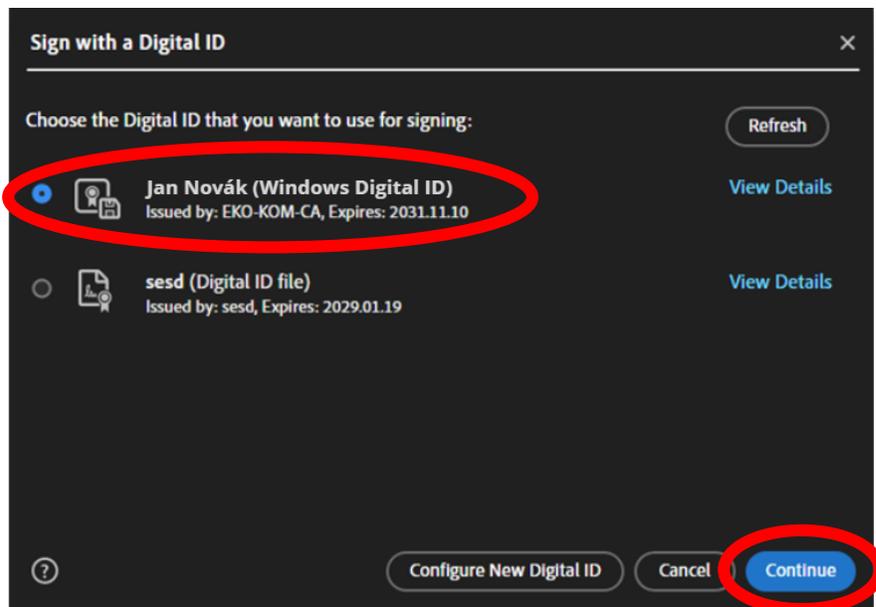
d) If you do not have an electronic signature, you can generate one using the button **Configure a new digital ID** → **Create a new digital ID** → **Save to File**.



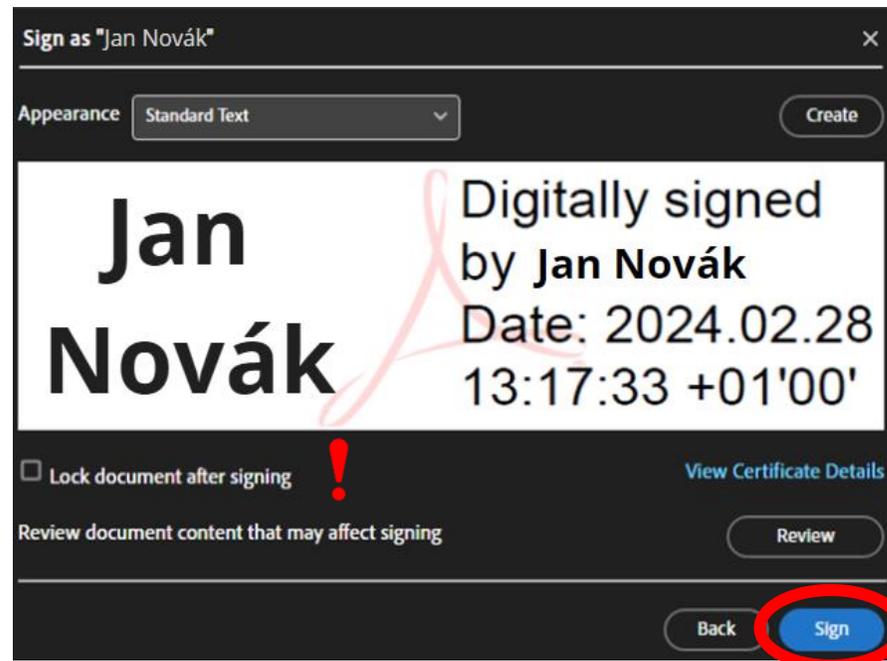
e) Select **Create a self-signed Digital ID** and enter the required information. **Save the Digital ID** to a file of your choice on your device and create a password to protect the certificate.



f) You can now **select the Digital ID** you use to sign the Contract.



g) Finally, click on **Sign** and fill in your password if necessary for your signature. **Do not click on Lock document after signing. The Contract document must be left unlocked** so that representatives of EKO-KOM a.s. then can electronically sign the Contract on behalf of the supplier.



5. **Sending back.** Send the electronically signed Contract as a reply to the original received message by e-mail. If your company has set up a „Czech data box", use it instead. Our Czech data box identifier is **kbbdu2k**. Make sure that the message you send contains the signed Contract and, if applicable, the Power of Attorney, if this document is relevant to the Contract.
6. **Return of signed Contract.** After the Contract is electronically signed by an authorised person from our side, the final document will be sent to your mailbox or Czech data box again.

If necessary, please contact us by e-mail at [smlouva@ekokom.cz](mailto:smlouva@ekokom.cz) or by phone +420 729 848 444