

**Agreement about the online use of the POST ADRESS NCOA file
for Germany through the AddressDoctor®
Data Quality Center (DQC)**

Yes, we would like to use the „ POST ADRESS Umzugsdatenbank“ (NCOA for Germany) via the AddressDoctor Data Quality Center.

We confirm that the addresses to be processed have been lawfully obtained and that they represent customers or prospects from our own database.

We acknowledge that we may store the updated address information in our own database and that we may use these addresses only for typical business correspondence and marketing activities. We further acknowledge that we must not sell the updated addresses to any third party.

We agree to pay a penalty for breach of contract of EUR 25.000 if any of the clauses of this agreement are violated. We further acknowledge that this penalty may not cover all damages and that POST ADRESS may be entitled to a higher sum.

We acknowledge that POST ADRESS is entitled to appoint an auditor to monitor compliance with this agreement. While monitoring is typically done via postal mail, we also acknowledge that POST ADRESS may also perform this audit on-site.

Data owner:

Company name: _____

First name, last name: _____

Street: _____

Locality: _____

ZIP / Postal Code: _____

Country: _____

Phone: _____

E-Mail: _____

Date, Place

Signature

General Terms and Conditions

for Updating of Internal Databases with *POSTADDRESS MOVE* for Permanent Use

§ 1 Scope

Post Adress' terms of use shall apply exclusively. Any contrary conditions of the Customer shall have no legal force. Post Adress performance of services, be it complete or partial, may not be construed as acceptance of such contrary conditions.

§ 2 Acceptance of Agreement

The Agreement shall take effect with Post Adress' acceptance of the offer. Acceptance shall be declared in writing. Countersigning of the order is sufficient.

Customer will keep save and not pass on to third parties passwords which it has received in the way of online use. Customer is liable for any misuse of the passwords.

§ 3 Prerequisites of Data Synchronisation

The Customer may have its database synchronised one-time or repeatedly with *POSTADDRESS MOVE* provided there is a justified interest. For the purpose of this provision, justified interest pertains to the synchronisation exclusively of addresses which the Customer maintains in its own Customer/prospective Customer file in a legally permissible manner. A justified interest is also present if the Customer has a contractual relation with the queried party or is pursuing demonstrable civil claims against persons being queried in Post Adress' relocation database.

§ 4 Rights and Restrictions of Use of the Converted Addresses

1. Customer may use *POSTADDRESS MOVE* if it needs the new addresses for purposes of mail traffic. In this meaning Customer is entitled to have updated with *POSTADDRESS MOVE* all addresses which Customer maintains in its own Customer/prospective Customer file in a legally permissible manner. A justified interest is also present if the Customer is in a contractual or quasi-contractual confidence relationship (e.g. guarantor or beneficiary from an insurance relationship) to the queried party or is pursuing provable civil claims against persons being queried in *POSTADDRESS MOVE*.
2. Lawyers, tax advisors, auditors and other members of a group legally obliged to the professional discretion and collection agencies may also use *POSTADDRESS MOVE* if their clients have commissioned them. This client-related use, however, is only permitted as far as the clients also have accepted Post Adress' General Terms and Conditions provably. If clients have commissioned the Customer to use database for purposes of updating, Customer must inform in every individual case, if and as far as Batch comparisons shall be carried out, for which client it uses database unless it only transmits its internal data for purposes of updating. If the synchronisation is carried out by means of an online interactive inquiry or under use of the ASP procedure the notification for whom the use is concrete carried out can cease at all events then if Customer does not put respectively for one and the same client between 0.00 hours and 24.00 hours any more than ten queries. The Customer independently of whether the synchronisation with *POSTADDRESS MOVE* is carried out for third parties in the on-line dialog/ASP or in the Batch procedure is obliged to let itself in this respect release from its pledge of secrecy, that it can disclose Post Adress the name of the client and the facts of the case in which the client arises to the questioned so that Post Adress can check whether the regulations of the protection of data privacy are observed.
3. The Customer may take on the updated addresses into its own Customer/prospective Customer database. The use of the updated addresses won in the way just described is only permitted in the context of usual business mail and advertising campaigns of the Customer or in order to pursue provable civil claims. The Customer is not permitted to make a separate selection of converted addresses and use this separate selection for purposes of marketing or other passing on to third parties. For the purposes of this agreement, a third party is any legally independent, juridical person or any natural person, even an enterprise which is in a relationship of dependence with the Customer within the meaning of Articles 15 ff. of AktG (*German Stock Corporation Law*) or the parent company, as long as

the Customer is a dependent or controlled company. If the Customer intends to pass on converted addresses to an associated company, it must obtain Post Adress' express consent.

4. If and as far as the Customer updates addresses on behalf of a third party (client), it may use updated addresses only and exclusive for purposes of the client who has placed the order. The use of the updated addresses won about the database for own purposes or for purposes of other third parties than the client who has given an order for updating is forbidden unless something else is agreed with the Customer in the individual case.

§ 5 Post Adress' Right to Examine / Contract Penalty

1. Post Adress is authorized to check by itself whether the Customer adheres to the use regulations or to have checked this by a commissioned member of an advisory profession (lawyer, tax adviser, auditor) which is bound to observe confidentiality. The examination can also be carried out in writing.
2. As far as the Customer updates its addresses by use of the online dialog procedure, Post Adress is authorized to save the following data in the online database for control purposes (in this case, data may at the most be saved for a period of a year):
 1. time and date of every Customer enquiry to the database
 2. all addresses in the files of the Customer which were updated

Since every address has an internal identity number, the query of every address can be assigned to the respective Customers.

3. In case of culpable violation of the aforementioned obligations, the Customer agrees to pay a contract penalty to Post Adress for each case of non-compliance. The contract penalty shall be ten times the amount invoiced for the corresponding order, however, no less than EUR 10,000. This in no way affects Post Adress' right to assert more extensive damages.
The disprovable presumption of improper use of *POSTADDRESS MOVE* is established, if Post Adress can substantiate the presumption of an unlawful use of address(es) even by presenting only one address obtained during audit.
4. The contract penalty is also incurred, if the Customer supplies the service provider with external addresses and not Customer/prospective Customer files for the purpose of synchronisation.

§ 6 Post Adress' Liability

1. The addresses are free from any defect in the sense of the warranty law, if they contain sufficient information, in order to be able to deliver mail to each individual address. A defect is only given, if any mail returns as to the sender. If any mail is returned to the sender Post Adress refunds the price for the defective address, as long as Post Adress is responsible for the defect. Post Adress does not have influence on whether a client fills out the forwarding form correctly or moves again or is listed correctly in public listings
2. Objections because of incorrect addresses must be communicated to Post Adress immediately after information by the customer. Post Adress has the right improve the address quality subsequently before the customer has the right to get any payment for possible damages.
3. Customer claims for compensation or expenditure are, independently which argument they are based on, are excluded with the following exceptions:

Post Adress liability is unlimited, if Post Adress or a legal representative acts wilfully or in gross negligence and also in case of personal injuries. In case of simple negligence Post Adress is only liable for the breach of substantial contract obligations. Liability for consequential damages is limited to typically foreseeable damages.

Product liability law remains unaffected.

§ 7 Price Increase

Provided that the Customer has placed an order to the regular update of its internal data, Post Adress is authorized to increase price per updated internal address at its equitable discretion during the contract period.

§ 8 Costs

1. The Customer bears the costs which are incurred, if any, by the service provider for technical performance. The service provider indicated in the order is revocable authorised by Post Adress to collect payments on behalf of Post Adress. The Customer shall pay the service provider the current match price for each address updated in its database as pursuant to the invoices rendered by the service provider on behalf of . The invoice is due and payable net without any discounts within fourteen (14) days after receipt by the Customer.
2. Should Post Adress revoke the service provider's authority to collect, Post Adress will inform the Customer in this regard immediately. After receipt of the revocation, the Customer may settle invoices only with Post Adress directly, even if the invoice was rendered by the service provider.

§ 9 Automatical End of Contract

If the Customer has placed an order to the regular update of its internal data, the contract ends automatically provided that it has not updated its data for a period of a year or more than a year.

If in this case the Customer wants to have its internal data updated once more, a new order has to be placed.

§ 10 Additional Provisions

1. Post Adress is entitled to limit the scope of supply and services, provided data protection legislation makes this necessary. Post Adress shall inform the Customer in advance about this reduced scope of supply and services.
2. This agreement is governed by the laws of the Federal Republic of Germany. Place of jurisdiction is Gütersloh, Germany.