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**Texas Lone Star Auto Auction**  
**2706 E Slaton Rd • Lubbock, Texas 79404**  
**O: 806-745-6606 • F: 806-745-9280**  
**www.LSAALubbock.com**

THANK YOU FOR YOUR INTEREST IN OUR AUCTION. ATTACHED YOU WILL FIND THE APPLICATION TO BEGIN YOUR REGISTRATION PROCESS. PLEASE COMPLETE AND EMAIL BACK TO ME AT [JESSI@LSAALUBBOCK.COM](mailto:JESSI@LSAALUBBOCK.COM)

BELOW YOU WILL FIND SOME BASIC INSTRUCTIONS; PLEASE NOTE IT IS NECESSARY FOR THE APPLICATION FORMS TO BE EMAILED BACK BECAUSE OF THE FADING CAUSED BY FAXING. IF YOU ARE UNABLE TO EMAIL, PLEASE MAIL OR BRING IN THE ORIGINAL FORMS. **ALSO, PLEASE REFRAIN FROM MARKING ANYTHING OUT AND THE USE OF WHITE OUT.**

**\*REGISTRATION APPLICATION:** BASIC INFORMATION FOR YOUR COMPANY

**\*W9:** THE EIN# WILL BE THE # YOU USE TO FILE YOUR TAXES

**\*INDIVIDUAL LETTER:** EACH PERSON AUTHORIZED TO ATTEND THE AUCTION MUST COMPLETE THIS FORM. FEEL FREE TO MAKE COPIES OR I WILL BE GLAD TO PROVIDE ADDITIONAL COPIES FOR YOU. PLEASE NOTE THAT THIS FORM REQUIRES SOCIAL SECURITY NUMBER AND A COPY OF THE DRIVER'S LICENSE OF EACH PERSON. THE DRIVER'S LICENSE MUST BE SENT BY EMAIL, MAIL OR IN PERSON.

**\*DEALERSHIP AUTHORIZATION LETTER:** COMPLETE WITH DEALERSHIP NAME, INDIVIDUAL WHO IS BEING AUTHORIZED, THE ROLE THEY WILL PLAY IN THE COMPANY (EX: OWNER, REP, MANAGER), **PRINT AND SIGN NAME. (A MANAGER OR OWNER MUST COMPLETE THIS FORM)**

**\*BANK AUTHORIZATION LETTER:** COMPLETE WITH DEALERSHIP NAME/ADDRESS, AND SIGNATURE

**\*BANK REFERENCE LETTER:** THIS FORM IS NEEDED IF YOU ARE WANTING TO PAY FOR YOUR PURCHASES WITH COMPANY CHECKS OR DRAFT. PLEASE HAVE YOUR BANK COMPLETE. YOU DO NOT NEED THIS FORM IF YOU ARE A CASH CUSTOMER.

THANKS AGAIN AND PLEASE LET ME KNOW IF YOU HAVE ANY QUESTIONS

**JESSI KEITH, DEALER REGISTRATION**

Before you begin, you will need the following:

- Company/Dealership Information
- Government Business ID number(EIN for US companies)
- Legal name and DBA name of dealership
- Company type(sole proprietorship, partnership, corporation or LLC)
- Dealer type (automobile, motorcycle, etc.)
- Business type (new, used, lease, wholesale, etc.)
- Lot address and phone number
- All license types required by your state (dealer license, business license, sales tax certificate, etc.)
- Liability insurance and bond information
- Authorized signer information
- Date of Birth
- Social Security Number
- Home address and phone number
- Email address
- Photo ID (driver's license, state issued ID card or a passport)



# Registration Application

## Dealership Information

Dealership AuctionACCESS ID: \_\_\_\_\_

Trade or DBA Name: \_\_\_\_\_

Legal Name (if different): \_\_\_\_\_ Date Business Started: \_\_\_\_\_

Federal ID: \_\_\_\_\_

(US-EIN, MX-RFC, CA-GST/BIN, International-Owners Passport)

RIN (Canadian Province of Ontario only): \_\_\_\_\_

Check only one  Sole Proprietorship  General Partnership  Limited Partnership

Company Type:  Business Corporation  Limited Liability Company  Unlimited Liability Corporation

## Business Types

Check all that apply	New	Used	Lease	Wholesale	Parts	Salvage	Export	Rental
Automobile								
Motorcycle								
Moped								
RV								
Mobile Home								
Trailer (Pull Behind)								
Motorcycle (Off Road)								
ATV								
Snowmobile								
Heavy Equipment								
Boat								
Personal Watercraft								
Airplane								
Unknown								

## Contact Information

Lot Address: \_\_\_\_\_

City: \_\_\_\_\_ Colony (if applicable): \_\_\_\_\_

St/Prov (if applicable): \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Colony (if applicable): \_\_\_\_\_

St/Prov (if applicable): \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Bus. Phone Number: \_\_\_\_\_ Bus. Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website Address: \_\_\_\_\_

**Agreement**

Dealership AuctionACCESS ID: \_\_\_\_\_

You, the undersigned entity and individuals, hereby authorize AutoTec, LLC, its affiliate Auction Insurance Agency("AIA"), and those customers that subscribe to AutoTec's AuctionACCESS system (including Manheim, Inc. and its affiliates, ADESA, Inc. and its affiliates, and all other subscribing auctions) (collectively, "Customers") to provide, obtain, store, use, and share amongst themselves, and externally, as each sees fit, the information contained on this application, on any other forms provided to AutoTec, and other information regarding you and/or your dealings with each, including transaction, bank, and credit information and consumer reports. You acknowledge that AutoTec provides such information to Customers without verifying the same, on an "as is" basis, expressly disclaiming any express or implied warranties regarding such information. Customers are not limited to businesses in the automobile auction or dealer industries, but may also include other businesses providing goods or services to such industries.

By signing below, you (1) agree to the terms of this application, any exhibits hereto, and AutoTec's Terms and Conditions as they may be amended from time to time and posted on www.AuctionACCESS.com, (2) warrant that you are solvent, properly registered to do business and licensed as a dealer (if applicable), and that the information provided herein is complete, accurate, and truthful, (3) acknowledge that registration in the AuctionACCESS System is no guarantee of purchasing privileges or credit with any Customer, which each retain the discretion to deal with you as they see fit, (4) agree to be bound by the policies and procedures of each Customer at which you register or transact with your AuctionACCESS credentials, (5) agree that AutoTec, AIA, and each Customer, on their own behalf or on behalf of their respective customers and business partners may contact you for any commercial or advertising purpose using the telephone numbers (whether business, home, or mobile numbers), fax numbers, e-mail addresses, and/or other contact information provided on this form, or otherwise used in connection with your business, and (6) agree to disclose AuctionACCESS numbers only to AutoTec Customers.

You agree that these terms and any other commitments or account forms submitted to AutoTec, its affiliates, and any Customers, by you or any authorized Individual, shall have the same force and effect as though personally signed by each of you and may be enforced as originals, even if they were accepted online, by email, via "click-through" agreement, or in other digital, pdf, or facsimile format.

**Signature**\_\_\_\_\_  
**Legal Name of Entity** (Corp/LLC/LLP/ULC/Partnership/Individual)\_\_\_\_\_  
**Trade or DBA Name of Entity**

By: \_\_\_\_\_

Its: \_\_\_\_\_

\_\_\_\_\_  
**Printed Name** of Authorized Signer (Owner/Officer/Manager)\_\_\_\_\_  
**Title** of Authorized Signer (Owner/Officer/Manager)\_\_\_\_\_  
**Signature** of Authorized Signer (Owner/Officer/Manager)\_\_\_\_\_  
**Date** of Signature**Owners**\_\_\_\_\_  
*Owner Name*\_\_\_\_\_  
*Owners AA ID*\_\_\_\_\_  
*Owner Name*\_\_\_\_\_  
*Owners AA ID***References**\_\_\_\_\_  
*Auction Name*\_\_\_\_\_  
*Phone Number***Franchise Information**\_\_\_\_\_  
*Franchise Name*\_\_\_\_\_  
*Franchise Number*\_\_\_\_\_  
*Franchise Name*\_\_\_\_\_  
*Franchise Number*

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregard entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) > _____ <small>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</small> <input type="checkbox"/> Other (see instructions) > _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

<b>Social security number</b>																						
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**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA) and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person >	Date >
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

#### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return. Examples of information returns include, but are not limited to, the following:

- \* Form 1099-INT (interest earned or paid)
- \* Form 1099-DIV (dividends, including those from stocks or mutual funds)
- \* Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- \* Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- \* Form 1099-S (proceeds from real estate transactions)
- \* Form 1099-K (merchant card and third party network transactions)

- \* Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- \* Form 1099-C (cancelled debt)
- \* Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



## Bank Authorization Letter

To Whom It May Concern:

In order to enable the undersigned company to participate in AutoTec's AuctionACCESS System and thereby enhance its automotive business and ability to utilize bank accounts in connection with the same, you are hereby authorized to do the following:

- ◆ Release financial credit information, including account statements and credit reports, to AutoTec, LLC, its affiliate Auction Insurance Agency, and those customers that subscribe to AutoTec's AuctionACCESS System (including Manheim, Inc. and its affiliates, ADESA, Inc. and its affiliates, and all other subscribing auctions and customers) ("Customers").
- ◆ Include the information contained in the attached Bank Reference Letter regarding the undersigned dealership and its business checking and other accounts as requested by the AuctionACCESS Customer, AutoTec, LLC, and/or Auction Insurance Agency.
- ◆ Share this information with the AuctionACCESS Customers with whom I wish to register.

The information will be used for business purposes in connection with the AuctionACCESS System and/or affiliated programs provided for subscribing Customers. We have agreed that our online or digital signature to this and other forms is binding as if personally signed. Thus, you may rely on any system generated acknowledgment stamp with IP address below.

AuctionACCESS ID: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Your prompt attention in answering the Bank Reference Letter will be greatly appreciated.**

Sincerely,

By: \_\_\_\_\_  
Printed Name of Authorized Signer (Owner/Officer/Manager)

Its: \_\_\_\_\_  
Title of Authorized Signer (Owner/Officer/Manager)

\_\_\_\_\_  
Signature of Authorized Signer (Owner/Officer/Manager)



AA subscribing Customer: _____
Address: _____
City: _____
St/Prov: _____ Postal Code: _____
Phone: _____
Fax: _____

### Bank Reference Letter

AuctionACCESS® Dealership ID: \_\_\_\_\_ Owner/Officer Name: \_\_\_\_\_

Dealership Name: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Account #: \_\_\_\_\_

Bank Address: \_\_\_\_\_ Routing #: \_\_\_\_\_

Bank City: \_\_\_\_\_ State / Province: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Bank Reference Phone: \_\_\_\_\_ Bank Reference Fax: \_\_\_\_\_

Attention Credit Department or Officer: \_\_\_\_\_

The aforementioned Dealership has listed your bank as its principal banking reference.

AutoTec, LLC has compiled and maintains a national database, AuctionACCESS®, which contains information on licensed new and used car dealers for use by its automobile industry customers. Since those customer often accept, and advance funds on, dealership checks for transactions they facilitate, they require customers, such as Dealership, to establish their financial responsibility.

We would be grateful if you would check mark below your estimate of this account. This information will be incorporated into the AuctionACCESS® database and otherwise used only as agreed by Dealership. **Please return this completed letter directly to the above address.** Thank you for your assistance.

Dealership has been banking with your bank since: \_\_\_\_\_

Checking     Savings     Floor Plan     ZBA     Sweep     Controlled Disbursement

Type(s) of accounts held:     Regular Account    Account is:     Satisfactory    Open Date: \_\_\_\_\_

Special Account     Unsatisfactory

Loan Account     Closed    Closed Date: \_\_\_\_\_

The Customer is:

A valued customer with a good reputation and financial responsibility

Honest and reliable, but limited capital resources

Unknown to us

A new customer – our experience is limited

Negative response

Average Balances for six months are:

Negative Balance

Nominal     3 Figures

Small     4 Figures

Moderate     5 Figures

Medium     6 Figures

Large     7 Figures

Insufficient Checks or Drafts:

How Many? \_\_\_\_\_  Does not issue

Overdrafts:

How Many? \_\_\_\_\_  Does not issue

Maximum Credit recently extended: \$ \_\_\_\_\_ Secured \$ \_\_\_\_\_ Unsecured \$ \_\_\_\_\_

Do you floor plan this Customer?  Yes  No

Floor Plan Line New/Used: \$ \_\_\_\_\_ Floor Plan Outstanding New/Used: \$ \_\_\_\_\_

Do you accept their Drafts?  Yes  No    Are all Drafts picked up within 48 hours?  Yes  No

Physical Address of bank for sight Draft: \_\_\_\_\_

Remarks: \_\_\_\_\_

Signature of Bank Official \_\_\_\_\_

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_



# Dealership Authorization of an Individual

Dealership Name: \_\_\_\_\_ Dealership AuctionACCESS ID: \_\_\_\_\_

Printed Legal Name of Individual \_\_\_\_\_ Individual's AuctionACCESS ID \_\_\_\_\_ Date of Birth \_\_\_\_\_

## Add or Change Roles

By signing or clicking approval below, the dealership referenced above ("you", "your", or "yours") authorizes AutoTec, LLC ("we", "us", or "our") to register the individual listed above ("Individual") to serve as your representative and agent in the following capacity:

**The role designated below will be the only role in effect for this Individual for this Dealership, replacing any previous role authorization (check one).**

- Representative
- Owner
- Officer/Manager
- Driver

Subject to our acceptance of this authorization, you acknowledge the following: (i) the capacities in which the Individual is authorized as your agent apply at and with us and our subscribing AuctionACCESS customers ("Customers"), including affiliates; (ii) the authorization will be valid until one business day after we receive and process your written notice of termination in the form of a Dealer Removal Letter; and (iii) once processed, the most recent authorization received and accepted by us will replace any prior authorization(s) for the Individual for transactions thereafter.

If you designate the Individual in the capacity of "Representative," "Owner," or "Officer/Manager" in this form, the Individual may buy and sell automobiles for you and execute company checks, drafts, certificates of title, and/or any other instruments or documents on your behalf at or with any Customer. All categories, including "Drivers," may pick up, receive, and/or deliver cars or other property on or for your account.

You guarantee performance of all obligations and payment of all debts incurred or authorized by this Individual on your account with us or any Customer. This guaranty includes but is not limited to payment of losses from dishonored checks or drafts, defective titles, or false or inaccurate Odometer Mileage Statements. You also guarantee that the Individual will honor the AutoTec Terms and Conditions (as they may be amended from time to time and posted on www.AuctionACCESS.com), conduct business with us and our Customers in a fair and ethical manner, honoring all policies and procedures of each, and respecting decisions of ours or our Customers with respect to same. You will indemnify and hold harmless Customers, AutoTec, LLC, each's affiliates, and the officers, directors, employees, and agents of each of the foregoing, against any liability, loss, damages (including punitive damages), claim, settlement payment, cost, expense, award, judgment, fee, or other charge, including reasonable attorneys' fees, arising out of or relating to the authorized Individual's actions, as well as any expense incurred in attempting to collect such losses, including attorney fees.

Our Customers are third-party beneficiaries of this authorization agreement. At their election, and in their sole discretion, they may avail themselves of any provision of this agreement. However, this document is a supplement to, and not a replacement or modification of, any agreement you have with those Customers, or any policies and procedures of such Customer. Each Customer retains the right to stop doing business with this Individual as it sees fit.

Use of the AuctionACCESS System is open only to licensed dealers and their business associates and is a privilege, not a right. You may authorize and register only those individuals who are bona fide employees or independent contractors for your dealership. Retail buyers or others not affiliated with your business are not eligible to use the System. By signing or clicking approval below, you also certify that the Individual is affiliated with your business and is eligible to use the System. We reserve the right to immediately terminate any authorization obtained for ineligible persons and the right to terminate your AuctionACCESS membership if you authorize a person who is not eligible to use the System, as well as the right to terminate either or both without cause in our sole discretion.

You agree that these terms and any other commitments or account forms submitted to AutoTec, its affiliates, and any Customers, by you or any authorized Individual, shall have the same force and effect as though personally signed by each of you and may be enforced as originals, even if they were accepted online, by email, via "click-through" agreement, or in other digital, pdf, or facsimile format.

## Signature

By: \_\_\_\_\_  
**Printed Name** of Authorized Signer (Owner/Officer/Manager)

Its: \_\_\_\_\_  
**Title** of Authorized Signer (Owner/Officer/Manager)

\_\_\_\_\_  
**Signature** of Authorized Signer (Owner/Officer/Manager)

Date: \_\_\_\_\_





# Individual Authorization Letter

## Agreement

Date: \_\_\_\_\_ Individual's AuctionACCESS ID: \_\_\_\_\_

### To Whom It May Concern:

You, the individual referenced below ("Individual" or "you"), wish to register, as of the date listed above, with AutoTec, LLC's AuctionACCESS System. You hereby authorize AutoTec, LLC, its affiliate Auction Insurance Agency, and those of its customers that subscribe to AutoTec's AuctionACCESS System (including Manheim, Inc. and its affiliates, ADESA, Inc. and its affiliates, and all other subscribing auctions) and at which you deal (or otherwise provide any AuctionACCESS number) at any time ("Customers") to provide, obtain, store, use, and share amongst themselves, and externally, as each sees fit, the information contained on this application, on any other forms provided to AutoTec, and other information regarding you and/or your dealings with each, including transaction, bank, and credit information and consumer reports. You understand that AutoTec provides this information to said Customers without verifying the same, on an "as is" basis, expressly disclaiming any express or implied warranties regarding such information. Customers are not limited to businesses engaged in the automobile dealer or auction industries, but may also include other businesses providing goods or services to such industries. By signing below, you (1) agree to the terms of this registration and AutoTec's Terms and Conditions (as they may be amended from time to time) posted on www.AuctionACCESS.com, (2) warrant that you are solvent and the information provided herein is complete, accurate, and truthful, (3) acknowledge that registration in the AuctionACCESS System is no guarantee of purchasing privileges or credit with any Customer, (4) agree to be bound by the policies and procedures of each Customer with whom you deal or attend, (5) agree that AutoTec, LLC, Auction Insurance Agency, and subscribing Customers may contact you, or their own behalf or on behalf of their respective sellers, consignors, or other customers, for any commercial or advertising purpose, using the telephone numbers (whether business, home, or mobile numbers), fax numbers, e-mail addresses, and other contact information provided on this form, or at any other address, telephone number, fax number, or e-mail address used in connection with your business, and (6) agree to disclose AuctionACCESS numbers only to subscribing Customers. You agree that these terms and any other commitments or account forms submitted by you to AutoTec, its affiliates, and any Customers shall have the same force and effect as though personally signed by you and may be enforced as originals, even if they were accepted online, by email, via "click-through" agreement, or in other digital, pdf, or facsimile format.

Date of Birth: \_\_\_\_\_ Taxpayer ID Number: \_\_\_\_\_ Please select ID type: US: SSN  ITIN  Mexico: CURP  Other: N/A

Printed Legal Name of Individual \_\_\_\_\_ Individual Signature \_\_\_\_\_

## Photo Identification

Driver's License  State/Province Issued ID  Passport  Voter Registration Card (Mexico Only)

Photo ID Number: \_\_\_\_\_ State/Province or Country: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

## Contact Information

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Colony (if applicable): \_\_\_\_\_

State/Province (if applicable): \_\_\_\_\_ Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_ Email: \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_ Home Telephone: \_\_\_\_\_