

# *Bundesanzeiger Direct – Info Service from the Federal Gazette*

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## Introduction

The **Bundesanzeiger Direct** Info Service is an electronic subscription of select areas of the Federal Gazette. You select the publications that you wish to receive from the Federal Gazette, and we will send you the appropriate publications on a daily basis per email or as a download link.

## Registration

One-time registration at the Federal Gazette publisher is required for using the Info Service. On [www.bundesanzeiger.de](http://www.bundesanzeiger.de) open the “Log in” tab and then select “Register” in order to register and enable an Info Service.

You can access your registration data via the “My Data” menu. In “Master Data”, you can change your postal address, the contact person or the password. Your postal address will be used as a basis under “Invoice Data”. Please enter any differing billing information accordingly under “Other address”. Please make changes to the address and e mail address immediately in order to avoid problems with delivery and invoicing.

*Notes for the Customer from the Shareholders’ Forum Info Service:*

You do not need any new registration data if you are already registered for the existing **shareholders’ forum** Info Service. You can see, change or cancel your subscription using the “Commissioned Info Services” button. There is a choice between the “Requirements” and “Notes” announcement types. Corrections to each respective announcement type will be automatically sent. Switching to the “Bundesanzeiger direct-plus” premium version with company selection can be done for this category without additional costs.

## Order “Bundesanzeiger Direct” Info Service

Before you commission an Info Service, please log on the Federal Gazette homepage using your login data. You will reach the order form via “Menu – Info Service” (column “Service”).

Select the area from which you wish to order the Info Service using the “**Order info service**” button.

**Note: If you wish to comprise your Info Service from multiple areas, please individually commission each area for a better overview. After sending the order, you have the option of ordering additional areas with the appropriate discounts.**

All categories of the selected area are listed and pre-filled in the next form. If you click on the “Forward” button below on the site, all categories will be accepted. If a few categories should not be in your Info Service, please remove the check mark or click on the “Remove Category” symbol on the right. All publication types are also preset within the selected category. If you click on “Edit List”, you can remove individual publication types by removing the check mark and clicking on the “Accept Selection” button.

Then click on the “Forward” button below on the page to select additional delivery modalities for your subscription. Marking the “**Order Bundesanzeiger direct-plus**” checkbox takes you to the premium version, and you can make additional selections. **If you do not wish this, please read “Additional Delivery Modalities” in the item after the next one.**

## Order “**Bundesanzeiger direct-plus**” Info Service

You have the option of limiting your Info Service according to company name and headquarters as well as postal codes and Federal States. You will only obtain publications that match your personal Info Service profile and thus, you can more quickly filter the information that is important for you. For an additional charge, this service is available in all areas with the exception of the official area (there are no company publications here).

1. First choose whether to search for all or **selected companies**. If you wish to make a selection, you can either enter a company name in the provided entry field then click on “Add”, or you can first search for the name in our company database by selecting “Search”. The hits that are found will be shown to you in a selection menu. Select the appropriate company and click on “Add”. The name will be shown in a list. Up to 50 company names can be recorded. Each one can be removed via the appropriate button.
2. If you wish to select according to one or more **company headquarters**, follow the same steps.
3. You can directly select **Federal States** using the button.
4. Enter the desired **postal codes** from ... to ... into the corresponding fields and select “Add”. The selection is also shown here in a list and can be corrected. Once you have completed your selection, click on “Forward”.

## Additional Delivery Modalities

In the next form, you can enter additional information about your Info Service. The “Name of Info Service” field is mandatory and you can individually fill it out. The name also serves as an order reference for personal subscription management and also appears on the invoice for informative purposes. **Please note that hourly, daily or weekly delivery is only made if new publications from the Federal Gazette are made within the corresponding time frame.** Daily delivery will be made at about 3:00 o’clock at night. **An Info Service with hourly delivery is only possible for those publications which take place at different times from the main publication time (e.g. fund prices).**

You have the option between the following delivery types:

**ZIP Archive:** You receive the entire content as a ZIP archive in an email attachment. The files compressed in the ZIP archive can be “decompressed” with certain programs (e.g. WinZip for Windows or a free version for download from [www.7-zip.org](http://www.7-zip.org)). You can access individual publications via an Index HTML file. The ZIP file is limited to a size of 10 MB.

This transmission form is not intended for larger quantities of data. Should the 10 MB data quantity be exceeded, you will obtain a link to the ZIP archive with each mail in order to be able to download the files from the Federal Gazette, if necessary.

**Link to ZIP Archive:** In case your mail server or mail program filters attachments from emails, you can download the ZIP archive from the Federal Gazette's service platform to your computer. The links will be valid for a period of 1 week.

**HTML Files with Links to the Individual Publications:** You will receive an Index HTML file per email and you can directly view individual publications online at the Federal Gazette.

You can send yourself examples of the different file delivery types per email. You can specify if you wish to be notified if there are no publications which match your Info Service selection. The email address specified in your registration is the default one for sending the Info Service, but you can change it.

You can choose delivery in PDF or HTML file format.

**Retrieve the publications within 1 week after receiving the Info Services. Afterwards, they will be erased.**

On the following form site you may see price information and invoicing data, subsequently you will receive an overview of your order. The data you provided during registration is pre-allocated but can be changed. Please subsequently confirm the order by "Commission at cost". After issuing the order, you will obtain an order confirmation, which you should print out for your records. Invoicing is done after start of subscription.

**Note: If you wish to order an Info Service for "Publications from the Federal Agency for Financial Services Supervision", then this must be done in the "Capital Market" area, since this relates to company information. Contrary to publications in the Federal Gazette, they are not assigned to the "Official Part".**

## Menu: Ordered Info Services

You can find an overview of your existing Info Services under "My data" in the "Ordered Info Services" menu item. You have the following options in the final column:

**View:** Existing Info Services will be displayed here like in the order confirmation.

**Change:** You have the option to make changes within the commissioned levels (Base Info Service "BAnz Direct" or Premium Info Service "BAnz direct-plus") such as when choosing categories or publication types. You will be shown the existing Info Service and you will be guided through the individual forms like during commissioning.

**Change to BAnz Direct:** If you have ordered a premium Info Service, you can downgrade it to the basic Info Service here. This does not grant the right to a partial refund on an invoice amount.

**Change to BAnz direct-plus:** If you wish to expand your existing Info Service to the premium version, you will first be shown your existing subscription. You can make changes or you can directly switch to the appropriate company selection forms.

**Unsubscribe:** Cancellation can be made after a period of 12 months and must be performed by the 15<sup>th</sup> of the previous month via the Internet platform. You can choose between data

cancellation after the period has expired or immediate data cancellation. This does not grant the right to a partial refund on an invoice amount.

## **Moreover**

### **General Terms and Conditions**

The “General Terms and Conditions for the Information Service Offer from the Bundesanzeiger [German Federal Gazette]” applies; for Info Services from the shareholders’ forum the “General Terms and Conditions for Subscription to the Info Service “Aktionärsforum” [Shareholder Forum]” also applies. You can find these on the Info Service page and under “Legal / General Terms and Conditions” at [www.bundesanzeiger.de](http://www.bundesanzeiger.de).

### **Prices and Delivery Conditions**

You can find prices and delivery conditions in the Federal Gazette under “Legal / General Terms and Conditions” as well as in the corresponding order forms.

### **Contact**

Questions regarding your subscription and the content of the Info Services:

- Email: [service@bundesanzeiger.de](mailto:service@bundesanzeiger.de)

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