



Swisscom Ltd

# Signature Regulation

Annex 3 to the Organisational Regulation

Valid from 1 April 2025

## 1 General definition of the types of authorised signatories




A company cannot act or sign letters or contracts on its own. A representative of the company must do this. In business transactions, the company is bound by the signatures of governing bodies and employees who are authorised signatories, or whose position (e.g. administrator for a specific division) gives them the authority to act in a certain way on behalf of the company. Signatures are generally provided by two people (collective signature of two). The representation and signature regulation are set out below in table form along with examples.

## 2 Regulation of signatory powers

	Signature without special power of attorney	Signature with power of attorney	Signatory power through Commercial Register entry
<b>Number of signatures</b>	One	Two (collective signature of two)	Two (collective signature of two)
<b>Feature</b>	Simple acts of representation	Power of attorney (without entry in the commercial register)	Entry in the commercial register
<b>Description and scope</b>	For practical and logical reasons, there are a number of simple, everyday tasks that must be performed or signed off by persons formally authorised to do so, but do not need to be done so collectively. The power to represent in this case usually results from the circumstances of the transaction itself:	According to the Swiss Code of Obligations (CO), the power of attorney extends to all legal acts that commercial operations or the execution of the company's business activities usually entails.  The Board of Directors hereby formally grants power of attorney to all the company's employees in regard to their internally defined area of responsibility.  The scope of the power of attorney is normally	Authorised signatories who are entered in the commercial register shall be entered without any special subdivision according to specific categories. These persons are fully authorised to represent the company.  The nomination must be made by the Board of Directors.  An entry in the commercial register is mandatory for:

	Signature without special power of attorney	Signature with power of attorney	Signatory power through Commercial Register entry
	<ul style="list-style-type: none"> <li>Documents without binding content (cover letters sent with brochures, invitations to meetings with customers, information about products/services, etc.)</li> <li>Sale/rental of goods from the standard range (subscriber equipment, mobile devices, accessories, etc. in the Swisscom shop; dispatch of such products against invoice, etc.)</li> <li>In 'bulk business', offers to conclude contracts for standard products and services (dispatch of contract document with General Terms and Conditions and Service Description for fixed-line access/mobile subscriptions, etc.) or the signing of corresponding contract documents if these are issued/sent instead of a formal offer</li> <li>Purchase (up to the maximum amount specified in the competence matrix of the relevant company) of goods/services for its own daily needs (e.g. office supplies), if these cannot be obtained internally</li> <li>Issuing of receipts and making of cancellations within the scope of the above-mentioned transactions</li> </ul>	<p>derived from the description of the duties in the employment contract/letter of employment or the job description, or from the specific mandate. Only in exceptional and individual cases are powers of attorney issued in the form of a special certificate.</p> <p>Business that requires a power of attorney may also be signed off by people who are not registered in the commercial register. In such cases, two people possessing a power of attorney may also sign, so long as they are authorised to do so. It is not necessary for both signatories to have participated in the prior negotiations. The following business may be signed off in this way:</p> <ul style="list-style-type: none"> <li>Individual offers concerning the sale of goods or provision of services</li> <li>Sale of individual goods or goods deviating from the standard range</li> <li>Individually tailored service contracts</li> <li>Conclusion of work contracts (both as purchaser and contractor)</li> <li>Purchases that exceed the daily requirements in terms of scope or value</li> </ul>	<ul style="list-style-type: none"> <li>making exchange transactions;</li> <li>taking out loans;</li> <li>issuing a power of attorney for conducting proceedings.</li> </ul>

	Signature without special power of attorney	Signature with power of attorney	Signatory power through Commercial Register entry
		<ul style="list-style-type: none"> <li>Contracts under company law; sponsorship, consulting and distribution contracts of all kinds</li> <li>Credits (if not part of the standard range), special discount conditions</li> </ul>	
<b>Who signs where?</b>	-	The signature on the right is provided by the person responsible for the creation of the document. The signature on the left is for control purposes and is provided by the line manager or by the authority with the corresponding powers.	
<b>Deputisation</b>	In the absence of an authorised signatory, their deputy shall sign. The deputies have the same power of attorney in the area of the deputised persons as the deputised persons themselves (therefore they sign with their name, without having to mention 'pp'). Signing a document with the addition of 'pp' above the name of another person with power of attorney is only permitted in exceptional cases when a document has already been prepared and the person designated by name is absent. In the case of letters with binding content, this approach should be avoided altogether.		
<b>Abbreviations</b>	pp	-	-

	Signature without special power of attorney	Signature with power of attorney	Signatory power through Commercial Register entry
<b>Formatting</b>	Best regards, Swisscom Ltd  (= pp B. Solista) B. Kollektivo Devices (only non-binding content)	Best regards, Swisscom Ltd  	F. Bosname Head of Devices B. Kollektivo Devices

### 3 Signature form

General conditions for the use of digital signatures are set out in the instruction on digital signatures.<sup>1</sup>

### 4 Initials

By writing their initials, a person confirms that they have taken note of a document and that, as far as their area of work is concerned, they agree with it.

<sup>1</sup> Instruction on digital signatures of 1 November 2017.