

Documentation Requirements

Microsoft requires valid documentation to update a Billing Account company name (also known as the Sold-To, the Legal Entity or your Organization). Please be prepared to provide the following documents to the Microsoft Customer Support agent or your Seller when you initiate a Billing Account name change.

1. Microsoft Customer Request Form on page 2
2. One form of documentation, such as the following, which illustrates the Billing Account name:
 - Government issued document or registration letter.
 - Print out of the local company's registry.
3. A copy of your billing document with the incorrect data highlighted

Who to Contact

1. If your corporate entity is remaining the same but modifying its name, contact Microsoft Customer Support for assistance. It should be clear, based on the documentation provided, that only the entity's name is being modified.
2. If the change is the result of a transaction, including the sale of business, a change of controls, a divestiture or "spinoff" of a Customer Affiliate, please contact your Microsoft Seller. You will be asked to provide Microsoft with an official request email (from an authorized customer representative using a company email address) clearly detailing the situation.

What to Expect

1. Billing Account name changes require a credit check if you are a check-wire customer, or are requesting to change your payment instrument to check-wire
2. The Billing Account name change will not be reflected in your Account Profile or on billing documents until a credit check is completed and Microsoft systems has been updated

Important Notes

1. This Form and process only supports Billing Account name changes for the Microsoft Customer Agreement (MCA), contact your Partner for changes required on other agreement(s)
2. If you only need the Bill-To Company Name to be different than your Sold-To Company Name, please self-serve the change at Azure.com and contact CSS for updated past invoices (past invoices with the updated Bill-To will be available after March 1, 2021)
3. Credit card customers should self-serve their name and address changes through Azure.com; contact Microsoft Customer Support if technical issues are encountered

Please complete all fields before providing this Request Form and documentation to Microsoft

1. Is this a Billing Account name change? Yes ☐ No ☐

a. Is this change due to a corporate structure modification? Yes ☐ No ☐

Examples include changing from Public to a Limited Liability Company (LLC), S-Corporation to a C-Corporation, Sole Proprietorship to General Partnership, or any combination of the above.

If you answered YES to question 1a, contact your Microsoft Seller.

If you answered NO to question 1a, contact Microsoft Customer Support.

2. Is this a Billing Account address change? Yes ☒ No ☐

a. If you need to change the Country in the address, contact your Seller.

3. What is your Payment Instrument?

a. Check-wire or want to change to Check-wire ☒

b. Credit Card ☐

Note: Credit card customers can self-serve name and address changes at Azure.com.

4. What is the existing full legal name, address, registration number and Tax ID or VAT number?

Full Legal Entity name: **Paraply Invest AS**

Address: **Bjornveien 1B, 0774 Oslo, Norway**

Registration number: **922637008** Tax ID or VAT number:

5. What is the changed full legal name, address, registration number and VAT number?

Full Legal Entity name: **WLF Energy Group B.V.**

Address: **Prins Hendrikkade 21 E, 1012TL, Amsterdam, The Netherlands**

Registration number: **868748535** Tax ID or VAT number:

6. What field do you need to update? Please check all that are applicable.

Sold-To: Name ☒ Address ☐

Bill-To: Name ☒ Address ☐

7. What documentation is being provided to validate the company name?

- Government issued document or registration letter ☒
- Print out of the local company's registry ☐

8. Do you have a Financing / Extended Payment Terms amendment (also called a Supplemental Term) to your Microsoft Customer Agreement? Yes ☐ No ☒

9. Do you require updated Billing documents, reflecting the new Billing Account name? Yes ☒ No ☐