

1 Appendix 7.1 – Process for granting of Power of Attorney (PoA)

Process Owner: General Counsel's Office (GCO)

Process	1 Request	2 Verification	3 Approval	4 Communication / Archiving
Key Actions	<u>Internal alignment + request</u> 1) Internal alignment between Requester & employee concerned (reasons & scope of PoA) <u>Result:</u> request pre-approved / rejected 2) If pre-approved, download of Template "PoA" from Intranet Work & Organise / LP GCO (Legal), Please use Policy Signature Power for LP Group Entities in Germany to support you in the completion of the request 3) Forwarding of completed PoA request document to GCO (PoA@loyaltypartner.com)	<u>Verification of Request:</u> <u>Result:</u> If request meets policy Signature Power for LP Group Entities in Germany then 1) Return of document to Requester and employee concerned for signature 2) Return of signed document to GCO 3) Forwarding of PoA by GCO to Managing Director(s) or Authorized Officer (where required) for approval <u>Result:</u> If there is need for clarification, then 1) Clarification of open points between Requester and GCO 2) Return of signed document to GCO 3) Forwarding of PoA by GCO to Managing Director(s) or Authorized Officer (where required) for approval	<u>Approval of Request:</u> Approval of request during Board Meetings by Managing Directors / Authorized officer (by way of countersignature) and return of approved PoA to GCO	<u>Communication to relevant departments:</u> 1) Update of "Overview_Powers_of_Representation_LP Group" by GCO 2) Communication of update by GCO to: - Procurement for updating relevant Matrices - HR Department for saving of original document in employee file 3) Archiving of PoA copy in Easy Contract Tool 4) Forwarding of PoA copy to Requester and authorized employee
Responsibility	• Requester (relevant Vice President)	• General Counsel's Office (GCO)	• Managing Directors / Auth. officers	• General Counsel's Office (GCO)
Outcome	- Scope of requested PoA defined - PoA request pre-approved by Requester - PoA request document completed by Requester and sent to GCO	- Request meets policy - Document signed by Requester and employee concerned - Request ready for MD / AO approval	Power of Attorney (POA) valid according to starting date in signed document	- Updating of relevant departments - Acknowledgment of PoA by employee - Request completed