

2 Annex 7.2. – Process for cancellation of existing PoA

Process Owner: General Counsel's Office (GCO)

Process	1 Request for cancellation	2 Approval	3 Communication / Archiving
Key Actions	<u>Request for Cancellation of PoA</u> - Download Template "Cancellation_PoA" from Intranet Work & Organise / LP GCO (Legal), specifying reason for cancellation - Signing of completed document and forwarding of the same by Requester to GCO - Forwarding of document to Managing Director(s) or Authorized Officer (where required) for signing	<u>Approval of request:</u> Approval of request during Board Meetings by Managing Directors / Authorized officer (by way of countersignature) and return of cancellation document to GCO	<u>Communication to relevant departments:</u> - Update of "Overview_Powers_of_Representation_LP Group Germany" by GCO - Communication of update by GCO to - HR Department for saving of original document in employee file - Procurement Department for updating relevant Matrices - Archiving of cancellation copy in Easy Contract Tool - Forwarding of cancellation copy to Requester and employee concerned
Responsible	• Requester (relevant Vice President)	• Managing Directors / Auth. officers	• General Counsel's Office (GCO)
Outcome	• Cancellation document completed and signed by Requester and sent to GCO • Request ready for MD / AO signing	• Cancellation effective according to date referred in signed document	• Cancellation of PoA communicated • Request completed