

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> 1) Download Template "Cancellation_PoA" from Intranet Work & Organise / LP GCO (Legal), specifying reason for cancellation 2) Signing of completed document and forwarding of the same by Requester to GCO 3) 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> 1) Update of "Overview_Powers_of_Representation_LP Group Germany" by GCO 2) Communication of update by GCO to • HR Department for saving of original document in employee file • Procurement Department for updating relevant Matrices 3) Archiving of cancellation copy in Easy Contract Tool 4) 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