



Guidance on how to sign the GTCs & the Company Registration Form

In order to become registered to the private zone of the Airbus Supplier Portal, your company needs to sign the General Terms and Conditions (GTCs) as well as the Company Registration Form.

The aim of this document is to assist you when filling in these documents.

1. General Terms and Conditions (GTCs)

- The GTCs have to be signed once by **each legal entity** of a given company.
- Your senior management entitled to represent your company has to initial the nine pages of the GTCs
- Page 9 has to be filled in as described below:

The Company
[①], a [②] company duly organised and existing under the laws of [③], whose registered office is [④]
Duly represented by ⑤
Name:
Title:
Signature:
AIRBUS S.A.S. ⑥

- Key:**
- ① Fill in the exact name of your company (do not use any siglums or abbreviations)
 - ② Name the legal form of your company (S.A., SARL, S.L., Limited Company...)
 - ③ Add the country's laws your company is subject to
 - ④ The address of the registered office of your company
 - ⑤ Name the senior management entitled to represent your company and signing the GTCs
 - ⑥ This area is to be filled in by Airbus

- The GTCs have to be initialled and signed in **TWO original copies**.
- The reference in the footer of the GTCs is reserved to Airbus. Please leave this area in blank.

2. Company Registration Form

The Company Registration Form provides all the information concerning your company. All the fields of the form are mandatory. Download the document called "Company Registration Form" and fill in the fields electronically. Print the document in one copy, and get it signed by your senior management.

- **Section 1: Your Company**

Provides all the information concerning your company (address, phone number, ...)

- **Section 2: Your Buyer**

You have to insert the name of the Airbus Buyer you are dealing with. Should you deal with several Airbus Buyers, please write the names of all of them. Should you do not have any Airbus Buyer, please mention " No associated Airbus buyer" .

- **Section 3: Your Administrator**

Your company has to appoint an Administrator among its employees who will be the focal point for all Airbus Supply related matters. For more information on the role of the Administrator, please click on the internet link provided on page one of the Company Registration Form.

- **Section 4: The services you are invited to apply**

In this area you have to insert the name of the services available through Airbus Supply to which you have been invited to apply by someone within Airbus (e.g. your Airbus buyer).

- **Section 5: Your Senior Management approval**

In this section, the senior management of your company, entitled to represent your company needs sign the Company Registration Form.