

# Change of merchant information on Fyndiq



The fields marked \* must be filled in.

**Email** a signed form and an attested copy of the ID document by company signatory to [seller@fyndiq.com](mailto:seller@fyndiq.com)

## Current merchant account information

## New merchant account information

Company name\*: \_\_\_\_\_

Company registration number\*: \_\_\_\_\_

VAT identification number: \_\_\_\_\_

Company postal address:  
\_\_\_\_\_

Company postal code and city:  
\_\_\_\_\_

Contact\*: \_\_\_\_\_

Email\*: \_\_\_\_\_

Phone\*: \_\_\_\_\_

Website: \_\_\_\_\_

Platform: \_\_\_\_\_

Webshop name on Fyndiq\*: \_\_\_\_\_

IBAN: \_\_\_\_\_

BIC/SWIFT: \_\_\_\_\_

Bankgiro number: \_\_\_\_\_

Plusgiro number: \_\_\_\_\_

Company postal address:  
\_\_\_\_\_

Company postal code and city:  
\_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

Platform: \_\_\_\_\_

Webshop name on Fyndiq: \_\_\_\_\_

IBAN: \_\_\_\_\_

BIC/SWIFT: \_\_\_\_\_

Bankgiro number: \_\_\_\_\_

Plusgiro number: \_\_\_\_\_

## Change of merchant information on Fyndiq (cont.)



Signature (company signatory)\*: \_\_\_\_\_

Printed name\*: \_\_\_\_\_

Signature (additional company signatory): \_\_\_\_\_  
(if necessary to sign for the company)

Printed name: \_\_\_\_\_  
(if the form isn't signed by the company signatory, the proxy must be attached, see instructions on the next page)

Date\*: \_\_\_\_\_ City\*: \_\_\_\_\_

Email a signed form and an attested copy of the ID document by company signatory to [seller@fyndiq.com](mailto:seller@fyndiq.com)  
(see instructions on the attestation on the next page)

Your bank account information will be updated as soon as we have handled this form.

**Instructions for attestation**

Take a copy of your ID document and let someone else (authoritative) sign the copy that complies with the original. This is best done by simply writing the word "attestation" on the copy and then sign with his/her signature and also writes his/her printed name and phone number. The reason Fyndiq requests a certified copy of an ID document is to reduce the risk of fraud and thus increase the safety for you as a merchant.

**If the Company Signatory is unavailable**

If any other person is to report the change of bank account information than the one in Bolagsverket's register that is authorized to sign for the company, a certified proxy must be submitted. Templates on such proxy can be obtained from Fyndiq upon request.

**Fyndiq's privacy policy and processing of personal data**

Fyndiq handles all personal data obtained in accordance with the Data Protection Ordinance (Dataskyddsförordningen) and also in other respects in accordance with applicable legislation. The data collected in this form are also treated with confidentiality and is not disclosed to third parties, unless Fyndiq due to law or court order has to disclose the information. For more information, refer to Fyndiq's General Terms and Privacy Policy.

**Example of the attestation of ID document for transfer of merchant account**

Follow these steps:

1. Copy both current and new company signatorie's ID documents. Note that all data on the copy must be legible. You can use copier, scanner, digital or mobile camera to display the copy.
2. Write your signature next to the copy, see example below.
3. Additional one person must certify that the ID document is in accordance with the original by writing his/her signature, printed name and phone number. Valid ID documents are passport, driver's license or ID document and that the validity has not expired.

