

Request Form: Online Archive

If you would like to convert your Drooms TRANSACTION Data Room into Online Archive state for archiving and evidential purposes, please complete this Request Form and send it to: customer-service.intl@drooms.com (International) or customer-service@drooms.com (Germany)

Subject to the terms of this request form and subject to the terms of the Offer for your Drooms TRANSACTION Data Room, your Data Room will be converted to Online Archive state and all data will be archived for the duration of the term selected by you below.

As soon as your Data Room has been converted to Online Archive mode, the term of your Drooms TRANSACTION Data Room will end to the next possible contractual termination date. After that, the term of the Online Archive as selected by you below will start and the rates for Online Archive will be charged. **Please request the Online Archive with a prior notice of 1 business day.**

In Online Archive state no changes with regard to data room content can be made. For example, it is not possible to upload, edit, delete documents, or change the index. If necessary, please edit all documents and change indices before converting to Online Archive. The data in the Online Archive is only available to view, download, and print (depending on the permission rights of the user groups). All other data room features can be used if and as far as no changes to data room content are made.

The fee for the Online Archive is defined in the Offer for your Drooms TRANSACTION Data Room. The fee for the entire term of the Online Archive is payable in advance upon provision of the Online Archive. The Fee is non-refundable if you request to close your Online Archive before the termination date.

Please note: The Online Archive state cannot be reverted to your previous Drooms TRANSACTION Data Room!

TRANSACTION Data Room ID:

Convert Data Room to Online Archive mode from (Date/Time):

Online Archive term:

(min. 1 contract year, max. 10 contract years)

Access to the Online Archive will be restricted as defined below. Leave access to the following user groups:

All other groups will be blocked. Data Room Administrators' group will always have access. Data Room Administrators can block single users in user groups or add new users to user groups or block / unblock the below selected user groups at any time during the term of the Online Archive. It is not possible to change permissions for the user groups selected below.

At the end of the Online Archive term, your Online Archive will be closed without further notice and the data in the Online Archive will be deleted within one month upon the end of the Online Archive.

The Drooms Terms and Conditions and the Description of Services applicable for Drooms TRANSACTION Data Room shall also apply for Online Archive.

Place

Date

Company

Name of the signee

Signature on behalf of the Company