

Annex 2: USB handling process

1 Automatic issuing of USBs

Signature authorizations are issued automatically with a management function (in line with organization level and organization type) which is documented in the official organization charts (BCO) of the Group (see USB Matrix Annex 1). There is thus basically no need for this group of people to apply for authorization or to have their authorizations approved or cancelled.

Changes to the management function within the context of personnel changes or through reorganizations simultaneously lead to automatic modification of the associated assignment of the signature authorizations.

The signature authorization for payment instructions /commercial order release (USB 206 – 806) is only issued automatically in USB Groups to managers of organization units with commercial functions. If this commercial function is not obvious from the organization charts, the head of the organization unit should direct an appropriate confirmation to BenQ Mobile IT.

2 Individual application, approval and cancellation of USB

To supplement the automatic issuing, on the basis of the area of responsibility and a person's function/role, an individual application and issuing of signature authorizations with the USB application form is possible. This applies both to persons with no management function and also to groups of people in accordance with Para.1 as an extension to the automatically issued signature authorizations where necessary.

The applications are to be approved for each individual employee by an authorized person with USB 29. To issue the authorizations for commercial order releases and payment instructions (USB 206 – 806) approval by commercial manager responsible with USB 29 is additionally required.

For a change to the functional requirements, dismissal or departure of authorized persons, a cancellation of the signature authorization applied for by the USB owner or by the supervisor responsible with the handling body with the USB application form is to be submitted (see also Information security for dismissals in German).

USB handling (application processing, data management, MANTIS, supply of USB information tool) is undertaken by BenQ Mobile IT. The names of the contacts and the USB application form are stored accordingly in the intranet (see USB information tool).

3 USB responsibility

Managers are responsible for individually applied for/issued signature authorizations of their employees and have to check the relevance of the authorizations at regular intervals if employees change either their functions and/or their job.