

BMG Circular No. 26/2006

Internal signature authorization (USB) BenQ Mobile

I Contents

1 General

2 Basics

2.1 Issuing signature authorizations

2.2 Scope of application for signature authorizations

2.3 Basic 2-pairs-of-eyes principle

2.4 Deputizing for signature authorizations

2.5 Exercising the signature authorizations

3 USB handling process

4 Types of signature

5 Transactions without USB codes

6 Information on BenQ Mobile signature authorizations

II Terms/Explanations

III Related Documents and Forms

There are no related documents and forms relevant to this publication.

IV Index

The keywords of this publication are listed in the electronic index.

V Appendices

Annex 1: [USB Matrix for BenQ Mobile](#)

Annex 2: [USB handling process](#)

Annex 3: [USB ordering requirements \(Purchase Request\)](#)

Annex 4: [USB acceptance signatures \(Purchase Order, Business Travel\)](#)

Annex 5: [USB instruction signatures \(Payment Request\)](#)

Annex 6: [USB approval signatures](#)

Annex 7: [USB other signatures](#)

1 General

The following signature regulations apply to the BenQ Mobile Group in Germany.

Supplementary regulations can be defined by the BenQ Mobile Organization units and published via BenQ Mobile IT.

This document supersedes the currently applicable regulations:

- Siemens ICN Guideline No. 3 dated 28.05.2004,
- Siemens ICM Guideline No. 12 dated 21.10.2002 (Part 1 Internal USBs)
- Siemens COM Circular No. 2/2005 “Com Internal signature regulations” dated 6 October 2004

2 Basics

The signature authorizations in the sense of this Guideline are used to control transactions in internal business traffic which are general and occur more frequently and are of commercial relevance (e.g. order handling via Procurement). Signature authorizations for external correspondence are regulated separately.

The signatories are responsible for adhering to the binding regulations set down in this Guideline. For issuing signature authorization to persons with no management function the superiors responsible support the employees within the context of their management responsibility in the exercising of the authorizations by appropriate quality assurance and checking measures. Any irregularities established in exercising the signature authorizations can lead to the authorizations being withdrawn and can have consequences in company law.

2.1 Issuing signature authorizations

Persons with a management function who are documented in the official organization charts (BCO) of the Group will, in accordance with their function/position **automatically** be issued ([job-related signature authorizations, see Annex 1](#)). This also applies to heads of projects which are shown as part of the structural organization in the organization charts.

Within the context of making organization changes the organizational structures and thereby the management functions in the BCO are constantly being adapted. They thus always form a current database for automatically Issuing signature authorizations.

To supplement the automatic issuing of signature authorizations an individual application is also possible ([see Annex 2](#)).

2.2 Scope of application for signature authorizations

The exercising of signature authorization is only appropriate for transactions relating to one's own area of responsibility. Signatures for transactions which lie outside the own area of responsibility (**=collegial signature**) are not allowed.

Signatures for one's own transactions (**=self-approval**), such as is the case with acceptance of hospitality expenses, if the person approving the expenses has been involved in the hospitality itself, is basically not allowed (Exceptions: see approval signatures). Signatures for purchase order requests, invoice acceptance (not hospitality invoices) and payment instructions do not involve self-approval. For these transactions the exercising of the relevant signature authorization is thus allowed for the own area of responsibility.

2.3 Basic 2-pairs-of-eyes principle

Signatures for purchase order requests and commercial purchase order release as well as invoice acceptance and payment instructions are to be provided by 2 different persons in each case.

2.4 Deputizing for signature authorizations

In a defined case of deputizing signature authorization is exercised by the next superior up or by an officially recognized deputy.

The approvals which may be required for this are to be applied for appropriately by the deputy with the [USB application form](#) (see [Annex 2](#)).

2.5 Exercising the signature authorizations

Documents are to be signed with permanent ball pen or ink. Below the signature there should additionally be the first and last name of the signatory (no parentheses) repeated in block capitals, in typewritten or with a name stamp.

For **electronically handled transactions** (e.g. Workflow My-orders, EDI transactions, Intranet etc.) no signature is required on documents. However regulations are to be created by the bodies handling/looking after the business or as a component of the application (e.g. authorization concept) to ensure adherence to the specifications for the relevant signature authorizations.

3 USB handling process

The USB handling process is described in [Annex 2](#).

4 Types of signature

4.1 Order requests ([see Annex 3](#))

4.2 Acceptance signatures ([see Annex 4](#))

4.3 Instruction signatures ([see Annex 5](#))

4.4 Approval signatures ([see Annex 6](#))

4.5 Other signatures ([see Annex 7](#))

5 Transactions without USB codes

Ordering and approval processes which are not defined as USB transactions in the sense of this Guideline, such as for example the

- ordering of specialist publications or office material
- Issuing of small orders for fixtures and fittings
- Procurement of mobile phones from internal sources or via Handyline
- Ordering of promotional gifts via click4business-supplies at LZF Fürth
- Issuing of individual approvals for taking goods with you or
- Commissioning journeys from the chauffeur service
- Ordering of cost center passes

are to be released by the **relevant superior/person responsible for the cost center** or its release is to be defined by binding regulations for the own area of responsibility (e.g. delegation of individual transactions to secretariats).

6 Information on Com signature authorizations

The interactive information about BenQ Mobile signature authorizations can be found on the intranet (BenQ Mobile Intranet → Functional Portal → Tools) and is available to all BenQ Mobile employees. Information about all internal and external signature authorizations can be obtained there in accordance with a variety of criteria. With this option for proactive information, a notification to the USB owner about signature authorizations issued by the body dealing with this at BenQ Mobile IT is dispensed with.

The interactive information is based on the USB data held in the MANTIS directory. For external sites and BenQ Mobile units which register and manage their data in their own directories, the USB information cannot deliver complete and valid information.

sgd.
Jürgen Theis

sgd.
Lydia Sommer