

Client information

Name / company :

Signatory first and last name:

Signatory role:

N ° / Street :

Postcode / Town :

Country :

The signature of a person authorized by the company and the company stamp are required for the initial request to create / modify / delete the ControlCenter account.

This request must be completed, signed and returned by e-mail : csc.telecom@post.lu.

Global Administrator

The Global Administrator is the person that has been designated by the company to have unrestricted access to all the features and services of ControlCenter (management of contacts and users, access to invoices, service commitments and subscriptions, etc ...).
The Global Administrator can manage the ControlCenter user accesses.

Creation **Deletion** **Customer Number(s) :**

Last name : **First name :**

Email :

Creation **Deletion** **Customer Number(s) :**

Last name : **First name :**

Email :

Creation **Deletion** **Customer Number(s) :**

Last name : **First name :**

Email :

The same person can be designated Global Administrator of multiple Accounts. The number of users with the role of Global Administrator is not limited.
Once your access have been created, a confirmation email containing instructions on how to connect to ControlCenter will be send.

Whitelisted Domains

For security reasons, the Global Administrator can only create user accesses with email addresses including the domain names listed below.
Please list the domain names used by your company below (example "@post.lu").

Contact Creation

The creation of contact(s) will add and link names to the different mobile subscriptions in order to better identify the users of SIM cards.
The implementation of contacts when creating the account may be delegated to POST Telecom when the customer has completed the contact inventory via the Excel file which will be provided as an attachment.
Any additions or changes to contact information will then be made via the ControlCenter application.

Request for mass implementation of contacts in ControlCenter

ControlCenter Training

A training course can be delivered to you by our Training Academy team for 350 € HT (2h training for 350 € excluding VAT for 3 administrators).
Please tick the following box in case of interest:

ControlCenter Training Request

In the event that a service implementation or contract amendment request is accepted in accordance with the terms of this agreement, the application shall be processed upon receipt of this document, subject to a minimum notice of 14 days. POST Telecom S.A. will not be held responsible for any delays in the modification or opening of a service that are attributable to incomplete or incorrect information.

Personal data collected through this form by POST Telecom S.A., 1, rue Emile Bian, L-1235 Luxembourg in its capacity as controller will be processed in accordance with the provisions on the protection of personal data, set out in the General Terms and Conditions of Sale for POST Telecom S.A. Professional Customers. Customers must send any requests to access, rectify or delete their personal data in writing with a copy of their identity card to the following address: POST Telecom S.A. - 1, rue Emile Bian, L-1235 Luxembourg.

Personal data may be processed by POST Telecom S.A. for the purposes of promoting products or ancillary or supplementary services by post, unless the customer objects in writing with a copy of their identity card to POST Telecom S.A. All emails sent for direct marketing purposes for products or services similar to this service shall inform customers that they may object, free-of-charge, to their email address being used.

By signing the Contract, you expressly acknowledge having read and approved the provisions of the POST Telecom S.A. General Terms and Conditions of Sale, in force on the day the Contract is taken out and based on the customer category (Consumer or Professional), including the limitation of liability clause, the penalty clause and the attribution of jurisdiction clause, the Special Terms and Conditions relating to the Product(s) and/or Service(s) taken out under the Contract, or the Price Plans or Sheets applicable thereto (and including the relevant products and/or services description), which are an integral part of the Contract, the document on Net Neutrality and quality of the internet access service for fixed and mobile services, outsourcing, as described in accordance with the clause on confidentiality, and the Data Protection Notice.

These documents are published at www.post.lu and are available for consultation at POST Telecom S.A. physical points of sale.

In as many copies as there are parties in

On

Customer : signature

Stamp, name and title of signatory: