

**APPOINTMENT OF MASTER USER**  
**Eni S.p.A. PORTAL**

For the purpose of having access to the services of Eni S.p.A. Portal (<https://enispace.eni.com>),

The undersigned \_\_\_\_\_ born in \_\_\_\_\_ (\_\_\_\_\_) on \_\_\_\_\_ residing in \_\_\_\_\_ (\_\_\_\_\_) address: \_\_\_\_\_, in his/her capacity as legal representative of (*specify Company*) \_\_\_\_\_, Tax Code and VAT Number \_\_\_\_\_ with registered office in \_\_\_\_\_ (\_\_\_\_\_), Post code \_\_\_\_\_ address: \_\_\_\_\_

**APPOINTS**

**as "Master User" for the aforesaid Company**  
according to the provisions of the section "Master Registration" and the Master Users' Profiling Manual (the "Manual")

Mr./Ms. \_\_\_\_\_ (Tax Code): \_\_\_\_\_, email address: \_\_\_\_\_ (*specify email address identifying the person concerned; any general email addresses such as info@..., tenders@..., etc. will not be acceptable*), who works as (*specify title*) \_\_\_\_\_ within the Company organization and who has been fully informed by the Company of the responsibilities in Annex 1 hereto, as declared by the Company.

In relation to the appointment of any additional Users for each of the services available through the Portal, the specific instructions given in the Manual shall be complied with. No power of attorney is given to the Master User through this appointment.

The Company, hereby represented by the signatory of this letter of appointment, indemnifies and holds Eni S.p.A. and the Eni Group Companies harmless from and against any damage caused by the Master User and/or any subjects appointed by him/her, as a consequence of improper use of the Portal in breach of the Manual instructions.

\_\_\_\_\_

(place and date)

*(\*) No handwritten signature is required where this letter of appointment is digitally signed by the legal representative*

On behalf of the Company \_\_\_\_\_

(legible signature in full)

For acceptance

\_\_\_\_\_

(place and date)

*(\*) No handwritten signature is required where this letter of appointment is digitally signed by the master user*

\_\_\_\_\_

Master User (legible signature in full)

For the Company's legal representative

*(\*) It is not necessary to complete the following fields where this letter of appointment is digitally signed by the legal representative; as an alternative, a photocopy of the valid identity document is attached:*

Document \_\_\_\_\_ No. \_\_\_\_\_

Issued on \_\_\_\_\_ by \_\_\_\_\_

For the Master User

*(\*) It is not necessary to complete the following fields where this letter of appointment is digitally signed by the Master User; as an alternative, a photocopy of the valid identity document is attached:*

Document \_\_\_\_\_ No. \_\_\_\_\_

Issued on \_\_\_\_\_ by \_\_\_\_\_

I hereby declare to have knowledge that, pursuant to Regulation (EU) 2016/679 ("GDPR"), the personal data provided will be processed, also through IT tools, solely for the purposes described in the Privacy Policy ([https://enispace.eni.com/it\\_IT/privacyPolicy.page](https://enispace.eni.com/it_IT/privacyPolicy.page)).

## **Annex 1**

The Master User:

1. is an employee appointed by the legal representative of the Company, in charge of creating and allocating the profiling of all those users of its own Company who shall carry out activities within the tender processes managed on the Portal;
2. preserves and keeps confidential his/her own log-in information for access to Eni S.p.A. Portal, and modifies his/her password whenever he/she has a reasonable belief that it has been disclosed to someone else;
3. is in charge of enabling users of his/her own Company and allocates to each user one or more accounts envisaged by the "Manual", consistent with the positions held by such users within the Company;
4. verifies, on a regular basis, the validity of the active users and the consistency of the accounts allocated with the position held by each user within the Company, and ensures modification or disabling of such accounts. In particular, disables users in a timely manner in the event of changes in the Company's organization or termination of employment of the subjects enabled.