



OrganiZing Swiss – Professional solutions for private and corporate customers.
Services provided: Guest Relations, Relocation, Limousine Transport, Health Care, Security Services

OZ Swiss Services AG Vendor Information

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18. April 2018



COMMERCIAL REGISTER OF CANTON ZURICH

Identification number CHE-360.783.755	Legal status Limited or Corporation	Entry 11.11.2014	Cancelled	Carried CH-020.4.054.080-4 from: CH-020.4.054.080-4/a on:	1
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All data

In	Ca	Business name	Ref	Legal seat
1	2	OZ Swiss Services GmbH	1	Winkel
1	2	(OZ Swiss Services LLC) (OZ Swiss Services Sàrl)		
2		OZ Swiss Services AG		
2		(OZ Swiss Services Ltd.) (OZ Swiss Services SA)		

In	Ca	Share capital (CHF)	Paid in (CHF)	Shares	In	Ca	Company address
1	2	20'000.00	100'000.00	100'000 Namenaktien zu CHF 1.00	1		Pünt 12 8185 Winkel
2		100'000.00					

In	Ca	Purpose	In	Ca	Postal address
1	2	Die Gesellschaft bezweckt die Ausführung von Guest-Relation-Services, Limousinenservice und sämtliche damit in Zusammenhang stehenden Dienstleistungen für internationale und nationale Kunden im In- und Ausland. Die Gesellschaft kann Zweigniederlassungen und Tochtergesellschaften im In- und Ausland errichten und sich an anderen Unternehmen im In- und Ausland beteiligen. Die Gesellschaft kann alle Geschäfte tätigen, die direkt oder indirekt mit ihrem Zweck in Zusammenhang stehen, insbesondere Handelsgeschäfte tätigen, Darlehen aufnehmen und vergeben. Die Gesellschaft kann im In- und Ausland Grundeigentum erwerben, belasten, veräußern und verwalten. Sie kann auch Finanzierungen für eigene oder fremde Rechnung vornehmen sowie Garantien und Bürgschaften für Tochtergesellschaften und Dritte eingehen.			
2		Die Gesellschaft bezweckt die Ausführung von Guest-Relation-Services, Limousinenservice, Relocation-Service, Incentives und Eventorganisation sowie sämtliche damit in Zusammenhang stehenden Dienstleistungen für internationale und nationale Kunden im In- und Ausland. Die Gesellschaft kann Zweigniederlassungen und Tochtergesellschaften im In- und Ausland errichten und sich an anderen Unternehmen im In- und Ausland beteiligen sowie alle Geschäfte tätigen, die direkt oder indirekt mit ihrem Zweck in Zusammenhang stehen. Die Gesellschaft kann im In- und Ausland Grundeigentum erwerben, belasten, veräußern und verwalten. Sie kann auch Finanzierungen für eigene oder fremde Rechnung vornehmen sowie Garantien und Bürgschaften für Tochtergesellschaften und Dritte eingehen.			

In	Ca	Remarks	Ref	Date of the acts
1	2	Die Mitteilungen der Geschäftsführung an die Gesellschafter erfolgen schriftlich oder per E-Mail.	1	06.11.2014
1	2	Pflichten: Nebenleistungspflichten, Vorhand-, Vorkaufs- oder Kaufsrechte gemäss näherer Umschreibung in den Statuten.	2	20.06.2016
1		Gemäss Erklärung vom 06.11.2014 wurde auf die eingeschränkte Revision verzichtet.		
2		Mitteilungen an die Aktionäre erfolgen per Brief, E-Mail oder Telefax an die im Aktienbuch verzeichneten Adressen.		
2		Die Übertragbarkeit der Namenaktien ist nach Massgabe der Statuten beschränkt.		

In	Ca	Qualified facts	Ref	Official publication
2		Umwandlung: Die Gesellschaft mit beschränkter Haftung hat das Stammkapital auf CHF 100'000.00 erhöht und wird gemäss Umwandlungsplan vom 20.06.2016 und Bilanz per 31.12.2015 mit Aktiven von CHF 144'378.10 und Passiven (Fremdkapital) von CHF 43'040.45 in eine Aktiengesellschaft umgewandelt. Der Gesellschafter erhält für seine bisherigen Stammanteile 100'000 Aktien zu CHF 1.00.	1	SHAB

In	Ca	Branch offices	In	Ca	Branch offices

Vis	Ref	No journal	Date	SOGC	Date SOGC	Page / Id	Vis	Ref	No journal	Date	SOGC	Date SOGC	Page / Id
ZH	1	11470	30.03.2016	64	04.04.2016	2756147							
ZH	2	22376	24.06.2016	124	29.06.2016	2921303							



COMMERCIAL REGISTER OF CANTON ZURICH

CHE-360.783.755	OZ Swiss Services AG	Winkel	2
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All data

In	Mo	Ca	Personal Data	Function	Signature
1		2m	Schranz, Andreas, von Dürrenroth, in Winkel	partner and manager	single signature
	2		Schranz, Andreas, von Dürrenroth, in Winkel	member of the board of directors	single signature

Zürich, 02.08.2016 13:48

The information above is given with not commitment and is in no way legally binding. Only the company record (extract) issued and certified by the commercial Registry Office of Zurich and the text published in the Swiss Commercial Gazette are binding.

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Zeugnis

des Handelsregisteramtes des Kantons Zürich

CERTIFICATION

issued by the Commercial Registry of Canton Zurich

It is hereby certified that the following company is entered in the Commercial Register of Canton Zurich: a joint stock company by the name of

OZ Swiss Services AG-----
(OZ Swiss Services Ltd.) (OZ Swiss Services SA)-----

domiciled in Winkel-----
Address: Pünt 12, 8185 Winkel-----

This company has been entered in the Commercial Register of Canton Zurich since 11th November 2014. It has been entered in the aforementioned register under the following versions:

From 11th November 2014 – 24th June 2016:
OZ Swiss Services GmbH-----
(OZ Swiss Services LLC) (OZ Swiss Services Sàrl)-----

It has been entered since 24th June 2016 under the following name:
OZ Swiss Services AG-----
(OZ Swiss Services Ltd.) (OZ Swiss Services SA)-----

The Commercial Register also indicates the following for the aforementioned company:

Share capital: CHF 100'000.-- (CHF one-zero-zero-zero-zero-zero 00/00)---

Of which is paid in: CHF 100'000.-- (CHF one-zero-zero-zero-zero-zero 00/00)---

Share denominations: 100'000 registered shares with a par value of CHF 1.-- each.-----

Date of the articles of incorporation/bylaws:

Date of the most recent version of the articles of incorporation: 07th April 2017-----
(Apart from the aforementioned date, there are entries in the Commercial Registry of the Canton of Zurich pertaining to the joint-stock company (Ltd.) being queried that contains articles of incorporation with a different dates).-----

Purpose: The purpose of the Company is to provide guest relation services, limousine services, relocation services, incentives and event organization, and related services for international and domestic customers in Switzerland and abroad. The purpose of the Company is also to purchase, sell, broker and lease vehicles of all kinds in Switzerland and abroad, including their accessories. The Company may establish branch offices and subsidiaries in Switzerland and abroad; may acquire participating interests in other companies, whether located in Switzerland or abroad, as well as engage in all business/transactions that are directly or indirectly associated with its purpose. The Company may acquire, encumber, sell, and manage real estate property in Switzerland

and abroad. It may also engage in financing transactions for its own account or the account of third parties, and enter into guarantees and sureties on behalf of subsidiaries and third parties.

Remarks: A limited audit has been waived in accordance with the declaration of November 6, 2014.

Notifications to shareholders shall be sent to the addresses entered in the share ledger by way of letter, email or fax.

The transferability of registered shares is restricted as provided for in the articles of incorporation/bylaws.

With journal entry no. 22376 of 24th June 2016, the following was published in the Official Commercial Gazette of Switzerland (SHAB), no. 124 of 29th June 2016:

Qualified acts: Change in corporate form: The limited liability company increased its share capital to CHF 100,000.00 and was converted into a joint-stock company pursuant to the conversion plan of June 20, 2016 and balance sheet as at December 31, 2015, with assets of CHF 144,378.10 and liabilities (debt capital) of CHF 43,040.45. The shareholder received 100,000 shares at CHF 1.00 each for his existing shares.

The Commercial Register of Canton Zurich contains particulars in reference to the aforementioned company pertaining to the power of representation, in addition to other particulars. The following is entered in reference to the power of representation, among other things:

Member of the board of directors with sole signatory authority:

Schranz, Andreas, of Dürrenroth, in Winkel

It is further certified that the aforementioned company is organized according to the laws of Switzerland.

The Commercial Registry Office of the Canton of Zurich can offer no guarantee as to the accuracy of the translation from the original German text of this entry in the Commercial Register.

Zurich, Switzerland, 23rd April 2018
Company number: CHE-360.783.755
Signed: DI
Fee: CHF 250.--

(transferred: CH-020.4.054.080-4)



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OZ Swiss Services AG
Pünt 12
8185 Winkel

18 January 2018

Dear Sir, Dear Madam

We certify that the above-mentioned policyholder has taken out the policy described below.


Certificate of insurance for	Public and products liability insurance
Contract number	30/4.078.654
Period of Policy	01.01.2018 - 31.12.2018
Business Insured	Limousinen/Guest-Relation-Services
Limit of Insurance	CHF 5'000'000 any one loss and year for bodily injury and property damage combined
Territorial Scope	Worldwide with the exception of USA/Canada

This certificate is issued for information purposes only and confers no rights upon the certificate holder.
This certificate does not alter the mentioned policy in any way.

If you have any questions, please do not hesitate to contact us in confidence.

Sincerely

Baloise Insurance Ltd



Isabella Caselli



Reto Frei



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Integrity Guidelines

for OZ Swiss Members, Suppliers, Contractors and Consultants

A Message from OZ Swiss

OZ Swiss Services AG (“OZ Swiss”) is committed to unyielding integrity and high standards of business conduct in everything we do, especially in our dealings with OZ Swiss Suppliers, Contractors and Consultants. OZ Swiss bases its relationships on lawful, efficient and fair practices. We shall adhere to applicable legal and regulatory requirements in our business relationships as set out in this document in connection with our activities for our customers.

We encourage our customers to hand us over their Integrity Guidelines. OZ Swiss will ensure that all Suppliers, Contractors and Consultants get to know it.

Responsibilities of OZ Swiss

As your supplier we guarantee:

Fair Employment Practices

- To observe applicable laws and regulations governing wages and hours;
- to allow workers to choose freely whether to organize or join associations for the purpose of collective bargaining as provided by local law or regulation; and
- to prohibit discrimination, harassment and retaliation.

Environment, Health & Safety

- To comply with applicable environmental laws and regulations;
- to provide workers a safe and healthy workplace; and
- not to adversely affect the local community.

Human Rights

- To respect human rights of our employees and others in our business operations and our activities for our customers;
- not to employ workers younger than sixteen (16) years of age or below the applicable minimum age, whichever is higher;
- not to use forced, prison or indentured labour, or workers subject to any form of compulsion or coercion, or to engage in or abet trafficking in persons.



Working with Governments, Improper Payments and Dealings with Customers Employees and Representatives

- To maintain and enforce a policy requiring adherence to lawful business practices, including a prohibition against bribery of government officials;
- not to offer or provide, directly or indirectly, anything of value, including cash, bribes, gifts, entertainment or kickbacks, including offers of employment, or participation in a contest, game or promotion, to any customer's employee, representative or customers guests or to any government official in connection with any customers procurement, transaction or business dealing, and
- to provide supporting data to the customer when requested.

Competition Law

- Not to share or exchange any price, cost or other competitive information or engage in any collusive conduct with any third party with respect to any proposed, pending or current customer's procurement.

Intellectual Property

- To respect the intellectual and other property rights of the customer and of third parties, including all patents, trademarks and copyrights.

Security and Privacy

- To respect privacy rights and secure the data of the customers' employees, guests, and suppliers and
- to implement and maintain physical, organizational and technical measures to ensure the security and confidentiality of the customer's data in order to prevent accidental, unauthorized or unlawful destruction, alteration, modification or loss of the customers data; misuse of the customers data; or unlawful processing of the customers data; and protect operations and facilities against exploitation by criminal or terrorist individuals and organizations.

Trade Controls & Guests Matters

- Not to transfer any customer's technical information to any third party without the express, written permission of the customer, and to comply with all applicable trade control laws and regulations in the import, export, re-export or transfer of goods, services, software, technology or technical data including any restrictions on access or use by unauthorized persons or entities.

Controllership:

- To ensure that all invoices and any customs or similar documentation submitted to the customer or governmental authorities or audited by third parties in connection with transactions involving the customer accurately describe the goods and services provided or delivered and the price thereof and ensure that all documents, communications and accounting are accurate and honest.



How to Raise a Question or Concern

Subject to local laws and any legal restrictions applicable to such reporting, each, Supplier, Contractor or Consultant is expected to inform OZ Swiss promptly of any concern related to this Guide affecting the customer, whether or not the concern involves the Supplier, as soon as the Supplier has knowledge of such an occurrence.

I. Definition of questions/concerns:

- Who or what is the concern?
- When did it arise?
- What are the relevant facts?

II. Prompt reporting is crucial

A question or concern may be raised as follows:

- By discussing with a cognizant Manager (to be defined by the customer); OR
- By contacting any Compliance Resource.

III. OZ Swiss' Policy forbids retaliation against any person reporting such a concern.



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Subcontractors Commitment

OZ Swiss is dedicated to provide top service for each and every client. In case we need to work with a subcontractor to fulfil an order, we guarantee that they comply with our high service standards. For that very reason all subcontractors must accept our General Terms and Conditions as well as adjust their policies and procedures to meet the following conditions of OZ Swiss:

No commission agreement

Any recommendation has to be based on the customer's preferences and has to serve his/her satisfaction only. Thus, taking commissions from any restaurants, shops or other service providers is prohibited. Aiming to achieve higher quality, OZ Swiss is determined to rely on these principals when carrying out requests of its valued clients.

OZ Quality Guidelines

Our goal is to ensure that all customers are pleased with their experience of OZ Swiss services. We take all feedbacks and complaints seriously and adjust our practices accordingly to uphold high quality standards.

OZ Integrity Guidelines

OZ Swiss ensures that its business relationships are set on the fundamentals of lawful, efficient and fair practices. We devote particular attention to follow the regulations of environmental and health safety as well as human rights. We respect competition law and intellectual property rights while processing orders.

Security Guidelines

All drivers must regularly undergo background control including a criminal history record check and each vehicle must meet our strict safety requirements. Beside personal safety, data privacy is crucial for our guests as well.

Insurance

We are aware of the importance to offer extensive protection for our customers and have passenger and company liability insurance to be prepared for any occurring inconvenience. Of course, all our subcontractors must have such insurances as well.

Regular training of drivers

All chauffeurs must hold a professional driving licence and have to be highly trained in first aid and road safety. They also need to repeatedly absolve courses in these fields to keep their skills and competence at a high level.

Confirmation

The Swiss climate protection organisation myclimate confirms that

OZ Swiss Services AG

has made a sustainable contribution to voluntary climate protection by offsetting the following quantity of CO₂ in high quality myclimate carbon offset projects:

Quantity CO₂:: 15.00 t

Climate protection contribution 2018

Zurich, 18. April 2018



René Estermann, CEO

Confirmation number: 102036

myclimate is registered under Swiss Federal Law as a non-profit, tax exempt foundation that promotes climate protection.

Date of issue: 5. July 2011, File number: 11 10 312

Zertifikat Energie-Agentur der Wirtschaft

Freiwilliger Klimaschutz und Energieeffizienz



Best 243 AG

Das Unternehmen Best 243 AG setzt sich aus Überzeugung für den nachhaltigen Klimaschutz ein. Mit der freiwilligen Teilnahme am Programm der Energie-Agentur der Wirtschaft bekennt sich das Unternehmen Best 243 AG zur aktiven Reduktion der CO₂-Emissionen und zur Optimierung der Energieeffizienz. Die Zielvereinbarung ist vom Bund, den Kantonen und Partnern der Wirtschaft anerkannt.


Dr. Armin Eberle
Energie-Agentur der Wirtschaft

1. Januar 2017


Stefan Kruppenacher
Energie-Agentur der Wirtschaft


ENERGIE-AGENTUR
DER WIRTSCHAFT EnAW