

Conditions of Use (electronic) Secure Mailbox

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1. Scope of service

- 1.1. The companies of the TECTA Invest offer their communication partners (hereinafter referred to as *users*) the possibility of using an electronic mailbox.
- 1.2. The use of the electronic mailbox is free of charge and is ensured by an Internet-based browser to be provided by the user himself. The costs of providing and using the Internet access shall be borne by the user himself. A PDF reader is required to save and print out the documents.
- 1.3. The electronic mailbox is exclusively intended for confidential, individual communication within the framework of the business relationship between the TECTA Invest and the user. The user agrees that his data required for this are saved and used by the TECTA Invest.
- 1.4. The TECTA Invest may also comply with its duties to provide information, which arise from the business relationship, by storing the messages electronically in the mailbox, unless there are any other legal or contractual formal requirements.
- 1.5. There is no claim on the part of the user to limit business communication exclusively to the electronic mailbox.

2. Delivery and notification

- 2.1. The user receives a message by e-mail when new documents are put into his electronic mailbox. The user is obliged to retrieve his documents from the electronic mailbox in a timely manner.
- 2.2. The electronic mailbox keeps messages and documents in encrypted form ready for retrieval for a period of three months. Thirty days prior to the expiry of this deadline, the user will receive a message informing him of the imminent deletion of the electronic mailbox and the messages and documents contained therein.
- 2.3. Within his electronic mailbox, the user can avail himself of a storage capacity of 30 Mb in total for incoming and outgoing messages, attachments and the trash folder. If the storage capacity is exhausted, messages can no longer be delivered. Therefore, the electronic mailbox is only intended for delivery and not for archiving. The user has the possibility of downloading and saving the documents in his electronic mailbox as PDF files on his own computer. By emptying his electronic mailbox regularly, the user must ensure that the delivery of messages to him remains possible. At the same time, he is himself responsible for the permanent storage of his documents.