

SIXT COMMISSION PAYMENTS

executed by Paymode-X

General information

Who is Paymode-X and why should I read this document?

- Paymode-X is one of the largest electronic settlement networks. This document shows you why and how you can enroll for Paymode-X to receive commission payments from Sixt.

What are my advantages with Paymode-X?

- Paymode-X can pay out commissions via bank transfer in more than 30 countries. That helps maximizing cost-savings, efficiency and security. In addition Paymode-X provides several reporting solutions for you so that you can easily track your received commission payments.

What do I have to do to receive commissions from Sixt via Paymode-X?

- To receive commission payments you have to initially register your travel agency at Paymode-X on their website to receive your commissions via bank transfer. After that you will receive your commissions automatically every month.

Process of registration

Where can I register for Paymode-X?

- Visit www.paymode.com/commissionpayments to enroll for Paymode-X. The sign up process is very easy and takes less than 10 minutes.

What information do I need to enter within the registration process?

- Your company's email address, legal name, main telephone number, and all physical and remittance addresses used by your company.
- Your company's taxpayer identification number. This may be a U.S. federal employee identification number (EIN), a Canadian Business Number (BN) or the equivalent in the country in which your business is located. In the U.S., it also could be a Social Security Number, if you are a sole proprietor.

- Your company's bank account information, including bank identification numbers (for example, routing number, sort code or IBAN/ BIC) and account numbers.
- Your agent number which can be your IATA, CLIA, ARC, TIDS, TRUE, ABTA, or a number assigned to your agency by Sixt. This number must be entered in 14 digits (e.g. 0000002345678).

I don't have an "agent number" – What do I do now?

- For travel agencies which do not have an own IATA number (or other above mentioned numbers), Sixt creates a so called "pseudo IATA number". This number will be automatically created after your commissionable rental. If you need to know your pseudo IATA number please contact us via travelagency@sixt.com. This number must be entered in 14 digits with the prefix 022000 (e.g. 022000ST002604).

The system denied my access / I have further questions concerning the procedure. Who can I talk to?

- The support team of Paymode-X will be glad to help you. You can reach them by commissionpayments@paymode.com or phone M-F. 8 a.m.-5 p.m. EST at (888) 441-2261 or (603) 501-4901.

Process of commission payout, commission statement and report

When do I get my commissions via check payment and when via electronic fund transfer?

- When you did not enroll for Paymode-X you will receive USD checks. After enrolling you will receive your commissions via electronic fund transfer.

When do I receive my commissions when I am using electronic fund transfer?

- Paymode-X processes the payments of the previous month every third Thursday in the following month. Automated Clearing House (ACH) payments inside the US and Canada will be cleared the following day (Friday). International electronic fund transfer take up to three extra days to process. They will be cleared by Tuesday the following week.

When do I receive my commission check when I did not enroll for Paymode-X?

- Checks are mailed centrally from the USA on the day after the payment is processed.

When and where do I get my commission statements?

- If you enrolled for Paymode-X you can access your statements online. Unenrolled check agencies are receiving paper remittance statements.
- Online statements will be accessible in your account on the third Thursday the following month. You will receive an email notification when new payments are available.

Which reports can I see in my Paymode-X account?

- In your Paymode-X account you can view single commission statements as well as reports for more than one payment. You are also able to select your desired time frame.

Where do I run a report to display more than one payment at a time?

1. Log in at www.paymode-x.com
2. Click on the "reports" tab
3. Click on the "collector payment and remittance report"
4. Enter date range you are trying to capture
5. Click "submit"
6. You see all payments for the selected time range
7. To print/ save this report click "open as PDF for printing"

Where can I get a instruction how to access my reports?

- You can demand a detailed instruction at Paymode-X via memberservices@paymode-x.com or at our Sixt travel agency support team via travelagency@sixt.com

Countries with electronic fund transfer

- | | | |
|---------------|-----------------|--------------------|
| 1. Australia | 13. India | 25. Poland |
| 2. Austria | 14. Ireland | 26. Portugal |
| 3. Belgium | 15. Italy | 27. Singapore |
| 4. Canada | 16. Japan | 28. South Africa |
| 5. Czech Rep. | 17. Kuwait | 29. Spain |
| 6. Denmark | 18. Luxembourg | 30. Sweden |
| 7. Finland | 19. Mexico | 31. Switzerland |
| 8. France | 20. Morocco | 32. UAE |
| 9. Germany | 21. Netherlands | 33. United Kingdom |
| 10. Greece | 22. New Zealand | 34. USA |
| 11. Hong Kong | 23. Norway | |
| 12. Hungary | 24. Philippines | |

Contact overview

Paymode-X – becoming a member:

Email: commissionpayments@paymode.com

Phone: (888) 441-2261 or (603) 501-4901 (M-F, 8 a.m.-5 p.m. EST)

Paymode-X – being a member:

Email: memberservices@paymode-x.com

Phone: (877) 443-6944 (M-F, 8 a.m.-8 p.m. EST)

Sixt travel agency support:

Email: travelagency@sixt.com

Phone: +49 180 625 99 99¹⁾ (M-F, 8 a.m.-6 p.m. CET)

1) Costs of calls from abroad vary depending on the country and the network provider.