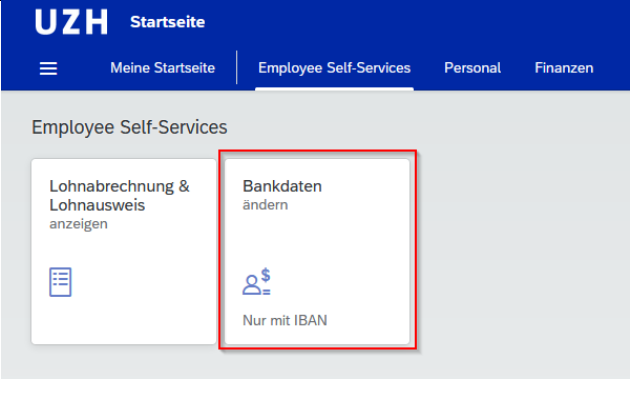
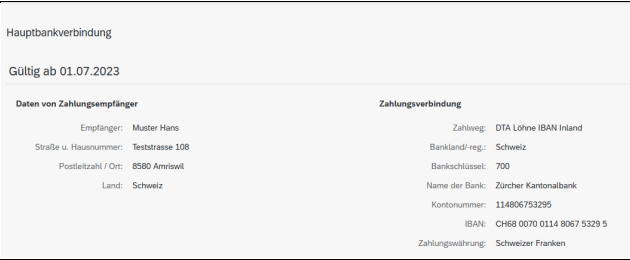
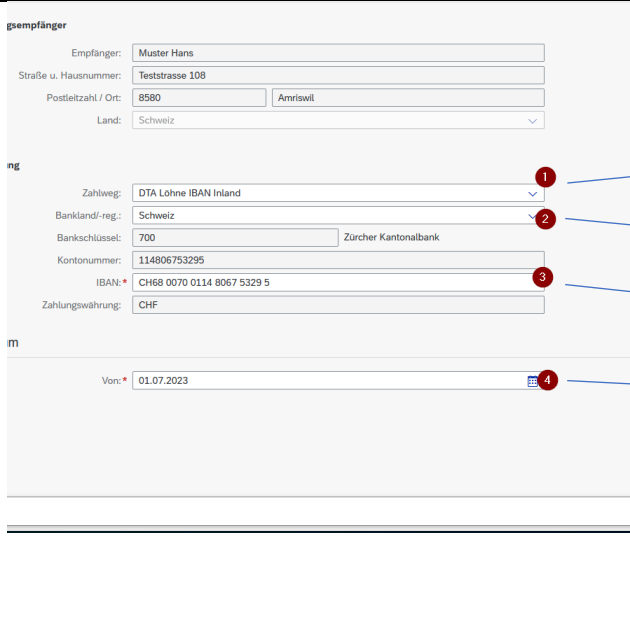




Guide to changing bank details

	<p>1. Click the box that says “Bankdaten ändern” (Change bank details).</p> <p>You can only enter bank details with an IBAN number. If you wish to change the details for an account in a country that does not have IBAN numbers, you will still need to contact your HR representative.</p>
	<p>2. Click “Bearbeiten” (Edit).</p>
	<p>3. Enter the new bank details.</p> <p>Select whether you want to enter a Swiss bank account or a foreign bank account.</p> <p>Select the relevant country.</p> <p>Enter the IBAN number.</p> <p>Select the start date for the new bank account (bank accounts can only be changed from the first day of a subsequent month).</p> <p>Click “Sichern” (Save) to submit the change to the new bank account.</p>