

LOTUS PASSPORT ENROLLMENT FORM

Originating Site Additional Site

NEW ENROLLMENT of a SITE *If enrolling an additional site, indicate Passport Number of Originating Site: _____*

SITE UPDATE INFORMATION *Indicate Passport Number of Site: _____*

Please provide below all relevant information to be updated.

1. Site Contact Information

The Site name defined below will be printed on each Certificate generated for this Site. All contract reporting will also be sent to this location.

Site Name:	
Address:	
Contact Name:	Title:
Telephone:	Fax:
Email Address:	

Certificate Information to be shipped to: (check one)

Site: Passport Reseller

Secondary Site Information Contact:

To have Certificates sent to a different name and address other than to where the reporting is sent, please indicate name and address below. The Secondary Site Contact, if named below, will be printed on the certificate, which will be sent to this name and address.

Site Name:	
Contact Name:	Title:
Address:	
Telephone:	Fax:
Email Address:	

2. Passport Reseller Selection

Passport Reseller for this enrollment (not required for Volume Purchase Option)

Reseller Company Name:
Reseller Lotus Number:

3. Maintenance

A. Volume Purchase Option and Contract Option

Sites may purchase Maintenance on an individual basis. Once Maintenance is selected, it must be purchased for the entire Term, for the entire Product Family for Lotus Notes or Lotus cc:Mail, and for individual applications for Desktop Products. Lotus offers Maintenance based on the following Software categories:

- (i) Lotus Notes (full product, companion products and gateways);
- (ii) Lotus cc:Mail (full product, companion products and gateways);
- (iii) Desktop Products (all products other than communication products)

Once Maintenance is selected, it must be purchased for the entire Agreement Term by Product Family, and must be purchased for all subsequent Software licenses acquired within that Product Family. If a Passport Customer with either Lotus Notes or Lotus cc:Mail servers or clients purchases Maintenance, it must also purchase Maintenance with any subsequent licenses of companion products. Also, if Maintenance is purchased for a Lotus Notes or Lotus cc:Mail companion products, it must also be purchased for all subsequent licenses of client/server Software. For Desktop Products, a Site may choose to purchase Maintenance for one or any combination of products in that category. Once a Site purchases Maintenance for a Desktop Product, the Site must purchase Maintenance for all subsequent licenses of that Desktop Product made during the Agreement Term.

B. Enterprise Option

For Enterprise Option customers, Maintenance is required for the full Agreement Term.

C. Site Maintenance Contact

Each Site wishing to purchase Maintenance must complete an Enrollment Form and assign a Site Maintenance Contact. The Site Maintenance Contact is the person responsible for assisting Lotus with Maintenance renewals and for overall Maintenance compliance for the Site.

Please provide the following information:

Maintenance Contact Name:		
Title:		
Address:		
Telephone:	Fax:	Email Address:

D. Maintenance Purchases

A Site may elect to purchase Maintenance for Lotus software not under Maintenance (whether or not such software was purchased under the Program) at any time during the Agreement Term. Once Maintenance is purchased for a Product Family, the Passport Customer must continue to purchase Maintenance for all subsequent licenses of Software within that Product Family.

Thirty (30) days prior to the Maintenance Anniversary Date, Lotus will send to each Site a notification report summarizing the Site's Maintenance purchases during the first year of the Agreement Term and calculating the pro rata fees for the second year of Maintenance. Each Site must identify the Passport Reseller on the report for invoicing purposes, have an authorized representative sign the completed report, and return the completed report to Lotus. Within 30 days of the Site's receipt of the Maintenance report, the Site must submit a purchase order to the Passport Reseller for the second year of Maintenance.

5. Maintenance Media Shipping Contact

Each Passport Customer Site purchasing Maintenance under the Lotus Passport Program will receive one set of media for each commercially-available product upgrade. Lotus will ship product upgrade media to the address indicated below. The media will be shipped in the product language also selected below. Lotus may replace these items with a CD-ROM subscription service, if and when available. Maintenance must be purchased before any upgrade will be shipped.

Site Name:		
Contact Name:	Title:	
Address:		
Telephone:	Fax:	Email Address:
Product Language:		

6. Authorized Signature

Please have an authorized representative of the Site sign below. **The Site agrees that all software purchased under the Lotus Passport Program must be used in accordance with the Lotus Passport Software Agreement.** (For Volume Purchase Option, a signature is not required with an initial enrollment form.)

Any Site which is not part of the same legal entity as Passport Customer (i.e., a parent company or a qualifying affiliate) must sign an Enrollment Form, and will be assigned a unique Passport Number which is linked to the Originating Site's Passport Number. For such eligible Sites, signature below constitutes acceptance by such Site of the Lotus Passport Program Agreement: Contract Option and Enterprise Option Terms. The Site acknowledges that it has read this document and agrees to its terms.

Site Name: _____

(please print full name of Site)

By: _____

Name and Title: _____

Date: _____

A separate Support Enrollment Form must be completed for any Support Services purchases.

Lotus Internal Use:

Fields: Account Type: _____ Sales Rep: _____