

CLIENT REGISTRATION GUIDELINE

Step-by-step user manual for
successful account creation
and activation on the Future
Drivalia auction platform

Target Audience: Foreign clients

Platform : future.drivalia.com

Operated by: Drivalia Lease Czech Republic s.r.o. (Member of CA Auto Bank group)

Welcome

to the **Future Drivalia** registration guide. Buying vehicles from end-of-lease fleets and short-term rentals requires corporate identity verification. This document guides you through the registration form and account activation.

PRE-REGISTRATION STEP:

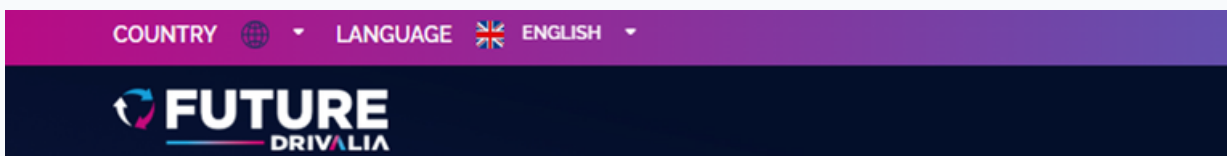
- Before opening the registration form on the auction portal, download, fill out and sign two mandatory documents from our official informational website.

→ **DOWNLOAD DOCUMENTS HERE** ←

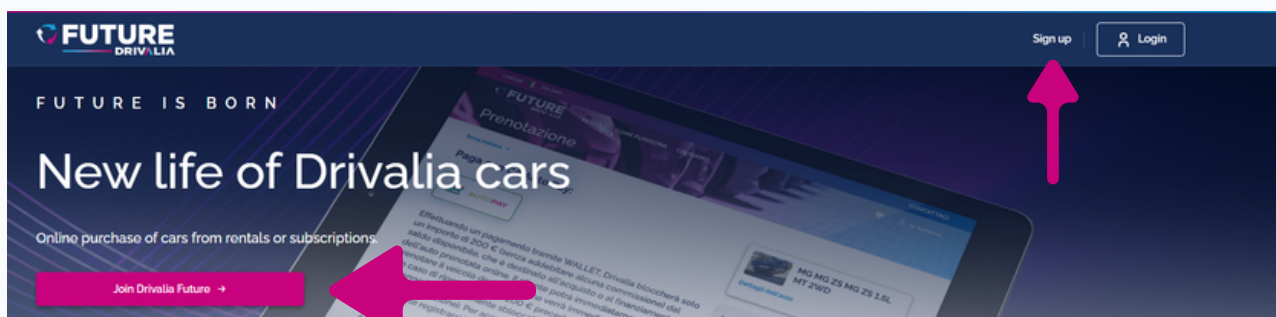
1 Interface Localization & Initiation

Before filling out any fields, ensure your portal interface is correctly localized for international access. On the home page <https://future.drivalia.com/home> check the top menu bar and set:

- **COUNTRY:** Other
- **LANGUAGE:** English



To open the form, click the white **Sign up** button in the top right corner, or click the pink **Join Drivalia Future →** action button on the main banner.



2 Section "Business" (Company Information)

In the first step of the form, fill in your company details. All fields marked with an asterisk (*) are mandatory.

- **Business Name:** Full company name including its legal form suffix (e.g., Ltd., GmbH).
- **VAT Number:** Your corporate value-added tax identification number.
- **Mobile Number:** Including the international country code, without spaces (e.g., +49...).
- **Market:** Select Czech Republic, to access Czech auction vehicles.
- **Address:** Enter the official company residence.
- **Company Email:** The e-mail address that will be used for login to the auction portal.

The screenshot shows the 'Business' registration step in the FUTURE DRIVALIA portal. The header includes 'COUNTRY', 'LANGUAGE' (English), and 'DRIVALIA' with 'Sign up' and 'Login' buttons. The main content area has three tabs: '1 Business' (selected), '2 Reference', and '3 Confirm and Register'. The 'Business' tab contains several input fields for company information:

- Legal Business Name (*)
- VAT Number (*)
- Country (*)
- Market (*)
- Address (*)
- City (*)
- Postal Code
- Company Email (*)
- Telephone Number
- Mobile Number (*)

3 Document Upload

Submit the required corporate verification files via their respective fields incl. the specific documents you downloaded and filled out before starting the registration.

The screenshot displays the document upload section with four upload fields, each showing a selected file:

- Upload "Chamber of Commerce Extract"**: Selected file is 'Vypis z OR.pdf - 15722 bytes'.
- Upload "Document and Tax ID of the legal representative - Single file"**: Selected file is 'Rozhodnutí o registraci k DPH.pdf - 17051 bytes'.
- Upload the completed "Ultimate Beneficial Owner Form"**: Selected file is 'RKS.pdf - 14894 bytes'.
- Upload "Company registration proof (Firmaattest)"**: Selected file is 'UBO.pdf - 14952 bytes'.

IMPORTANT REQUIREMENTS FOR DOCUMENT UPLOAD:

- Maximum allowed size for each uploaded file is **5 MB**.
- All documents must be uploaded strictly in **PDF format**.

After successfully uploading all files, click the pink button **Go to the next step**.

4 User Information (Section "Reference")

Fill in the details of the representative who will act and place binding bids on behalf of the company. All fields marked with an asterisk (*) are required.

- Enter the representative's **national ID / birth number** into the User's Fiscal Code field.
- Select the birth date by clicking the **calendar icon** on the right side of the field.
- **The entered email and password will be your login credentials for the auction platform.** Click the exclamation mark icon next to the password to view specific security requirements.

The screenshot shows the 'Reference' section of the registration form. It contains the following fields:

- User's Surname (*)
- User's Name (*)
- User's Fiscal Code
- User's Birth Date (with a calendar icon)
- User's Email (*)
- Confirm User's Email (*)
- Password (*) (with an exclamation mark icon)
- Confirm Password (*)

5 Consents & Submission (Section "Confirm and Register")

In the final step, first confirm the Acknowledgment of information on data processing and select your preferences regarding marketing promotions. **To complete the process, it is mandatory to check the Acceptance of Terms and Conditions of Service box before submitting your registration.**

The screenshot shows the 'Confirm and Register' section of the registration form. It contains the following elements:

- ☒ Acknowledgment of information on data processing (indicated by a red arrow)
- With reference to point 3.A of the Information Notice and on the basis of the purposes indicated therein (receiving promotions concerning the various types of products of Drivalia):
 - ☐ I agree ☐ I don't agree
- With reference to point 3.B. and on the basis of the purposes indicated therein (to receive only those promotions most closely related to your preferences and habits):
 - ☐ I agree ☐ I don't agree
- With reference to point 3.C of the Information Notice and on the basis of the purposes stated therein (to receive commercial promotions regarding products and services offered by other companies):
 - ☐ I agree ☐ I don't agree
- ☒ Acceptance of Terms and Conditions of Service (indicated by a red arrow)

2. VALIDATION & ACTIVATION

A Email Validation

An automatic validation email will be sent to your inbox immediately after submission.

- Open the email and click the pink "**Ověřit účet**" (Validate account) button.



B Account Activation

Our remarketing team will manually verify your uploaded corporate contracts and certificates.

- Processing Time: Document verification takes up to **48 hours**.
- Confirmation: You will receive a final email stating "Váš účet je nyní aktivní! / Your account is now active!"



3. CUSTOMER SUPPORT & CONTACTS

If you experience any technical difficulties during the registration process or email verification, please contact the respective Drivalia department directly at the following email:



b2baukce.drcz@drivalia.com

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Member of CA Auto Bank S.p.A. banking group

