Manual for legal representatives for the use of the portal on the registration of claims concerning EVN tokens

Dear Sir or Madam,

Please read the instructions carefully before you start submitting the claims of your clients to the portal. Certain documents must be uploaded during the registration process. Please make sure that the documents you upload are valid and of good readable quality.

What is the envion claims management portal?
- The purpose of this portal is solely to register claims within the scope of the bankruptcy proceedings of envion AG in Liquidation, 6340 Baar ("envion").

  The registration of claims occurs exclusively pursuant to the relevant provisions of Swiss law, in particular the Federal Act on Debt Enforcement and Bankruptcy (SchKG; SR 281.1) and the Ordinance on the Management of Bankruptcy Offices (KOV; SR 281.32).

How does the claims management portal work?
- As a legal representative, you can register the claims of your clients in connection with the purchase of EVN tokens through the portal. The portal will guide you through the entire registration process. If you have any questions or problems regarding the registration process, please consult the FAQ. If you do not find the answer there, please contact the Wenger Plattner Attorneys at Law support team (envion.support@wenger-plattner.ch). As soon as you have completed the registration process, your data will be reviewed.

Why is it important to read the guidelines before registering?
- In order to complete the registration process, you must upload various documents to the portal. In order to avoid delays, you have the possibility to prepare all documents in advance before the portal is activated online.

Support contact

Contact the support team	
E-mail	envion.support@wenger-plattner.ch

Supported browser & tools

Please make sure that you and/or your clients have updated your browser to the latest version, so that you can use the portal.
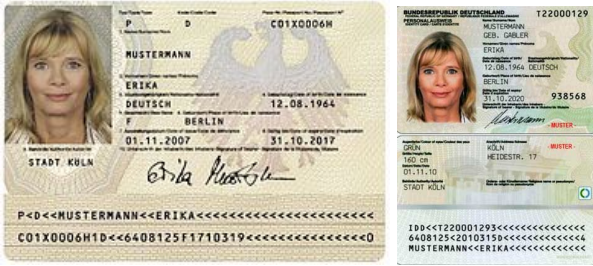
Important notes	
Which browser can be used?	Google Chrome, Firefox, Brave or Opera.
Plugin you might require	[MetaMask](#) (explained below).
Which files can be uploaded?	PDF, JPEG & PNG are allowed.
How many files can be uploaded?	The upload of multiple documents is available wherever this is required.

MetaMask plugin

In order for EVN tokens to be transferred, our portal supports the MetaMask plugin, which is available for all browsers mentioned above. We assume that you, as a legal representative, do not have access to the tokens of your clients. Therefore, at the end of the registration process, you will receive an Ethereum address for each client, which you will forward to your client for the purpose of transferring the tokens. Your client can then use this address in his/her MetaMask Wallet if necessary.

Required information and documents

Information and documents you will need during the process	
Your personal details	- Salutation - First and last name - Phone number - E-mail address - Preferred language for correspondence, and - Address
Your passport or identity card	You must upload a copy of your passport or identity card. If your identity card has additional information about your identity on the back, please scan and upload the front and back sides thereof. If your passport has only one front, please make sure you scan and upload it in good readable quality.
Personal information of the client	- Salutation - First and last name - Phone number - Claimant e-mail address (use the e-mail address used by the client when purchasing the EVN token) - Preferred language for correspondence - Address
Power of attorney	Please upload a signed power of attorney from your client.
Client's passport or identity card	Please upload your client's passport or identity card. Follow the same instructions as for uploading your own passport or identity card.
Proof of token purchase	In order to substantiate your client's claim, it is necessary to upload all available documents documenting the purchase of EVN tokens. This may include, for example, credit card or bank statements, screenshots from the dashboard or the stock exchange platform used by the client, and any other evidence of the purchase of EVN tokens. *Examples:* Your client purchased EVN tokens as part of the ICO and paid by credit card. In this case, please upload the credit card statement showing the payment to the envion paying agent.

	If your client has made a payment with Bitcoin as part of the ICO, please provide the Bitcoin address and transaction ID. In addition, in both cases, please upload documents proving the allocation of EVN tokens based on your client's payment. If your client does not (any longer) have any documents proving the purchase of EVN tokens, please download the form "**No purchase documents**", fill it in, sign it and upload it in the field "**Please upload your purchase documents**".
Additional documents	If you have further documents which are suitable to prove your client's claims, please upload them in the field "If necessary, upload additional documents here".
Signed claim form	Finally we ask you to download, review, sign and then upload the final signed **claim form**. The form contains the data you have submitted to the portal. Check the data contained in the form and confirm by signing it that all the data are correct.

Claims	Information
Registration of the claims	In the claims section we ask you to add your client's claims against envion. Please fill out all the fields with the required information. In the first line, the claim arising from the tokens or their acquisition is to be asserted ("**basic claim**"): ● **Basis of claim** This field must indicate the basis of the claim which is to be registered. *Example:* Purchase of 2'000 EVN tokens. ● **Purchased via** This field is only available if you have indicated in the token purchase section that your client has purchased his/her tokens from multiple sources. ● **Amount / Currency** Register the claim that your client asserts from the tokens or their acquisition in the currency in which he purchased them and/or in which he asserts his/her claim (USD, EUR, BTC, ETH, CHF, etc.). ● **Amount in CHF** Amounts in foreign currencies (FIAT / cryptocurrencies) are to be converted into Swiss francs as per 14 November 2018. FIAT currencies must be converted at the average exchange rate. At the prevailing rates on 14 November 2018, USD 1.00 was CHF 1.008764 and EUR 1.00 was CHF 1.1395. ● **Comments** Please provide further information on your client's claim here. *Example:* Purchase of EVN tokens within the framework of the ICO.

Claim of any interest on the basic claim

Any interest on the basic claim is to be claimed in a further line below. The reason for the interest, the start of the interest period and the interest rate must be entered in the **"Comments"** field. In any case, interest can only be paid up to the date of the bankruptcy opening on 14 November 2018.

Multiple purchase of tokens

If your client has purchased tokens several times, i.e. on different occasions, we ask you to register a basis claim for each individual transaction. If you wish to claim interest on more than one basis claim, these must be declared individually in the line following each respective basis claim (see above).

The comment field does not contain enough characters

If the comment field is not large enough to enter the required information, please upload a separate document in the "**Additional documents**" section and enter the information "see separate document" in the comment field.

Send tokens	Information
General	All persons who register claims against envion on the portal from the purchase of EVN tokens and who have also received these tokens are obliged to transfer these tokens in their full extent to the bankruptcy administration. For this purpose, each person is assigned an Ethereum address to which she must send the EVN tokens in her possession.
Ethereum address for your client	You will receive an Ethereum address for your client at the end of the registration process. This must be forwarded to your client, who must then transfer the EVN tokens to this address. The registration process is not completed until the tokens have been transferred.
My client does not have EVN tokens and / or cannot transfer them.	If your client has never received his / her EVN tokens and / or is unable to transfer them, please note the delivery address and explain as precisely as possible why your client does not have EVN tokens and / or is unable to transfer them.
Overview of the claim registrations	You can log on to the portal at any time to check the registration status of your clients' claims.

Claimants overview

ID	First name	Last name	Deposit address	Status	Review notes	
EN000008	André	Wolke	0x6a2d12f22DE4C39F7EF0c41600eB758a2A22a5C7	In review	@TODO: not ready yet	✎
EN000009	Melanie	Raushaus	0x5e02e421E089975A0C7EA9274F514e777434Bc88	In review	@TODO: not ready yet	✎