OFFICIAL RULES OF THE REFERRAL PROGRAM "INVITE A FRIEND" (hereinafter referred to as the Rules)

We are glad to meet you in the referral program "Invite a Friend" (hereinafter referred to as the Program) from by Nova Post DE GmbH (hereinafter referred to as the Company). Please read the Rules of Participation in the Program, which represents an offer that includes the terms of enrollment to and participation in the Program. Participation in the Program means full and unreserved acceptance by the participant of all the terms and conditions of the Rules and any amendments thereto.

1. General provisions

1.1.   The Host of the Program is by Nova Post DE GmbH.with the legal address Charlottenstr. 79-80, Berlin, 10117, registered in the Commercial Register of the city of Berlin under registration number HRB 252212 B., to support customer loyalty to the company and attract new customers through existing ones.

1.2.   The Program complies with the following requirements:
- General Data Protection Regulation (GDPR);
- Other legal acts of Germany.

1.3.   By taking part in the Program, the Participant shall confirm having read these Rules and agreeing to observe them.

1.4.   The Rules may be amended and/or modified by the Program Host throughout the entire duration of the Program. Amendments and/or modifications to these Rules can be made if approved by the Host and published in the same manner as defined to inform about the Program Rules. Such amendments and modifications shall become effective from the date of publication, unless otherwise specifically defined by the amendments/modifications to these Rules.

1.5.   A notice of suspension or termination of the Program, as well as amendments to the Program Rules shall be deemed to have been sent to the Participant if posted on the Program website. However, the Company shall not be required to notify of these amendments by sending a message to the Participant's e-mail address.

1.6.   If the Participant disagrees with the Rules or their amendments, the Program shall be terminated for such Participant.

1.7.   The Program is valid from 00:00 24.02.2025 to 23:59 24.09.2025 (time) (hereinafter referred to as the Program Period).

1.8.   No legal entities are eligible to take part in the Program.

1.9.   The text of these Rules is posted on the Internet at the following address: https://novapost.com/en-de/more/referral-program and is made available to the Participant at the moment of receiving the link to the web page.

1.10.   The Program is not a lottery nor a gamble, or a gambling service.

2. Terms and definitions used in these Rules

Ambassador means a Company's customer providing a recommendation to use the Company's delivery services to potential customers of the Company (Referrals) and taking part in the Program.

Promo code means a set of digits or symbols giving you the opportunity to use the services of receiving or sending a shipment at a discount.

Referral means a potential customer of the Company joining the Program by using the promo code sent by the Ambassador.

Discount means a symbolic unit of measurement (savings) allowing you to automatically reduce the amount due for receiving or sending a shipment.

Hotline is a subdivision of the Company performing support and information functions for existing and potential customers by phone:

Program Website means the Program website located at https://novapost.com/en-de/more/referral-program, which gives the Ambassador access to information about the Program.

Program means a complex system of measures regulating the relationship between the Company and the Program Participants, under which the participants have the opportunity to receive discounts.

Program Participant(s) means Referrals or Ambassadors, eligible among all legally competent individuals residing in Germany, who are at least 18 (eighteen) years old at the time of taking part in the Program and who have taken actions during the Program Period that confirm their consent to take part in the Program.

3. **Participants and terms of participation in the Program**

   3.1. To take part in the Program, **an Ambassador must** (optionally):

   - Fill out the Participant's form on the Host's website (https://novapost.com/en-de/), indicating his/her phone number and the Referral's phone number; OR
   - Fill out a form in the mobile application, indicating the Referral's phone number.
     iOS - https://apps.apple.com/ua/app/nova-post/id1644647080?l=uk ;

     Android https://play.google.com/store/apps/details?id=eu.novapost.

   3.2. By transmitting the Referral's personal data to the Host, the Ambassador shall confirm that he/she has received clear and explicit consent from the Referral to process this data as part of the Program, including the right to transfer the data to the Host for the purposes specified in these Rules. The Ambassador shall inform the Referral about the purposes of data processing, provide access to the Host's Privacy Policy, and explain the Referral's rights under the GDPR. If the Ambassador fails to comply with these commitments, he/she shall be liable for the relevant consequences.
   3.3. The number of Referrals recommended by the Ambassador is not limited.
   3.4. Once the Ambassador successfully enters the data, provided that no shipments have been made to the Referral's phone number, the Ambassador and the Referral shall become Program participants.
   3.5. If the Referral makes the first shipment within 30 (thirty) days from the date of registration in the Program, the Host shall send a promo code entitling the Referral and the Ambassador to a free shipment.

4. **Personal data processing**

4.1. Data administrator:

The administrator of personal data is the company, address, and registration data.

4.2. Categories of data to be processed:
- **Ambassador:** name, phone number, actions under the Program (time of receipt of the promo code, its activation).
- **Referral:** phone number, the fact of receiving the message.

4.3. Purpose of data processing:
- For the Ambassador: ensure participation in the Program and exchange of promo codes.
- For the Referral: inform about the Program, deliver the promo code, and provide the opportunity to take part.

4.4. Legal basis for data processing:
- For the Ambassador: consent (Art. 6(1)(a) GDPR).
- For the Referral: one-time notification is justified by a legitimate interest, subject to indirect consent through the Ambassador.

4.5. Retention period:

Personal data shall be retained for 6 months after the Program is completed to resolve possible disputes or fulfill legal obligations.

4.6. Rights of data subjects:

The invited person is entitled to:
- Withdraw his/her consent by sending an e-mail to the DPO at dpo@novapost.com;
- Request access to his/her data, its rectification, or deletion;
- Submit a complaint to support_de@novapost.com in case of violation.

4.7. The Host undertakes to ensure the confidentiality and security of data according to Article 32 of the GDPR.

5. Limitations and liability

5.1. The Ambassador confirms:
- The accuracy of the data entered to take part in the Program;
- having obtained the Referral's explicit consent to transfer this data to the Host.

5.2. The Host is entitled to cancel the promo code or prohibit participation in the Program in case of:
- Violation of the Program Terms;
- Improper or illegal use of the Program.

5.3. The Host shall not be liable for failures in delivering messages caused by technical problems of Telecom operators.

6. Additional information

6.1. If there are any questions regarding the Program Terms, the Participant or the Invitee may apply to the address: support_de@novapost.com .

6.2. The full text of the Privacy Policy is available by following the link: https://novapost.com/en-de/more/privacy-policy/.

6.3. If you have any questions, comments, or suggestions regarding the security and processing of your personal data, you may contact the DPO by e-mail at dpo@novapost.com.