

Checklist of required information and documents.

Information

Company Information

Company address, company registration number / trade license number, jurisdiction of the company, VAT number, shop name and contact details.

Legal Representatives

We need names of managing directors, authorized signatories, and other representatives. For one, we also require their date of birth and a contractual email address.

LUCID Registration Number

As a marketplace retailer, you need to be registered for your packaging in the LUCID packaging register.

Banking Information

Bank account information, IBAN, and BIC of the account to which the profit will be transferred.

Logistics

For each warehouse: Warehouse type, address, and (if applicable) Warehouse VAT-ID

WEEE Registration Number

(Optional)

Documents

Conrad Marketplace Terms and Conditions

The contract between you and Conrad Electronic SE. You will find this document on the seller portal; including digital signature functionality via DocuSign.

Beneficial Owner Form

Please list all beneficial owners of your company (with more than 25% of shares). You will find this document on the seller portal; including digital signature functionality via DocuSign.

Passport Copies of all Business Owners

Passport copies (front and back) of all natural persons, which are mentioned in the beneficial owner form.

Banking Information Verification

Bank statement, online banking screenshot, or any other letter from the bank. The bank's name, account holder, and IBAN must be visible. Amounts, balances, and transactions can be redacted.

Your Own Terms and Conditions

Please upload a PDF document of your own terms and conditions. This will be accessible via your seller page on the Conrad marketplace.

Commercial Register Excerpt or Trade License

Depends on your company type. Commercial Register Excerpt can not be older than 3 months. The trade license needs a recent stamp from the responsible agency.

Passport Copies of all Legal Representatives

Passport copies (front and back) of of all legal representatives (Managing directors, authorized signatories, and other representatives)

Download

We will provide you with the necessary documents in the Seller Portal at the right time.

File types and file sizes.

All files must be uploaded in the formats png, pdf, jpg, or jpeg, with a maximum file size of 10 MB per file

Complete documents

Please always upload complete documents with all their respective pages.