

Please complete this document in capital letters and return it signed with a copy of the identity card (front and back) of all signatories by post to Keytrade Bank, Stock Transfer, Vorstlaan 100 Boulevard du Souverain - 1170 Brussels or by email with a scan or picture of the documents at [stock.transfers@keytradebank.com](mailto:stock.transfers@keytradebank.com). Your request will be processed quickly only if it is complete.

## > 1. Holder(s) of the originator's trading account:

N° of the originator's trading/KEYPLAN account: <input type="text"/>	
Surname .....	Surname .....
First name .....	First name .....
Logon .....	Logon .....

## > 2. Holder(s) of the beneficiary trading account:

N° of the beneficiary trading account: <input type="text"/>	
Surname .....	Surname .....
First name .....	First name .....
What is your relationship to this person/these persons? .....	

## > 3. Reason for transfer:

What is the reason for your transfer? .....
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## > 4. Securities to transfer:

<input type="checkbox"/> the transfer of my entire portfolio / KEYPLAN
<input type="checkbox"/> the transfer of part of my portfolio / KEYPLAN (see attached copy of securities to be transferred).

## > 5. Important information

The charges for a securities transfer within Keytrade Bank are €15 excl. VAT (€18.15 incl. VAT) per line if you transfer securities to anyone else but yourself. If the balance of your trading account is insufficient, we are unable to start the transfer. Ensure the balance of your trading account is sufficient to avoid any processing problems.

In the case of a transfer of a KEYPLAN in your name to a trading account in your name, a transfer fee of € 9.95 per transferred line will be charged if the transfer occurs before the end of the fifth year of the contract. If the transfer occurs after the fifth year, the transfer is free.

Pending orders (not fully executed) will be removed before proceeding with the transfer.

This is not the case for pending orders in a KEYPLAN. We will wait for the total execution of the orders in progress before proceeding with the transfer.

The transfer of funds<sup>1</sup> may have consequences if you sell them from the new trading account. If they are sold, Keytrade Bank will calculate the added value for your transaction. As your investments in the new account are not purchased, but transferred, the information about the time of purchase is not available. There is a chance that you will be taxed on a 'fictitious' value added at the time of the sale that is higher than what you actually received. You should therefore always keep the purchase information.

## > 6. Signature(s) of the account holder(s) of the originator's trading account

Place ..... date .....

*Signature of the first holder*

*Signature as shown on the identity card*

*Signature of the second holder*

*Signature as shown on the identity card*

<sup>1</sup> - Fund means «Undertaking for collective Investment». Undertaking for collective Investment is a general term used for different undertakings collecting money from the public and whose activity consists in managing an investment portfolio. The fund notion contains as well collective investment schemes in the form of an investment company (such as the Sicav or Sicafi) as the contractual funds (such as the Mutual Fund) and their sub-funds.