

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

If you do not wish to close your KEYPLAN, but only do a partial or complete transfer of the funds from your KEYPLAN to your trading account at Keytrade Bank, please use the document '[Securities Transfer- Within Keytrade Bank](#)' available in the Document Center.

## > 1. Holder(s) of the KEYPLAN account(s) to close :

Surname ..... Surname .....  
 Name ..... Name .....  
 Logon ..... Logon .....

Hereby I/ we request Keytrade Bank to close the following KEYPLAN account(s). I/We agree with the sale of the funds in my/our KEYPLAN and the transfer of the proceeds, minus any applicable charges and taxes, to my/our trading account.

## > 2. KEYPLAN accountnumber(s) to close :

7 L L L L L L L L  
 7 L L L L L L L L  
 7 L L L L L L L L  
 7 L L L L L L L L

## > 3. Reason for closure :

- Combining accounts
  Purchase of real estate, etc  
 Market development/downturn
  Other .....

## > 4. Important information

- Upon receipt of your request, we will start to close your KEYPLAN. Please bear in mind the following.
- Keytrade Bank will start with the sale of your funds.
  - If possible, current pending orders or any arbitrage will be cancelled. If cancellation is not possible, we will start with the closure of your KEYPLAN as soon as these transactions have been completed.
  - You can monitor the status of current sell orders on the transaction site. Each fund manager has their own specific rules regarding the acceptance and processing of sell transactions. Please take into account a **processing time of at least two weeks** from receipt of your request
  - The transfer to your trading account of the proceeds, minus any applicable charges and taxes, will be carried out after the last sale transaction has been completed. From that moment onwards the balance will be at your free disposal.

## > 5. Signature(s) holder(s) of the KEYPLAN account(s) to close or of the (legal) representative(s)

City ..... date .....

*Signature of the first holder or legal representative*

*Signature of the second holder or legal representative*

*Signature as shown on the identity card*

*Signature as shown on the identity card*