
Annex 1 – Professional Alert Declaration Form

Once completed, please send the alert form:

- **By mail** to the following address:
Head of Legal & Compliance (Compliance Officer), Keytrade Bank, Boulevard du Souverain 100, 1170 Watermael-Boitsfort, clearly stating PERSONAL AND CONFIDENTIAL
- **By email** to the email address whistleblower@keytradebank.com, clearly stating in the subject of the email PERSONAL AND CONFIDENTIAL

Date of the alert		
Whistleblower	Last name/first name*	
	Personal or business phone number (mobile)*	
	Personal or business email address*	
Facilitator <i>Do you wish to identify a potential facilitator?</i> <i>Please note: the prior agreement of the person is MANDATORY to complete this section.</i>	Name or business name	
	Email address	
	Position (Employee, Natural person related to the whistleblower, Legal entity related to the whistleblower)	
	Phone number	
Person subject to the alert	Name/first name of the concerned person*	
	Position*	
	Department	
	Personal or business phone number (mobile)*	
	Personal or business email address*	
Reported facts* The information provided must be factual and directly related to the subject of the alert		
Further communication method	<input type="radio"/> Par e-mail <input type="radio"/> Par courrier libre» <input type="radio"/> Lors d'une rencontre en personne	

Attachments

Please list here the documents you will provide to support your report

** Required data, unless you wish to submit your alert anonymously. In the case of an anonymous alert, you must provide an email address that does not reveal your identity in order to allow further communication while maintaining anonymity.*

The provided data must be relevant, adequate, and not excessive. Only information strictly related to the alert and objective in nature (i.e., free of value judgments on the persons involved) can be recorded.

Free-text entries must not contain information or opinions about:

- Racial origin, political, philosophical, or religious beliefs, union memberships, or personal morals of the individuals;
- Health-related issues (illnesses, hospitalization);
- Criminal convictions, except those that may be required or authorized by law in relation to specific activities of KTB.

Exceptionally, such data may be provided if strictly necessary for the processing of the report.

Personal Data

In accordance with the applicable data protection regulations, information about you is collected in this document by Keytrade Bank to confidentially register and process your alert related to failures in Keytrade Bank's effective implementation of its compliance obligations, the facts as defined by the Whistleblower Protection Law (art. 7,8° Whistleblower Law), or behaviours or situations contrary to regulations and/or the code of ethics of Keytrade Bank (which may constitute corruption or influence peddling). The data marked with an asterisk are mandatory. If these are not provided, your alert cannot be processed (unless submitted anonymously).