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### Appendix 1 – Whistleblowing Report Form

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Once completed, please send the whistleblowing report form to the following postal address :  
 Head of Legal & Compliance, Keytrade Bank, Boulevard du Souverain 100, 1170 Watermael-Boitsfort, clearly marked “PRIVATE AND CONFIDENTIAL”

Date of whistleblowing report		
Whistleblower	Surname/First name*	
	Position held*	
	department	
	Personal or work (mobile) telephone no.*	
	Personal or work email address*	
<b>Facilitator</b> <i>Would you like to identify a potential facilitator?</i>  <i>Please note that you MUST have the individual's prior consent in order to fill in this section.</i>	Name or company name	
	Email address	
	Capacity (Staff member, Union, Association, natural person linked to the whistleblower or legal person linked to the whistleblower)	
	Telephone no.	
Individual who is accused in the whistleblowing report	Surname/first name of the relevant person*	
	Position held*	
	Department	
	Personal or work (mobile) telephone number*	
	Personal or work email address*	
<b>Facts being reported*</b> The information provided must be factual and be directly related to the purpose of the whistleblowing report		
Subsequent exchange methods	<input type="radio"/> By post	
	<input type="radio"/> During an in-person meeting	
<b>Appendices</b>  Please list the documents that you will provide in support of your report here		

\* mandatory information if you do not wish to raise a whistleblowing alert anonymously. If you send an anonymous report, you must provide us with an email address that does not identify you so that we can continue our exchanges while protecting your anonymity.

The data entered must be relevant, suitable and not excessive. Only objective information strictly related to reporting the breach (i.e. with no value judgements on accused individuals) may be included in the report.

Reports submitted on plain paper must not contain any information or assessments relating to:

- the racial origins, the political, philosophical or religious opinions or the trade union memberships and social attitudes of individuals;
- people's health (pathologies and hospitalisation);
- criminal convictions other than those that may be required or authorised by law in connection with a specific activity of KTB.

By way of exception, these data may be included if this is strictly necessary for processing the report.

#### Personal data

Under the applicable data protection regulations, information about you are collected in this document by Keytrade Bank in order to record and process your report fully confidentially in relation to wrongdoing in the effective implementation by Keytrade Bank of its compliance obligations, facts covered under the definition of whistleblower (Article 7.8 of the Whistleblower Act) or conduct or situations in breach of Keytrade Bank's regulations and/or code of conduct (which may constitute offences of bribery or influence peddling). Details marked with an asterisk are mandatory. If you do not provide them, your report cannot be processed (subject to anonymous reporting).