

Self-certification Individuals¹

Please complete all fields and tick applicable box or boxes.

★ 1. identification

Surname First name(s)

Domicile (Permanent residence address)

Street Number

Postcode City Country

Date of birth Place and country of birth

★ 2. Tax residence

☐ If you are sole resident for tax purposes in Belgium, please tick this box and go directly to section 3.

Otherwise, please provide in the table below the list of ALL countries, including Belgium if applicable, where you are considered as a resident for tax purposes and your tax identification number² in those countries. Do not mention your national registration number for Belgium.

Country/Countries of tax residence	Tax identification number(s) ³

If you are unable to obtain a TIN although your tax residence(s) issue(s) TINs, please indicate the reason below :

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★ 3. – Privacy - professional discretion

In order to comply with its obligations under national laws and regulations and international tax information exchange agreements, Keytrade Bank, the data controller, may be required to collect, process and disclose your personal information and information regarding your accounts to the national tax authority or other competent authorities which may provide such information to the country(ies) where you are resident for tax purposes.

The requested personal information, except tax identification numbers issued by countries which are not jurisdictions subject to reporting on the date of signature of this document, is compulsory and if this document is not completed, Keytrade Bank reserves the right to (i) terminate the relationship with immediate effect and transfer the assets in accordance with the General Terms and Conditions, (ii) refuse to provide the Client with access or to maintain such access to certain products or services, (iii) pass on information concerning the identity and details of the Client, his/her assets, his/her accounts and Operations carried out to the national or international administrative or judicial authorities and (iv) proceed with withholdings from the Client's assets and/or the income due to him/her.

¹ Self-certification by account holder. If you are the holder of more than one bank relationship (individual, joint, joint ownership, investment club), one self-certification form will suffice.

² For information about the tax identification number in each country, please visit the [European Commission](https://ec.europa.eu/economy_finance/) website or the [OECD](https://www.oecd.org/) website.

³ Please specify «N/A» if the country of tax residence does not issue a tax identification number.

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Personal data will be processed by Keytrade Bank, Belgian branch of Arkéa Direct Bank SA (France), when processing your file as well as for the purposes described in the [Privacy Policy](#) available at www.keytradebank.be. Please see this [Privacy Policy](#) for more information about the collection, recording and processing of your personal data, as well as about your right of access, to rectification and to object.

★ 4.- Certification

I declare that the information provided in this document is, to the best of my knowledge, true, accurate and complete.

I acknowledge and agree that my personal details, including the tax identification numbers issued by countries which are not jurisdictions subject to reporting on the date of signature of this document, and the information regarding my accounts shall be collected, processed and disclosed for the purposes indicated in section 3 above.

I undertake to notify Keytrade Bank promptly of any change in circumstances which causes the information communicated in this document to become incorrect and to provide Keytrade Bank a new self-certification within 30 days of such change in circumstances.

Place and date

Signature

The following documents need to be attached to the self-certification document:

1. Identity document

- If you are domiciled in Belgium, provide us with a legible copy of both sides of your Belgian identity document
 - If you are not domiciled in Belgium, provide us with a legible copy of both sides of your passport.
- The photo must be clear and recognisable. The date of validity of the identity document must not have expired.

2. Proof of domicile or place of residence (only for clients with a residence outside of Belgium)

This official document of legal residence must:

- mention the address;
- be issued by a public authority in your country of residence (embassy, consulate, municipality, etc.) ;
- be written in English, Dutch or French ;
- be issued within the last 3 months.

3. Proof of tax residence (only for clients who are tax resident in another country than Belgium and if the tax residence differs from the legal residence)

This official document of tax residence must:

- be issued by a public authority in your country of residence (embassy, consulate, municipality, etc.);
- be written in English, Dutch or French;
- mention the address of your domicile.

Please note that if the address of your domicile is different from your tax residence, we ask you to provide proof of both residences.