

Specific Terms and Conditions **Portfolio Management Service**

These Terms and Conditions apply to the Portfolio Management Service that commenced from 01/12/2025.

★ **Article 1. Implementation of the portfolio management service - payments - withdrawals**

The portfolio management service (hereinafter the "Service") is subject to the portfolio management agreement (hereinafter the "Agreement") being signed and will be implemented when the Bank receives the initial payment amount from the Client, provided that the Bank accepts the application for the Service from the Client.

Once the Service is implemented, the Client may decide to make additional payments at any time. The Client may request a partial cash withdrawal of at least EUR 2,500, provided that the value of the Portfolio (as defined in Article 1 of the Agreement) does not fall below EUR 15,000 at the time of the request, by submitting a request to the Keyprivate Department and completing the 'KEYPRIVATE Withdrawal' document available on the Bank's website (www.keytradebank.be), and sending it, along with a copy of their identity card, by email to keyprivate@keytradebank.com or by post to Keytrade Bank, KEYPRIVATE Department, Boulevard du Souverain 100, 1170 Brussels. Partial withdrawals shall be made within eight working days of receipt of the Client's request. The ultimate value of the portfolio after withdrawal may be less than EUR 15,000. The amount of the withdrawal will be transferred to the current account linked to the Account.

★ **Article 2. Composition and allocation of portfolio**

1. The management objective referred to in Article 2 of the Agreement is an objective which the Bank will strive to achieve, when setting up the initial Portfolio and throughout its management of the Portfolio, based on changes on the financial markets and the characteristics of the financial instruments chosen.
2. Every month, the Bank may alter the composition of the Portfolio within the limits of the Client's risk profile. In exceptional circumstances, the Bank may make changes before the end of the month. The Bank will immediately notify the Client thereof. The characteristics of the Portfolio subscribed to (in particular those in terms of sustainability) are available on the Keyprivate pages of the Transaction Site.
3. The composition of the Portfolio may also be adjusted following an update by the Client to the Suitability Test (see Article 3 of these Specific Terms and Conditions), which will take place in the calendar month following this update.
4. If, due to changes in market conditions, the level of risk of certain categories of assets changes, the Bank may change the overall allocation of the assets, so that it continues to match the Client's investment profile. In this case, the Client will be informed through the periodic report referred to in Article 8 of these Specific Terms and Conditions.

★ **Article 3. Suitability test on the Client's profile**

1. The Client must complete the suitability Test relating to their investment objectives, financial, personal and professional situation, knowledge and experience necessary in order to understand the risks inherent in the management of their portfolio, along with their sustainability preferences and their risk tolerance ("Test").
2. The information provided by the Client in the Test is complete, accurate and up-to-date. If there is a change in the Client's situation that renders this information inaccurate, the Client must update the Test. If these changes result in a change in the investment profile, a new agreement will be issued and the portfolio will be rebalanced on the basis of Article 2 of these Specific Terms and Conditions.
3. Depending on the investment profile, the Test will be valid for 2 years (for an investment profile of 6 to 10) or 4 years (for an investment profile of 1 to 5) from when it was last updated by the Client. The Client will be invited by the Bank to update the Test when the expiry date of the Test approaches:
 - a. 31 calendar days before the expiry date via a Notification from the Bank;
 - b. 7, 21 and 28 calendar days after the Notification under 3.a is sent, via a further Notification;
 - c. 7 calendar days before the expiry date via a telephone call from the Keyprivate department;
 - d. on the expiry date, via a further Notification specifying that the account will be closed on that day, as the Client did not update it within 31 calendar days.
4. If, following an amendment, the composition of the Portfolio is no longer in line with the Client's preferences in terms of sustainability, the Bank shall inform the Client, who may update the Test or close their Account in accordance with Article 12 of these Specific Terms and Conditions. In the absence of reaction from the Client, the Bank will block the Account and, if necessary, close it.
5. If the Client does not update their Test following a change in their circumstances, resulting in inaccurate information, or after the validity period of the Test has expired, the Bank will block the Account and, if necessary, close it.

★ Article 4. Investment profiles - calibrated maximum loss under normal or exceptional market conditions

The management mandate is based on one of the ten investment profiles set out in the table below. The financial model of the Bank is set up in such a way that under normal market conditions, a maximum loss per year is not exceeded in 95% of cases. For each of the investment profiles, the Bank has assigned a calibrated maximum loss per year percentage under normal market conditions. Under exceptional market conditions, the loss could be more than the maximum calibrated loss under normal market conditions as set out in the table below.

In exceptional market conditions (a decline of 20% or more for the MSCI All Countries World Index in USD currency), the members of the Keyprivate Investment Committee will have the possibility to modify the Global Value at Risk (GVaR) levels in all Keyprivate portfolios. A modification of the GVaR levels (this is a higher GVaR than the levels for normal market conditions) offers the members of the Keyprivate Investment Committee the opportunity to profit from the exceptional market decline. The modification of the GVaR levels will be temporary and will be lifted once the decline of the MSCI All Countries World Index in USD currency is below 20% since the most recent peak. In the table below, you will find the GVaR levels for the exceptional market conditions.

Investment profile	Description	Calibrated maximum loss under normal market conditions	Calibrated maximum loss under exceptional market conditions
1 – Very defensive	You are looking for a greater return than a standard savings account, but, most importantly, you want to avoid risks as much as possible? Then the "very defensive" investment portfolio is best for you. This portfolio mainly invests in liquidities and bonds. The percentage of shares in the portfolio is restricted to a maximum of 15%.	4%	30%
2 - Defensive	You are looking for a greater return than a standard savings account, but, most importantly, you want to avoid risks as much as possible? Then the "defensive" investment portfolio is best for you. This portfolio mainly invests in liquidities and bonds. The percentage of shares in the portfolio is restricted to a maximum of 25%.	6%	30%
3 – Very moderate	You are looking to and you are able to take a bit more of a risk with your profile. Then the "very moderate" investment portfolio is best for you. This portfolio mainly invests in bonds, up to a maximum of 85%. The percentage of your portfolio in shares would be a maximum of 35%.	7%	40%
4 - Moderate	You are willing to take more of a risk in your investment portfolio, but only within certain limits. Then a diversified "moderate" investment portfolio which mainly focuses on bonds (80% maximum) and shares (45% maximum) is best for you.	8%	40%
5 – Balanced	You are willing to take more of a risk in your investment portfolio, but only within certain limits. Then a diversified "balanced" investment portfolio which mainly focuses on bonds (75% maximum) and shares (50% maximum) is best for you.	9%	40%
6 - Growth	You are able to properly assess the risks of investing in shares and you are also aware of the opportunities of doing this. You are prepared to take more of a risk. With the "growth" portfolio, your portfolio would be investing more of your assets in shares (55% maximum) than in bonds. The share weighting may be temporarily reduced to 0%.	12,5%	50%

Investment profile	Description	Calibrated maximum loss under normal market conditions	Calibrated maximum loss under exceptional market conditions
7 - Dynamic	Achieving a high return is important to you. With the "dynamic" portfolio, you would have a portfolio which focuses more on shares (65% maximum) and less on bonds (65% maximum). You know that seeking higher returns goes hand in hand with greater risk. The share weighting may be temporarily reduced to 0%.	14%	50%
8 - Very dynamic	Achieving a high return is important to you. With the very "dynamic" portfolio, you would have a portfolio which focuses more on shares (75% maximum) and less on bonds. You know that seeking higher returns goes hand in hand with greater risk. The share weighting may be temporarily reduced to 0%.	17%	50%
9 - Aggressive	Aiming to achieve a high return is your priority. With the aggressive portfolio, you would be investing nearly all of your assets in shares (85% maximum). In the long term, you can achieve a higher return, but you know that you will be exposed to major risks. The share weighting may be temporarily reduced to 0%.	21%	50%
10 - Very aggressive	Aiming to achieve a high return is your priority. With the very aggressive portfolio, you would be investing nearly all of your assets in shares (95% maximum). In the long term, you can achieve a higher return, but you know that you will be exposed to major risks. The share weighting may be temporarily reduced to 0%.	30%	50%

★ Article 5. Information on the integration of sustainability preferences in investment decisions related to the Service

The Bank gives the Client the opportunity to integrate sustainability risks into the Service's investment decisions. The Client chooses one of the following options:

1. No sustainability preferences: sustainability preferences will not be taken into account when setting up the portfolio;
2. Specific sustainability preferences: the Client chooses their level of interest (minimum percentage to be met) in the European Taxonomy and/or Environmental, Social and Governance (SFDR) criteria, as well as whether they wish to take PAIs into account;
3. Non-specific sustainability preferences: the Bank determines the proportion of sustainable investments, which will depend on the Client's risk level.

★ Article 6. Reference indicators

The following reference indicators will be published in the periodic report referred to in Article 8 of these Specific Terms and Conditions: AEX, BEL20, Dow Jones, CAC40, DAX, NASDAQ, OLO 10Y, US 10Y, Gold

★ Article 7. Financial instruments and associated risks

1. The Portfolio will be made up exclusively of cash and Trackers (ETF, ETN or ETC) selected by the Bank. The definition of these financial instruments are stated in the Document entitled "Overview of the principal characteristics and risks of financial instruments" (hereinafter the "Overview"), which is available on the Bank's website (www.keytradebank.be). The list of Trackers used is available in the periodic report referred to in Article 8 of these Specific Terms and Conditions.
2. The Client is aware of the risks described in the Overview referred to in the previous paragraph.

★ Article 8. Reporting

1. At any time, the Client may consult the composition of their Portfolio, which is based on the Agreement, by visiting the Transaction Site of the Bank (www.keytradebank.be).

2. By the 10th business day of each month at the latest, the Bank will make a Portfolio statement available to the Client on their Transaction Site.

This report will include a cash statement, along with a description and valuation of each financial instrument in the Portfolio. This monthly valuation will be calculated at the closing price of the corresponding instruments.

The report will also show the Portfolio's results during the reporting period, and, for comparison purposes, the performances of the reference indicators, as referred to in Article 3 of the Agreement and specified in Article 6 of these Specific Terms and Conditions.

3. The Portfolio performance will be calculated using the Time-Weighted Rate of Return ("TWRR") method. This return is not influenced by decisions to make additional payments or withdrawals, which makes it possible to easily assess the Client's investment and make a fair comparison with other investments.

Furthermore, the report will show the total amount of dividends, interests and other payments received during the period covered in conjunction with the Portfolio, along with the total amount of fees, taxes and charges paid over the period covered.

★ Article 9. Management fee

The Bank's management fees are listed in the Bank document entitled "Tariffs" and will be calculated as follows: Assets under management * (number of days/365) * management fee

Assets under management are calculated at the close of the last day of the month. Should the Agreement be terminated, the assets under management are calculated on the day that the Service ends.

Number of days: a pro rata calculation of the number of calendar days that the Service was used during that month.

If the banking relationship is blocked for legal, judicial or contractual reasons, including death and seizures, the Bank will continue to execute its mandate of managing the Portfolio and to collect the management fee, as per this article. However, the Bank reserves the right to suspend the Service, which will lead to the suspension of the charging of fees connected with this Service.

The Bank will not receive any other direct or indirect remuneration for managing the Portfolio.

★ Article 10. The Bank's responsibility

1. The Bank will implement the required resources for properly managing the Portfolio, as per the management objective and investment strategy defined in Article 2 of the Agreement. The Client acknowledges that the Bank is only bound by an obligation of means, as the Agreement does not include any performance obligation, performance guarantee or specified or guaranteed profits. Under no circumstances will the Client intervene in managing the Portfolio.

2. Furthermore, the Bank may not be held responsible for any loss or failure in fulfilling its obligations caused by an event of force majeure, which is understood as any event beyond the Bank's control affecting its capacity to fulfil its obligations, particularly in the event of disruption to the methods for transmitting transaction instructions, whether this disruption occurs between the Bank and the Client, between the Bank and another provider, or between the Bank and the market on which the order has been submitted.

★ Article 11. General provisions

1. Unless stated otherwise in the Agreement or in these Specific Terms and Conditions, the Agreement is subject to the General Terms and Conditions, the Bank documents entitled "Tariffs" and the "Interests", which are available on the Bank's website (www.keytradebank.be) under Document Centre, as well as the Privacy Policy available on www.keytradebank.be.

The Client's attention is drawn in particular to the clauses of the General Terms and Conditions relating to the conclusion of distance contracts: the right of withdrawal does not apply to the Service, as it does not apply to financial services whose price depends on fluctuations of the financial market over which the Bank has no influence and which are likely to occur during the withdrawal period.

2. Order execution

The Bank always undertakes all the necessary steps to ensure that orders are duly executed (Best Execution principle). This is detailed in the 'Best Selection Policy' available on the Bank's website under Document Centre > Trading & Investing. Please note that the implementation of the Service implies the explicit and unreserved acceptance of this Best Selection Policy.

3. Managing conflicts of interest

The Bank does its utmost to identify, prevent and manage conflicts of interest as part of providing the Service. This is detailed in our 'Conflicts of interest policy – investment services' available on the Bank's website under Document Centre > Trading & Investing.

★ Article 12. Duration - termination of the Agreement

1. The Agreement is made for an indefinite period and remains valid until it is terminated by one of the parties.

2. The Agreement may be terminated at any time by the Client, without justification, and with immediate effect. The Client will

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provide notification of their intention to terminate the Agreement by completing an Account closure (KEYPRIVATE Closure) form, available in the Document Centre/Keyprivate section of the Bank's website. The financial instruments in the Portfolio will be sold as soon as possible by the Bank.

Any request for assets to be fully withdrawn from the Portfolio will result in the Agreement being terminated.

3. The Agreement may also be terminated by the Bank, through an e-mail sent to the Client giving one month's notice, barring a serious breach on the part of the Client or if trust in the Client is significantly damaged. A serious breach will be understood as, among other things, failure by the Client to comply with security procedures, failure to fulfil any substantial obligation incumbent on the Client, any improper use of the Bank's services and a constant failure to respond to the Bank's Notifications.

The Bank also reserves the right to terminate the Agreement at any time and to close the Account at no cost and without warning, by simple notification to the Client by email, in accordance with Article 3 of these Specific Terms and Conditions, if the Client:

- has not made the initial payment within three months of the Bank accepting the Client's application for the Service;
- has notified the Bank that they do not accept the amended Specific Terms and Conditions, under Article 13 of these Specific Terms and Conditions.

4. If the contractual relationship between the Bank and the Client is terminated, the Agreement is terminated as a result.
5. Should the Agreement be terminated, the Client will pay all taxes associated with selling the financial instruments and, where applicable, closing the Account. The Client will also pay all accumulated costs on the termination date or, where applicable, the Bank will refund the costs paid in advance on a pro rata basis. The Bank may deduct any amounts owed, by deducting them from the resulting sums from the Portfolio's liquidation.
6. Death - By way of derogation from Article 2003 of the former Civil Code, it is expressly agreed that the Agreement will not come to an end upon the death of the Client (or death of one of the Clients if there are several account holders). Consequently, in this case, the Bank is authorised to continue executing the Agreement based on the investment profile that had been established and accepted, subject to the tax obligations imposed upon the Bank upon the Client's death and until the assets being managed are liquidated, dependent on the estate to the extent that the tax provisions in force allow it and unless otherwise instructed by all entitled parties and/or other account holders (if there are several account holders).

★ Article 13. Amendment of the Specific Terms and Conditions

The Bank may amend these Specific Terms and Conditions by a prior Notification. The amended Specific Terms and Conditions shall come into effect 15 calendar days after this Notification or on any other subsequent date indicated by the Bank. The Client has the right to accept or reject the proposed amendments before they enter into force. If the Client does not notify the Bank that they do not accept the amendments before they enter into force, the Client will be deemed to have accepted them. Clients who do not accept the new Specific Terms and Conditions may terminate the Agreement under Article 12.2 of these Specific Terms and Conditions up until the entry into force of the amended Specific Terms and Conditions. Under Article 12.3 of the Specific Terms and Conditions, up until the date that the amended Specific Terms and Conditions enter into force, the Bank has the right to terminate the Agreement with the Client when they have notified the Bank that they do not accept the amended Specific Terms and Conditions.