

Transfer of securities - Mandate

You would like to transfer all or part of your existing securities portfolio to Keytrade Bank, but you are dreading the formalities. Why not let us take care of them for you?

And because we appreciate your trust in our service, we will refund up to €2,500 in transfer fees. You will find more information about the terms and conditions of this offer at the bottom of this form.

Complete the entire form, sign it and return it by post to Keytrade Bank with a photocopy of your ID card or passport. Do not forget to enclose a list of the securities to be transferred or a copy of your portfolio, including the acquisition dates and acquisition prices.

Etape 1: Your request

I hereby request (please tick):

- ☐ The transfer of part of my portfolio (see attached copy of securities to be transferred).
- ☐ The transfer of my entire portfolio (see attached copy of securities to be transferred).
- ☐ the transfer of my entire portfolio (see attached copy of securities to be transferred) and the closure of my/our accounts).

DETAILS OF YOUR ACCOUNT WITH YOUR CURRENT BANK OR BROKER:

My/Our securities are currently with the following bank or broker:.....

Contact :Phone :

Address :Email:.....

Trading account or portfolio number:.....

Primary account holder :

Surname :

First name :

Address :

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Secondary account holder (if applicable) :

Surname:.....

First name :

Address:.....

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DETAILS OF YOUR KEYTRADE BANK ACCOUNT:

To the following Keytrade account (if you are already a client) : ☐☐☐☐☐☐☐

Last Name :

First Name :

Last Name₁ :

First Name₁ :

Phone number:.....

Personal data will be processed by Keytrade Bank Luxembourg when processing your request and when managing your mandate for transfer of securities, as well as for the purposes described in the Privacy Policy. Please see this Policy for more information about the collection, recording and processing of your personal data, as well as about your rights to access, rectify, oppose, delete the data, limit the processing thereof and your right to data portability.

Signature(s)

City : Date :

Primary account holder	Secondary account holder*
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Step 2 : Submit your request

Send the signed request by post only (faxes are not accepted) together with a photocopy of your ID card or passport, and a list of the securities to be transferred, including the acquisition dates and acquisition prices⁽¹⁾ to Keytrade Bank, Back Office, 62, rue Charles Martel, L-2134 Luxembourg.

What will happen next?

We will start the securities transfer for you as soon as we receive the signed document. We will contact the back office of your current bank. Depending on the securities to be transferred and the response speed of your current bank or broker, the transfer may take between 2 and 4 weeks.

(1) To fill in in case of joint account.

Your (partial) transfer instruction:

Quantity/Nominal	Full name of the security	Acquisition date	Acquisition price	ISIN code
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Terms and conditions for transfer fees refund

Send us a summary of the incurred transfer charges within 6 months of the start of the securities transfer to your Keytrade Bank account. Please use the 'Securities transfer – Proof of charges' document and add a copy of the account statements with transfer charges.

1. Transfer charges can be refunded if:

- you can buy the security online on the Keytrade Bank website and
- the value of the transferred line is at least €500 (or the equivalent of €500 if the security is quoted in a different currency).

The charges for transferring securities that cannot be bought online with Keytrade Bank (securities that can only be sold online or that are traded by telephone, for example) or for which the value of the transferred line is lower than €500 (or the equivalent in a different currency) are not eligible for refund.

If you want to know in advance which securities in your portfolio are eligible for a transfer charge refund, contact our dedicated service by phone on +352 45 04 39 or by e-mail at info@keytradebank.lu

2. The maximum refund for transfer charges is €2,500 per calendar year per legal place of residence. The refund is paid into your Keytrade Bank trading account. If you perform several transfers within 12 months, the €2,500 maximum applies to all transfers together.

Keytrade Bank reserves the right to change the terms and conditions

Are you transferring funds²?

Do the securities you wish to transfer to Keytrade Bank include any funds?

We advise you to keep the receipts of purchase for transactions in :

- Funds with a European passport (UCITS funds³) with a transaction date after 1 July 2005
- Funds without a European passport (non-UCITS funds³) with a transaction date after 1 July 2008

Why is this so important?

If you want to sell one of these funds in the future and we do not have the exact date of purchase, we are legally required to consider the 2 dates mentioned above to determine the value added and associated taxation. There is a chance that you will be taxed on a 'fictitious' value added at the time of the sale that is higher than what you actually received.

² Fund means «Undertaking for collective Investment». Undertaking for collective Investment is a general term used for different undertakings collecting money from the public and whose activity consists in managing an investment portfolio. The fund notion contains as well collective investment schemes in the form of an investment company (such as the Sicav or Sicafi) as the contractual funds (such as the Mutual Fund) and their sub-funds. This information is available in the prospectus or KIID of the funds.