

HOW TO OPEN AN ACCOUNT FOR A COMPANY WITH KEYTRADE BANK LUXEMBOURG S.A.

► Complete and sign...

The subscription form and add the following documents:

- A copy of an up-to-date official statutes.
- A list of authorized signatures or a certificate from the last board of directors given power – and in which degree - to the authorized persons to engage the company.
- A recent certificate of the trade register (< 3 months).
- A report of the board of directors in which it was decided to open an account and to authorize the person(s) (= the representative(s)) to open and manage the account in name of and for the account of the company.
- A declaration of the beneficial owner(s).
- A certified copy of the identity card (or passport) from the administrators, the beneficial owner(s) and the representative(s). If the persons cannot come to our offices, the copy(ies) need(s) to be certified by an authorized public authority (e.g., Town Hall, Police Office, ...) or another financial institution falling under the European law. The copy must have been certified within the last three months.
- A copy of the shareholder's register.
- A copy of the beneficial owner's(s') proof of residence.
- A copy of the convention of domiciliation (only for the foreign companies establishing a head office with a third party).
- A detailed organizational chart of the structure dated and signed by the beneficial owner(s) and/or the persons authorized to commit the company.
- Proof of your tax identification number(s) (TIN) may be requested, depending on your status.
- Proof of your National Identifier (NI).
- A supporting document for the origin of funds (e.g. a copy of the sale deed, employment contract, pay slip, statement of account, income statement, etc.).

After approval of your account opening request, you will receive your access to Keytrade Bank Luxembourg S.A.'s ('the Bank') secured web site.

► Credit the account

By shares transfer: please contact us.

By a bank transfer: on one of these accounts (For other currencies, please contact us).

1 -Account in EUR

Banque de Luxembourg, swift BLUXLULLXXX
On the account n° LU82 0081 3337 6300 1003 Keytrade Bank Luxembourg S.A.
Communication : account number + name

2 - Account in USD

Banque de Luxembourg, swift BLUXLULLXXX
On the account n° LU50 0081 3337 6300 2840 Keytrade Bank Luxembourg S.A.
Communication : account number + name

For all questions : (+352) 45 04 39 or info@keytradebank.lu

For bank use only:

☐ Post ☐ Office

Approved by

Date

Account number

Savings account number Signature:

► Type of company and denomination (complete in capital letters)

Denomination	
Type of company	Tax identification number*
Nationality	Sector of activity
Activity description	
Domiciliataire	Capital
Trade register	VAT Number
Formation date	NACE Code**
LEI*	
GIIN* : If the company is a financial institution, please provide the GIIN	
Head office:	
Street	Nr Postcode
City	Country Phone
E-mail address	

► Mandatory(ies) (complete in capital letters)

	Mandatory 1 <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs.	Mandatory 2 <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs.
Last name
First name(s)
Function in the company
Profession/Activity
NACE Code**
Employer
Political mandate*	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
If yes, please specify
Official address		
Street and n°
Zip code and City
Country
Tax Identifier number (TIN)*
National Identifier (NI)*
Date, place and Country of birth
Nationality(es)
ID Card n°
Passport n°
Expiration date
Are you an Insider?	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
If yes, which securities?

► Login

Do you want to log in to the secure web site:	<input type="checkbox"/> with a Softkey (recommended if you use a smartphone) <input type="checkbox"/> with a Hardkey (recommended if you do not want to use a smartphone)	<input type="checkbox"/> With a Softkey (recommended if you use a smartphone) <input type="checkbox"/> with a Hardkey (recommended if you do not want to use a smartphone)
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► Signature(s) of the mandatory(ies)

Place	date
<div style="border: 1px solid black; height: 60px; width: 100%;"></div> Signature Mandatory 1	<div style="border: 1px solid black; height: 60px; width: 100%;"></div> Signature Mandatory 2 (if applicable)

* See annexe 2 for details

** Choose from the list of sectors of activities (annexe 3: NACE codes)

► Beneficial owner(s) (complete in capital letters)

	Beneficial owner 1 <input type="checkbox"/> Mr <input type="checkbox"/> Mrs	Beneficial owner 2 <input type="checkbox"/> Mr <input type="checkbox"/> Mrs
Name (individual)
First name(s)
Date, place and Country of birth
Nationality(ies)
ID Card n°
Passport n°
Expiration date
Tax Identifier number (TIN)*
National Identifier (NI)*
Beneficial owner status	<input type="checkbox"/> Shareholder (≥25%):% <input type="checkbox"/> Decision maker, subtitle: <input type="checkbox"/> Voting rights:%	<input type="checkbox"/> Shareholder (≥25%):% <input type="checkbox"/> Decision maker, subtitle: <input type="checkbox"/> Voting rights:%
Are you a «US Person»*	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Profession
NACE Code**
Employer
Official address		
Street and n°
Zip code and City
Country
Phone
E-mail address
Political mandate*	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
If yes, which?
Are you an insider?	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
If yes, which securities?

► Login

Do you want to log in to the secure web site:	<input type="checkbox"/> with a Softkey (recommended if you use a smartphone) <input type="checkbox"/> with a Hardkey (recommended if you do not want to use a smartphone)	<input type="checkbox"/> With a Softkey (recommended if you use a smartphone) <input type="checkbox"/> with aHardkey (recommended if you do not want to use a smartphone)
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► Signature(s) of the beneficial owner(s)

Place	date
<div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p>Signature Beneficial owner 1</p>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p>Signature Beneficial owner 2 (if applicable)</p>

* See annexe 2 for details

** Choose from the list of sectors of activities (annexe 3: NACE codes)

▷ Bank account number

On the secured site, you can instruct online transactions from your account with Keytrade Bank Luxembourg S.A. to another bank account in the name of the company holder. If you do not give us a bank account number, you can only request a cash transfer by signed document along with copy of an identity card (postal mail, e-mail or fax).

☐ Please register my Bank account mentioned on the statement enclosed.

▷ Investor profile

Which amount of your financial assets do you intend to invest via Keytrade Bank Luxembourg S.A.?

What is your total monthly net income (all income sources taken into account)?

Please specify the economic and geographical origin of the funds that will be credited to your accounts:

☐ Professional income: Indicate the period:

☐ Sale of a property : indicate the year of the sale :

☐ Sale of goods :

-indicate the year of the sale :

- indicate which kind of goods (work of art, shares in company, ..) :

☐ Legacy : - indicate the date of the death :

- indicate the relationship with the deceased person:

☐ Donation: - indicate the date of the donation :

- indicate the relationship with the donator :

☐ Capital pension ;

☐ Rental income ;

☐ Other : specify :

Geographic origin:

A form about your knowledge and experience with financial product needs to be filled in directly on the secured platform

▷ Declarations

The signatory(ies) declare(s)

- that the assets held, or to be held at any time, on his (their) account have no criminal origin, are the product of a legal activity and will not be used for money laundering, nor for terrorism financing,
- that the information contained in this document is complete, accurate and true,
- to have received and read the general conditions and terms and the overview of the characteristics and essential risks of the financial instruments, that he (they) will respect and accept all the clauses contained therein,
- to assume the responsibility and all the risks relating to the orders which will be transmitted to Keytrade Bank Luxembourg S.A. Keytrade Bank Luxembourg S.A. will not assume any liability for the customer's investment decisions and the financial consequences of these trades
- to act for his (their) own account, and in the opposite, he (they) will state to the company the identity of the third party for which he (they) act(s),
- to commit himself (themselves) to inform the company about any change of the provided information.

Personal data will be processed by Keytrade Bank Luxembourg when processing your request and when managing your account opening, 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) of the mandatory(ies)

Place date

Signature Mandatory 1

Signature Mandatory 2 (if applicable)

▷ Treaty statement

..... meets all provisions of the applicable treaty that are necessary to claim a reduced rate of withholding, including any limitation on benefits provisions, and derives the income within the meaning of section 894, and the regulations thereunder, as the beneficial owner.

Id: (account number)

Place (lieu): Date (MM/DD/YYYY)

Name:

Signature:

We declare and acknowledge that we are not US Persons*. If one of the beneficiary owners or one of the representatives were to become a US person during the period the service is provided, Keytrade Bank Luxembourg SA must be informed immediately. If you do not notify the Bank in time, you will be responsible for any resulting damage. As a result of American tax regulations and legislation, Keytrade Bank Luxembourg SA does not provide services to any US person and will accordingly be authorized to terminate this customer relationship.

▷ Signature(s)

Signature Mandatory 1

Signature mandatory 2 (if applicable)

Signature of beneficial owner(s) 1

Signature of beneficial owner(s) 2 (if applicable)

* See annexe 2 for details

▷ Beneficial owner(s) declaration

Several regulations, of which the anti-money laundering law, require banks to identify the beneficial owner(s) of accounts opened on behalf of legal entities. The attached document provides more information in this respect.

The undersigned:

Last name & first name	Profession ¹	Signature	
A		A	B
B			
C		C	D
D			

acting as representative(s) of:

Client's name	Company number	Address of registered office	If applicable, listing

Declare(s) that on the beneficial owner(s) is (are) the following natural persons:

Last name & first name ²	Date of birth	Place of birth	Home address (street, number, town, if necessary, the country)	Profession	% holding of the beneficial owner

...or that the beneficial owner is the following company:

Name of the company	Address of registered office	Listing

The client hereby confirms that all information communicated is exact and correct and irrevocably undertakes to inform the bank, in writing and immediately, of any change to the list of beneficial owners and to provide the bank with a copy of the identity documents of new beneficial owners. The bank reserves the right to end the relationship with the client, without further notice or compensation, if it transpires that it has not been informed of any change in the list of beneficial owners. In this case, the client will be informed by ordinary mail.

▷ Signature(s) of the beneficial owner(s)

Place date

Signature of beneficial owner(s) 1	Signature of beneficial owner(s) 2 (if applicable)
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^{1/} State the exact function of those authorised to represent the legal entity (director, president, manager, etc.).

^{2/} State the exact function of those authorised to represent the legal entity (director, president, manager, etc.).
 Please attach proof of address if it is not provided on the identity document.

▷ Annex 1: Explanatory note to the declaration of the identity of the beneficiary owner(s) of a company

1. Annex 1: Explanatory note to the declaration of the identity of the beneficiary owner(s) of a company

The legislation relating to preventing the use of the financial system for money-laundering and financing terrorism requires banks to identify their customers.

The company is legally bound to declare its beneficiary owners both at the start of the commercial relationship as well as on any subsequent request in order to update the information.

If the company cannot obtain this information or it fails to provide them or provides irrelevant or improbable information, it will not be possible to open an account and the procedure will be halted.

2. Who must be regarded as being a Beneficiary Owner?

a) The shareholders who exercise the control, that is the natural person(s) that is/are the beneficiary owner(s) of 25% or more of the shares or of the votes or who hold or control this percentage directly or indirectly.

b) The company decision makers, namely:

- The natural person(s) who hold tenure in the management board within the company. All the directors on the Board of Directors should be listed, together with their job-title. If a legal person is a director, then it is the identity of the natural person(s) who represents the legal person (for example the permanent representative) who should be listed.
- The natural person(s) who either alone or jointly have direct or indirect de facto control of the company without holding a stake of more than 25% or a seat on the board of directors. Having control means being in a position to influence decisively the nomination of most of the board members, or the direction taken by the company.

Please note: the beneficial owner(s) is/are always (a) natural person(s).

If the owners/decision makers of the company are themselves one or more companies, then you need to look further to identify who are the natural persons who are the Beneficiary Owners. It is these natural persons that need to be shown on the list for the customer company or entity, ignoring any «intermediate stages». For intermediary companies, please send us a recent version of the following documents: RCS, statutes, share register

▷ Annex 2 References

GLOBAL INTERMEDIARY IDENTIFICATION NUMBER (GIIN)

The GIIN or "Global Intermediary Identification Number" is only required for companies that have been given this number by the American tax authorities. If the company is a Financial Institution and does not provide a GIIN, the company must complete a W-8BEN-E (form available at <https://www.irs.gov/pub/irs-pdf/fw8bene.pdf>) to confirm its status under FATCA and provide this to Keytrade Bank Luxembourg S.A.

EXPLANATORY NOTE ABOUT PERSONS WITH A POLITICAL PROFIL

Persons with a Political Profile are:

The natural persons exercising an important public fonction (more particularly persons practising or having exercised the highest international, national and regional functions – during the last twelve months.).

This category includes the following people:

- Heads of State, government leaders, ministers, deputy ministers and secretaries of state;
 - members of Parliament;
 - the members of the supreme courts, of the constitutional courts or of other senior courts whose decisions cannot normally be ap-pealed;
 - members of the Court of Auditors and the directors of central banks;
 - ambassadors, chargés d'affaires and senior military officers
 - members of the management or supervisory boards, or boards of directors of public companies.
- Direct members of the families of these persons such as:
- Spouses;
 - A partner who under national law can be reasonably equated to a spouse (for example a legally cohabiting partner);
 - Children and their spouses or partners;
 - Parents.
- Or the persons closely associated with these persons namely:
- any natural person of whom it is known that they are, together with the person with a political profile, the joint beneficiary owner of legal entities or structures, or is connected with said person through other close business links;
 - any natural person who is the sole beneficiary owner of a legal person or a legal structure of whom it is known that it was created de facto to benefit a person with a political profile.

US PERSON

The term US Person must be interpreted in accordance with current American law and the Beneficial Owner bears full responsibility for ascertaining whether the Beneficial Owner is classified as a US Person or not. If in doubt, the Beneficial Owner must contact a tax adviser. If the company (or its Beneficial Owners) has (have) US index instruments, it must provide Keytrade Bank Luxembourg S.A. with the required documentation in order to confirm or invalidate its US Person status

TAX IDENTIFICATION NUMBER (TIN)

Financial institutions are required to register the name and address of the account holders and, if there is one, the tax identification number allocated for tax purposes by the Member State of residence. Please visit the European Commission website (https://ec.europa.eu/taxation_customs/tin/tinByCountry.html?locale=fr) or the OECD website (<http://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-identification-numbers/>) or contact the tax authorities of your country of residence for tax purposes.

LEGAL ENTITY IDENTIFIER (LEI) - NATIONAL IDENTIFIER (NI)

A Legal Entity Identifier (LEI) is a 20-characters alphanumeric code, linked to key reference information: it enables legal entities participating in financial transactions to be clearly and uniquely identified throughout the world.

The National Identifier is an individual, unique code for identifying natural persons and is based on their nationality.

The LEI is a requirement coming from the revised European Union (EU) Directive regarding Markets in Financial Instruments (MiFID II) and its associated Regulation (MIFIR), as well as the European Market Infrastructure Regulation (EMIR) which obliges banks to declare to their control authority financial instruments transactions of its clients by identifying its client companies, notably by their LEI.

This requirement for identification applies to purchase and selling transactions (including outside the stock exchange), transfer of securities, etc.

National Identifier - Countries List

Country	National Identifier
Belgium	Belgian National Number (Numéro de registre national - Rijksregisternummer)
Bulgaria	Bulgarian Personal Number
Czech Republic	National Identification Number (Rodne číslo)
Denmark	Personal Identity Code (CPR number)
Estonia	Estonian Personal Identification Code (Isikukood)
Spain	Tax Identification Number (Codigo de Identificación Fiscal)
Finland	Personal Identity Code
United Kingdom	UK National Insurance Number (NINO)
Greece	10 Dematerialised Securities System (DSS) digit investor share
Croatia	Personal Identification Number (01B- Osobni identifikacijski broj)
Iceland	Personal Identity Code (Kennitala)
Italy	Fiscal Code (Codice fiscale)
Lithuania	Personal code (Asmens kodas)
Latvia	Personal Code (Personas kods)
Malta	National Identification Number
Norway	11 digit Personal id (Foedselsnummer)
Poland	National Identification Number (PESEL)
Portugal	Tax Number (Número de Identificação Fiscal)
Romania	National Identification Number (Cod Numeric Personal)
Sweden	Personal Identity Number
Slovenia	Personal Identification Number (EMSO)
Slovakia	Personal Number (Rodné číslo)
Austria, France, Germany, Hungary, Ireland, Luxembourg	Not required (NI created with internal data by the bank)
All other countries	National Passport Number

▷ NACE codes

Agriculture, forestry and fishing	01	Crop and animal production, hunting and related service activities
	02	Forestry and logging
	03	Fishing and aquaculture
Mining and quarrying	05	Mining of coal and lignite
	06	Extraction of crude petroleum and natural gas
	07	Mining of metal ores
	08	Other mining and quarrying
	09	Services de soutien aux industries extractives
Manufacturing	10	Manufacture of food products
	11	Manufacture of beverages
	12	Manufacture of tobacco products
	13	Manufacture of textiles
	14	Manufacture of wearing apparel
	15	Manufacture of leather and related products
	16	Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials
	17	Manufacture of paper and paper products
	18	Printing and reproduction of recorded media
	19	Manufacture of coke and refined petroleum products
	20	Manufacture of chemicals and chemical products
	21	Manufacture of basic pharmaceutical products and pharmaceutical preparations
	22	Manufacture of rubber and plastic products
	23	Manufacture of other non-metallic mineral products
	24	Manufacture of basic metals
	25	Manufacture of fabricated metal products, except machinery and equipment
	26	Manufacture of computer, electronic and optical products
	27	Manufacture of electrical equipment
	28	Manufacture of machinery and equipment n.e.c.
	29	Manufacture of motor vehicles, trailers and semi-trailers
	30	Manufacture of other transport equipment
	31	Manufacture of furnitures
	32	Other manufacturing
	33	Repair and installation of machinery and equipment
Electricity, gas, steam and air conditioning supply	35	Electricity, gas, steam and air conditioning supply
Water supply; sewerage, waste management and remediation activities	36	Water collection, treatment and supply
	37	Sewerage
	38	Waste collection, treatment and disposal activities; materials recovery
	39	Remediation activities and other waste management services
Construction	41	Construction of buildings
	42	Civil engineering
	43	Specialised construction activities
Wholesale and retail trade; repair of motor vehicles and motorcycles	45	Wholesale and retail trade and repair of motor vehicles and motorcycles
	46	Wholesale trade, except of motor vehicles and motorcycles
	47	Retail trade, except of motor vehicles and motorcycles
	47.730	Dispensing chemist in specialised stores
Transportation and storage	49	Land transport and transport via pipelines
	50	Water transport
	51	Air transport
	52	Warehousing and support activities for transportation
	53	Postal and courier activities
Accommodation and food service activities	55	Accommodation
	56	Food and beverage service activities
Information and communication	58	Publishing activities
	59	Motion picture, video and television programme production, sound recording and music publishing activities
	60	Programming and broadcasting activities
	61	Telecommunications
	62	Computer programming, consultancy and related activities
	63	Information service activities
	64	Financial service activities, except insurance and pension funding
Financial and insurance activities	64.1	Monetary intermediation
	64.201	Holding 1929 (law of 31st July 1929)
	64.202	Financial holdings («Soparfi»)
	64.209	Activities of holding companies n.e.c.
	64.301	Mutual Fund
	64.302	Open-End Investment Company (OEIC)
	64.303	Closed-End Investment Company (CEIC)
	64.304	Venture Capital Fund (VCF)
	64.305	Private Asset Management Company
	64.306	Securisation vehicles
	64.307	Funding of audiovisual works
	64.309	Trusts, funds and similar financial entities n.e.c.
	64.9	Other financial service activities, except insurance and pension funding
	65	Insurance, reinsurance and pension funding, except compulsory social security
	65.110	Life insurance
	65.120	Non-life insurance
	65.200	Reinsurance
	65.3	Pension funding
	66	Activities auxiliary to financial services and insurance activities
	66.191	Advisors on financial transactions
	66.210	Risk and damage evaluation
	66.220	Activities of insurance agents and brokers

NACE codes

Real estate activities	68	Real estate activities
	68.100	Buying and selling of own real estate
	68.200	Renting and operating of own or leased real estate
	68.310	Real estate agencies
	68.320	Management of real estate on a fee or contract basis
Professional, scientific and technical activities	69	Legal and accounting activities
	69.101	Legal advisory and representation activities
	69.102	Activities of notaries
	69.103	Bailiffs
	69.104	Legal activities concerning patents and copyrights
	69.109	Legal activities n.e.c
	69.200	Accounting, bookkeeping and auditing activities; tax consultancy
	70	Activities of head offices; management consultancy activities
	70.100	Activities of head offices
	70.210	Public relations and communication activities
	70.220	Business and other management consultancy activities
	71	Architectural and engineering activities; technical testing and analysis
	71.110	Architectural activities
	71.121	Engineering activities and technical surveying
	71.122	Quantity and land surveyors
	72	Scientific research and development
	73	Advertising and market research
	74	Other professional, scientific and technical activities
	74.300	Translation and interpretation activities
	75	Veterinary activities
Administrative and support service activities	77	Rental and leasing activities
	78	Employment activities
	79	Travel agency, tour operator and other reservation service and related activities
	80	Security and investigation activities
	81	Services to buildings and landscape activities
	82	Office administrative, office support and other business support activities
Public administration and defence; compulsory social security	84	Public administration and defence; compulsory social security
Education	85	Education
Santé humaine et action sociale	86	Human health activities
	86.1	Hospital activities
	86.210	General medical practice activities
	86.220	Specialist medical practice activities
	86.230	Dental practice activities
	86.9	Other human health activities
	86.900	Residential care activities
	87	Social work activities without accommodation
Arts, entertainment and recreation	88	Action sociale sans hébergement
	90	Creative, arts and entertainment activities
	91	Libraries, archives, museums and other cultural activities
	92	Gambling and betting activities
Other services activities	93	Sports activities and amusement and recreation activities
	94	Activities of membership organisations
	95	Repair of computers and personal and household goods
	96	Other personal service activities
	96.021	Hairdressing
Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use	96.022	Beauty treatment
	97	Activities of households as employers of domestic personnel
	98	Undifferentiated goods- and services-producing activities of private households for own use
Activities of extraterritorial organisations and bodies	99	Activities of extraterritorial organisations and bodies
	99.001	Organisations of the European Union
	99.009	Activities of extraterritorial organisations and bodies n.e.c.