

The procedure for opening an investment account (remote account) by correspondence by natural persons residing in the EU



Thank you for choosing our offer. We kindly request you to read carefully the instruction below for opening an investment account in KBCSP by correspondence.

1. In order to open an investment account by correspondence the Client is obliged to complete two copies of the following forms, both available on the web page <http://kbcmakler.pl/formularze>:

Obligatory:

- Brokerage service agreement,
- Appropriateness test,
- Signature Card;
- Instruction for correspondence delivery and transaction execution confirmations

Optional:

- ❖ Request for service at a specified KBC outlet (if not completed, the account will be assigned to the outlet appropriate to the address of permanent residence);
- ❖ In case of selecting of an option „telephone” in § 3 Brokerage service agreement:
 - Establishment / change of the telephone password;
- ❖ If the Client is interested in transactions on the derivatives market:
 - Brokerage service agreement with respect to derivatives,
 - the Client’s statement about his/ her financial situation,
 - Appropriateness test,
 - Application for the Customer Classification Number (NKK);
- ❖ If the Client is interested in transactions with deferred payment:
 - the Client’s statement about his/her financial situation,
 - Annex concerning the deferred payment;

Attention!

The Client is required to attach a photocopy of his/her ID to the completed forms. If the Client attaches a photocopy of a passport, he/she is then required to submit a document confirming his/her address of residence/stay such as driving license, lease contract, invoices related to current expenses (from the last 3 months)

We kindly remind you:

- To include in the brokerage service agreement a **bank account number** that is conducted by a bank established in Poland (residents) or in the member state (non-residents). The bank account number account from which the transfer will be made to the investment account; must belong to the person who opens an investment account,
- To provide in the Instruction for correspondence delivery and transaction execution confirmations the Client’s **e-mail address** and mobile **telephone number** for KBCSP to be able to contact the Client;
- To fill in all the required documents.
- To put signatures on all agreements and signature forms in all specified places,

In order to speed up the procedure for opening an investment account and to improve the future service of the account, we suggest the Client, while completing the Brokerage service agreement, should agree to send all the correspondence or information regarding the account via e-mail.

- Completed and signed forms should be sent in the original together with the photocopy of the ID or passport of the Client (and the Proxy, if established) and a copy of a document with the permanent address of residence/stay, to KBCSP following address:

KBC Securities N.V. (S.A.) Polish Branch
Chmielna Street 85/87
00-805 Warsaw
Poland
Client Administration

Attention!

The signature on the Brokerage service agreement must be in accordance with the Customer's signature on the Signature Card as submitted to KBCSP.

- The Brokerage service agreement comes into effect provided that the bank account number, whose holder is the Client, is included in the agreement and after KBCSP has approved the documents sent by the Client, and the signed copy of the Brokerage service agreement is sent to the correspondence address as indicated by the Client in the agreement.

The Client's investment account will remain inactive until the Client transfers funds from the bank account specified in the Brokerage service agreement to the investment account or after the direct identification of the customer in the Outlet.

- The information about the opening of an investment account (account number) shall be sent to the Client at the e-mail address as indicated by the Client. The copy of the Brokerage service agreement signed by KBCSP will be sent by registered mail to the correspondence address specified in the agreement by the Client.

FAILURE TO comply with ANY OF THE ABOVE POINTS WILL PREVENT KBCSP from OPENING AN INVESTMENT ACCOUNT BY CORRESPONDENCE.

In order to remove obstacles in opening an investment account by correspondence, KBCSP shall promptly notify the Client of the reason that prevents KBCSP from the opening of the account, if there is a telephone number or an e-mail address indicated in the documents sent by the Client.

In case of any questions, please do not hesitate to contact us on the following numbers:

- +48 22 581 07 99,
- +48 22 581 09 09,
- +48 22 581 20 20,

or you may send your questions to the KBCSP e-mail address at: makler@kbcsecurities.pl.

- A Client who has entered into an agreement with KBCSP by correspondence may withdraw from it without stating reasons, sending a relevant declaration in writing within 14 days from the date of signing of the Agreement.
- We kindly request you to get familiar with additional information about KBCSP and order execution policy (pdf file – information given to the Client before signing the agreement).