

You can complete and save this document electronically.
Please return this document, duly completed and signed, to ServicingPCB@belfius.be

The requester – legal entity (referred to below as the “Entity”)

Name of the legal entity
Address
- Street, n°, box
- Postcode and Locality
- Country
- Telephone
- E-mail address applicant/contact person
Address for correspondence relating to BelfiusWeb (card and card-reader)	Only if different from the default mailing address
- Street, n°, box
- Postcode and Locality
- Country
Main account number	BE.....

The user – natural person (referred to below as the “User”)

IMPORTANT: If this person is not known to Belfius Bank, please attach a front/back copy of the person’s identity card. If it is an electronic identity card, please also attach a copy of an official document showing the person’s address.

User’s Last Name and First Name	<input type="checkbox"/> Mrs <input type="checkbox"/> Mr
Job title
Home address
- Street, n°, box
- Postcode and Locality
- Country
- User’s e-mail address
- Date of birth

Access to the Entity

- ☐ **Access for a new User** – this person does not yet have access to BelfiusWeb for this Entity.
 - ☐ This access is granted on a new BelfiusWeb Card¹ or
 - ☐ Access will be added to an existing BelfiusWeb Card Card 6703 - - - or
 - ☐ Access will be added to an existing Isabel user number 5 - - -

OR

- ☐ **Modification for an existing User** – this person already has access to BelfiusWeb for this Entity. The Entity wishes to modify or cancel the existing access of this User with the following access details:

BelfiusWeb Card 6703 - - - or

Isabel user number 5 - - -

- ☐ extend existing access rights, or
- ☐ replace existing access rights, or
- ☐ cancel for this Entity only, or
- ☐ cancel for all entities

Part A: Simple configuration of BelfiusWeb for a new or existing User

Only complete this Part A if you wish to give a new or existing User the same access rights as another existing User. For a customised configuration, go directly to Part B.

The new (or existing) User is given the same access as the following existing User for the Entity stated²:

Surname + first name of the existing User:

with:

- ☐ BelfiusWeb Card number 6703 - - - or
- ☐ Isabel user number 5 - - -

The applicant undertakes to notify the User of his/her access rights and the functionalities available to him/her.

The BelfiusWeb Regulations can be viewed on www.belfius.be.

If you have filled in Part A of this configuration form, there is no need to fill in Part B.

Drawn up at on

Signature(s) of the main User and/or any other persons permitted to represent the Entity

NAME + JOB TITLE

NAME + JOB TITLE

NAME + JOB TITLE

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¹ By ticking this option, the User will be sent a personalised BelfiusWeb card, associated PIN code and BelfiusWeb card-reader. Access to BelfiusWeb is gained using this card and card-reader.

² Belfius Bank will check for you whether the new User has the necessary authority for the accounts on which he/she is required to carry out transactions. If this authority is not sufficient, Belfius will send you the necessary authorisation documents for signature.

Part B: customised configuration of BelfiusWeb for the User

(☒) = function included as standard – cannot be unticked)

Below, persons authorised to represent the Entity will ask the bank about the functionalities available to the User. They undertake to notify the User accordingly.

1. Accounts and European direct debits

1.1 Accounts

- ☒ Consult treasury and savings accounts (signature possible if proxy)
- ☒ Enter transactions ①
 - ① *This access allows the user to enter transactions, modify/delete own transactions and modify/delete transactions of other users if proxy on the account.*
- ☐ Manage files (transactions included). Open treasury or savings accounts
- ☐ Detail overall entries in history and account information
- ☐ Overall statements
 - This functionality displays the individual and overall balance of a certain group of accounts. Users who have access to this functionality are able to view the contents of all overall statements, regardless of the account to which they have access.*

The access applied for is valid:

- ☐ for all of the Entity's accounts, with the exception of

IBAN BE.....	IBAN BE.....
IBAN BE.....	IBAN BE.....

- ☐ for the following account(s) only:

IBAN BE.....	IBAN BE.....
IBAN BE.....	IBAN BE.....

1.2 Accounts of other banks

- ☐ Payment accounts via PSD2
 - You allow selected users to freely consult via third-party applications your payment accounts with other banks and with Belfius, and to initiate payments from those accounts.*
 - These services are made possible by the European Payment Services Directive ("PSD2").*
 - ☒ *An access is always granted to the legal representatives and to "BelfiusWeb master users". This access cannot be cancelled.*
- ☐ Cash Management International Accounts via SWIFT
 - In addition to a Cash Management International contract (CMI-Belfius Managing Bank), you also need an agreement with an external bank. The User can carry out transactions (= MT101) and view account information (=MT940 and/or MT942 or XML) as stated in the CMI contract.*
- ☐ Create and manage "Requests for Transfer (MT101)" envelopes by SWIFT
 - The CMI contract must state that transactions can be carried out (= MT101).*

The access applied for is valid:

- ☐ for all of the Entity's accounts, with the exception of

IBAN BE.....	IBAN BE.....
IBAN BE.....	IBAN BE.....

- ☐ for the following account(s) only:

IBAN BE.....	IBAN BE.....
IBAN BE.....	IBAN BE.....

1.3 Management of interest on Belfius accounts

- ☒ Rate conditions on account: *consultation of interest terms on payment accounts, Belfius Treasury+ and Belfius Treasury Special*
- ☐ Detailed interest calculations on account
 - Detail of the interest calculation for an account or cash pooling contract and recalculation of the interest for a cash pooling contract based on the participating accounts. Specific access to "Reporting" functionalities (PaPyRuS and/or Files) is required in addition.*

1.4 Creditors European direct debits

- ☐ Create and manage online mandates and collections for European direct debits
- ☐ Create and manage "European direct debits " envelopes and online mandates and collections

1.5 Cheques for collection

- ☐ Create and manage "Cheques for collection" envelopes

2. Social accounts and guarantees

2.1 Social accounts and centralised guarantees

- ☐ View group accounts, bank guarantees (loans) and manage social accounts

The access applied for is valid:

- ☐ for all of the Entity's accounts, with the exception of

IBAN BE.....

IBAN BE.....

IBAN BE.....

IBAN BE.....

- ☐ for the following account(s) only:

IBAN BE.....

IBAN BE.....

IBAN BE.....

IBAN BE.....

2.2 Additional options

- ☐ Manage centralised guarantees and social assistance accounts
- ☐ Preparer of social accounts (System I, Budget management, Debt mediation, Reconstitution of Rental Guarantee)
*This preparatory role is only assigned to persons who do not have a power of attorney.
This is an administrative position that enables you to request the opening of social accounts or the creation of transfers for this type of account.*

2.3 Guarantees

- ☒ Rental Guarantees
- ☐ Open bank guarantees (loans)
A specific addendum of required.

The access applied for is valid:

- ☐ for all of the Entity's guarantees, with the exception of

090

090

- ☐ for the following guarantee(s) only:

090

090

3. Card management

3.1 Debit cards

- ☐ Make requests
- ☐ View summary of transactions
- ☐ Administrative management

3.2 Depositor cards

- ☐ Make requests
- ☐ View summary of transactions

3.3 Credit cards

- ☐ View summary of transactions and balances
- ☐ Administrative management and viewing of balances and transactions
- ☐ Financial management of Visa Gold Business Prepaid (load/unload)

The access applied for is valid:

- ☐ for all of the Entity's credit cards, with the exception credit card numbers:

□□□□-□□X□-X□X□X□-□□□□

□□□□-□□X□-X□X□X□-□□□□

□□□□-□□X□-X□X□X□-□□□□

□□□□-□□X□-X□X□X□-□□□□

- ☐ for the following credit cards only, numbers:

□□□□-□□X□-X□X□X□-□□□□

□□□□-□□X□-X□X□X□-□□□□

□□□□-□□X□-X□X□X□-□□□□

□□□□-□□X□-X□X□X□-□□□□

3.4 Belfius EasyCard (A Belfius EasyCard framework contract is required.)

- ☐ View all cards for external payments
- ☐ View and manage all cards for external payments
- ☐ View all cards for internal payments without financial details
- ☐ View and manage all cards for internal payments without financial details
- ☐ View all cards for internal payments with financial details
- ☐ View and manage all cards for internal payments with financial details

3.5 Prepaid cards

- ☐ Request, manage and view

4. Investments

4.1 Overview investment products

- ☐ Term accounts

The access applied for is valid:

- ☐ for all of the Entity's term accounts, with the exception of

IBAN BE..... IBAN BE.....

IBAN BE..... IBAN BE.....

- ☐ for the following account(s) only:

IBAN BE..... IBAN BE.....

IBAN BE..... IBAN BE.....

- ☐ Securities accounts

Access request for:

- ☐ all of the Entity's securities accounts, with the exception of

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- ☐ for the following securities account(s) only:

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- ☐ Investment insurances (Branch 26)
- ☐ Derivates
- ☐ Reverse Loans

4.2 Financial analysis

- ☐ Analysis and maturity schedule

4.3 Confirmation letters trading room

The user will have access to the letters of confirmation for all products (derivatives, deposits, credits, securities account). Please check that the user does in fact have the signing authority for these via "Administration/Proxy management".

- ☐ View and sign

5. Financing

- ☐ Long-term loans
(Short and long-term loans for Corporate customers)

6. Reporting

6.1 PaPyRuS – Access to the following lists

(you must include every list type in your PaPyRuS contract.)

- ☐ Account statements
- ☐ Credit documents
- ☐ Details of collective spending
- ☐ Details of globalised receipts
- ☐ Details of direct debits (a SEPA Direct Debit contract is required.)
- ☐ Details of interest calculations
- ☐ Spending statements credit cards
- ☐ Rental guarantees in the form of a bank guarantee

6.2 Account information

- ☐ Detailed and extensive account information and producing personalised reports

7. Files

7.1 View

- ☐ View files sent to Belfius Bank (follow-up)

7.2 View, send and receive

- ☐ View (follow-up), send and receive files

7.3 Format types for sending

European and international payments

- ☐ Sending money in EURO and international payments

Other Belgian/European formats

- ☐ European direct debits (SEPA Direct Debit)
- ☐ Collection of cheques

SWIFT formats

- ☐ SWIFT MT101
The CMI contract must state that transactions can be carried out (= MT101).
- ☐ SWIFT MT103
- ☐ SWIFT MT200
- ☐ SWIFT MT202
- ☐ SWIFT MT920

7.4 Format types for receiving

Electronic reporting applies

- ☐ for all of the Entity's accounts
- ☐ only for the Entity's following accounts (if there are multiple account, please attach a list)

IBAN BE..... IBAN BE.....
IBAN BE..... IBAN BE.....

Electronic reporting numbering

- ☐ Julian calendar date
- ☐ Electronic sequence number
- ☐ Same numbering as the statements (paper/PaPyRuS)

Electronic reporting in ☐ CODA format or ☐ XML format (CAMT 053)

- ☐ Overall
- ☐ Details of collective
- ☐ Sepa Direct Debit collections
- ☐ Sepa Direct Debit unpaids
- ☐ Receipts of transfers with structured message (TSM) (Daily)
- ☐ Details of loans files
- ☐ Collective details of the type of Belfius EasyCard

Electronic reporting in SWIFT format

End-of-day reporting

- ☐ MT 940

Intra-day reporting

- ☐ MT 942 request based on MT 920 files sent by the customer
For this you must be able to send an MT920 (see 'standard formats for sending').
- ☐ MT 942 for Belfius accounts at 12.30 pm
If you would like a different time, please e-mail CODA@belfius.be

Notification of Deb-t/Credit transactions

- ☐ MT900 (Debet)
- ☐ MT910 (Credit)

Electronic reporting about loans

- ☐ Credit files (on request)
- ☐ Automatic adjustments (daily) on inventories
If you would like a frequency other than 'daily', please e-mail CODA@belfius.be.

Electronic reporting about interest calculations

- ☐ Details of interest calculations in CSV format

8. Services

8.1 Orders in euros

- ☐ Cash withdrawal from a CASH point or via Belfius ATM

8.2 BelfiusWeb App

- ☐ Access to BelfiusWeb App

8.3 Certificates

- ☐ Apply and consult
The following certificates are available: name of the account, public tenders, balances of an account, balance of all accounts (on request) for each account that is accessible via the User's subscription.
- ☐ Apply and consult the "balance of all accounts" certificate
This certificate covers all of the Entity's accounts. Users with access to this function may view and request these certificates regardless of the accounts they have access to.

8.4 Management of « Mollie » authorisations

- ☐ Authorize the request for data on globalized transactions for your Mollie account
*To be able to use this service, you need to have an active "Mollie account".
By ticking this box, you allow the BelfiusWeb user to authorize Belfius to retrieve your globalized transactions data with Mollie (for the Belfius bank account linked to your "Mollie account").*

9. Administration

9.1 Mandate Management

- ☐ Add / delete proxies & manage signing rules

9.2 Alerts and messages

- ☐ Creation and management of personalized alerts about banking products
- ☒ Exchange of secure messages with Belfius Bank

10. Confidentiality

10.1 Hiding consultation of the breakdown of overall entries in Follow-up, Account information and History of Accounts for:

- ☐ Pensions (PENS)
- ☐ Salaries (SALA)
- ☐ Social security benefit (SSBE)
- ☐ Tax payelent (TAXS)
- ☐ Supplier payment (SUPP)
- ☐ Intra-company payment (INTC)
- ☐ Treasury payment (TREA)
- ☐ Dividends (DIVI)
- ☐ Interest (INTE)

The applicant undertakes to notify the User of his/her access rights and the functionalities available to him/her.

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Drawn up at on

Signature(s) of the main User and/or any other persons permitted to represent the Entity

NAME + JOB TITLE

NAME + JOB TITLE

NAME + JOB TITLE

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For additional information about BelfiusWeb or completing this form, please speak to your usual contact person at Belfius Bank or contact Belfius Servicing Contact by calling + 32 (0)2 222 87 20 / 87 10 (for French) or by sending an e-mail to: eb-contact@belfius.be