

# Request for allocation of new logon, Hardkey or Softkey

## > Request for:

Softkey      or       Hardkey  
 and/or  Username / logon

## > Personal data

Mr.    Mrs.

Last name ..... First name .....  
 Username / Logon ..... Account number BE [ ] - [ ] - [ ] - [ ]  
 Date of birth [ ] - [ ] - [ ] Place and country of birth .....

### **Legal address:**

Address ..... Nr ..... box .....  
 Postcode ..... City ..... Country .....  
 Telephone ..... Email .....

### **Country of Tax Residence:**

Belgium  
 other (specify ALL countries of tax residence and corresponding Tax Identification Number (TIN)<sup>1</sup>):  
 Country of tax residence ..... TIN .....  
 Country of tax residence ..... TIN .....

All fields of the application are mandatory in order for us to treat your demand.

#### **Important information**

Please send us by regular mail the following documents:

- a clear copy (both sides) of your ID or passport;
  - in case of a change of address, if your legal residence and/or fiscal residence is outside Belgium, please join an official residence document.
- Please note that if your legal address differs from your fiscal address we request you to provide us proof of both.

The document must:

- be delivered by a public authority of your country of residence (embassy, consulate, municipality, etc.),
- be written in English, Dutch or French,
- mention your address.

## > Signature

Done in (location) ..... on (date) .....

Signature

<sup>1</sup> - If you don't know your TIN, please visit the European Commission website ([https://ec.europa.eu/taxation\\_customs/tin/tinByCountry.html?locale=en](https://ec.europa.eu/taxation_customs/tin/tinByCountry.html?locale=en)) or the OECD website (<http://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-identification-numbers/>). Alternatively, contact the tax authorities of the country in which you are a tax resident.