

KBC Onboarding Portal

Quick Reference Card



Before you start...

To make your use of the KBC Onboarding Portal as pleasant as possible, please make sure you have the following available:

- **The Onboardee**
a smartphone with an internet connection and an up-to-date version of the ItsMe app installed, activated for the person to be onboarded. In case your client is a minor you will not be able to use ItsMe since it's not meant for minor.
- **The Onboarder**
A device (computer or tablet) that has internet connectivity and an internet browser that is compatible with the KBC Onboarding Portal

Onboarding documents

Documents that may have to be uploaded or provided: All document are in PDF format, except the copy of iD, and may not exceed the size of 3MB each.

Document	Applicable if:	How to provide the document
Copy of identity card (jpg or png format)	Obligated for every person	Via the platform
Proof of residence	Obligated for every person	Via the platform
Annex – account opening (Face-to-face declaration)	Obligated for every account	Via the platform
Onboarding documents	Obligated for every account	Via the platform
Power of attorney (proxy holder)	If you add a proxy holder	Via the platform
Power of attorney for Read-Only access (Read-only proxy holder)	If you add a read-only proxy holder	Via the platform
Proof of 2nd /3ed nationality (Document/information in context of transaction reporting for 2nd/3rd nationality)	If the client has a second and/or third nationality	To be Loaded
Proof of parenthood OR proof of guardianship	If you open an account for a minor	To be Loaded
Proof of legal incapacity	If you open an account for a legally incapacitated person	To be Loaded
Setup usufruct	If you open a usufruct account	To be filled in manually
Option agreement	If this was activated during the account information step.	Via the platform
Proof of accountholdership	If the client has a non-Belgian linked account, proof of ownership must be provided	To be Loaded

Document	Applicable if:	How to provide the document
JU134_JU162_RV attestation (Exemption from withholding tax – Non-resident savers)	Optional if applicable for a person/account. Please contact Client Administration if you are not sure if one of the tax documents is applicable	To be filled in manually
JU135_DBV attestation (Declaration for the avoidance or reduction of double taxation)	Optional if applicable for a person/account. Please contact Client Administration if you are not sure if one of the tax documents is applicable	To be filled in manually
JU155_DBV attestation (Declaration of eligibility for benefits (reduced tax) under a tax treaty for a non-resident person (Canada))	Optional if applicable for a person/account. Please contact Client Administration if you are not sure if one of the tax documents is applicable	To be filled in manually
DBV application form (Selection form double tax treaty)	Optional if applicable for a person/account. Please contact Client Administration if you are not sure if one of the tax documents is applicable	To be filled in manually
W-8BEN	Optional if applicable for a person/account. Please contact Client Administration if you are not sure if one of the tax documents is applicable	To be filled in manually

Logging on to the portal site

<https://onboarding.securitiesservices.kbc.be/eximius.ui>

Overviews of which natural persons can be onboarded

- 1 holder
- 2 holders – Married or legal co-habitants
- Minors – Not possible via ItsMe
- Legal Incapacity – Not possible via ItsMe

Face-to-face declaration

Wealt manager code	Tarification code