

Check-list for opening your account by mail

In order for you to open your account by mail, we require the following documents:

- The form for opening an account for natural persons
- The «Declaration of identity of the beneficial owner» form
- A certified copy of an identity document for each account holder

What identity documents does Keytrade Bank accept ?

1 (Swiss and foreign) passports and (Swiss) identity cards

- Current standard passports (including diplomatic and service passports)
- Current identity cards

2 Permits issued by the Aliens Police

Permit B, C, Ci, L, F, N, S, G

3 Licences issued by the Road Traffic Department

Driving licence issued by the regional Road Traffic Departments for all categories, excluding learner drivers' licences

How to have an identity document certified¹ ?

- It is possible for Swiss residents or foreigners staying in Switzerland to have their identity document certified in a Swiss Post Office branch of their choice (the «Yellow Identification» procedure). The fee for this service is CHF 20 per certification. Keytrade Bank will reimburse you with the certification fee after your new account is opened.
- The identity document may also be certified by a (Swiss or foreign) public authority that provides a standard certification service (e.g. Swiss municipal or regional authorities) or by a lawyer. In that case, Keytrade Bank will reimburse you with the fee for certification by a public authority in an amount of CHF 20 per certification.

1) If you require any further information, please contact our Customer Care Centre by phone - lines open Monday to Friday from 9am to 5.30pm on 022 715 20 20 (or +41 22 715 20 20 if you are calling from abroad), by fax on + 41 22 715 20 21 or by e-mail to info@keytradebank.ch

Please read the following notes and send all the documents using the enclosed postage paid envelope.

Important notes :

- a) If a person other than the account holder has been specified as the beneficial owner of the account (according to «Form A»), a simple copy of the identity document of the person concerned is required.
- b) If a Power of Attorney is granted to a third party («Authorised Representative»), a simple copy of the third party's identity document is required.
- c) In the case of a joint account, please also include the «Joint Account Agreement» form.

What next ?

You will be notified of the opening of your account by your logon, passwords and confirmation code being sent to your home address, together with your Keytrade ID. As soon as you receive these items, you can identify yourself of the Bank's secure site (www.keytradebank.ch) via «Customer Access».

The information required to make transfers on your account will be available as soon as you have activated your Keytrade ID.



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