

# **Step-by-step guide**

Requesting a new debit card  
on your KBC Business Dashboard

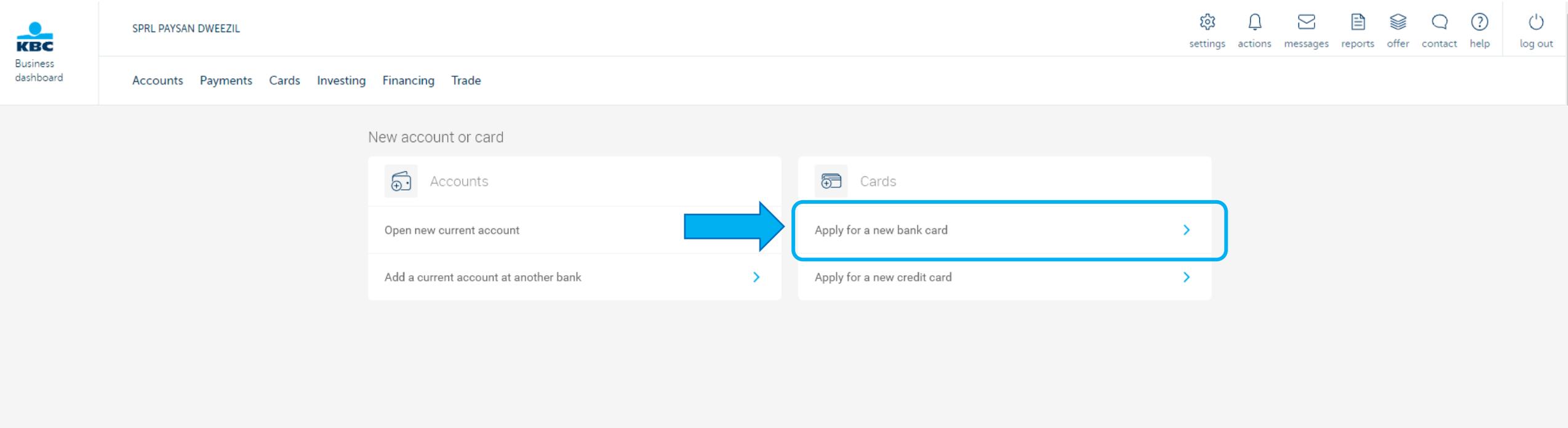
# Step 1: Click on 'new credit card or bank card'

The screenshot displays the KBC Business dashboard for user SPRL PAYSAN DWEEZIL. The dashboard is organized into several sections:

- Accounts:** Shows the current account balance of 334 690,90 EUR. A blue arrow points to a button labeled "New account, debit card or credit card". Below this are links for "Accounts overview" and a "Transfer" button.
- Working capital insights:** A line chart showing historical data and a forecast with a range for possible deviations. The y-axis ranges from 0 EUR to 2,000,000 EUR. The x-axis shows months from October to November. A "Now" marker is present on the chart. Below the chart are buttons for "Sector analysis" and "Projection".
- Available assets:** A progress bar showing the available amount of 334 690,90 EUR. Below it, a legend indicates "On accounts" with a value of 334 690,90 EUR.
- New for you:** A section with the text "No new items" and a link to "Delete items". Below it is a suggestion: "Check out our new suggestions to optimise your working capital".
- My favourites:** A section with a link to "Loans & credit dashboard" and a button to "Add favourites".
- Exchange rates:** A section showing indicative mid-market prices for EUR/GBP (0,8495 GBP) and EUR/USD (1,1547 USD). It includes a link to "Buying & selling currencies".

The top navigation bar includes icons for settings, actions, messages, reports, offer, contact, help, and log out. The main navigation bar includes links for Accounts, Payments, Cards, Investing, Financing, and Trade.

## Step 2: Click on 'Apply for a new bank card'



The screenshot displays the KBC Business dashboard interface. At the top left, the KBC logo and 'Business dashboard' text are visible. The user's name 'SPRL PAYSAN DWEEZIL' is shown in the top navigation bar. To the right of the name are several utility icons: settings, actions, messages, reports, offer, contact, help, and log out. Below the navigation bar, a menu contains the following items: Accounts, Payments, Cards, Investing, Financing, and Trade. The main content area is titled 'New account or card' and is divided into two columns: 'Accounts' and 'Cards'. The 'Accounts' column lists 'Open new current account' and 'Add a current account at another bank'. The 'Cards' column lists 'Apply for a new bank card' and 'Apply for a new credit card'. A large blue arrow points from the 'Accounts' column to the 'Cards' column, and a blue rounded rectangle highlights the 'Apply for a new bank card' option.

SPRL PAYSAN DWEEZIL

settings actions messages reports offer contact help log out

Accounts Payments Cards Investing Financing Trade

New account or card

Accounts

Open new current account

Add a current account at another bank >

Cards

Apply for a new bank card >

Apply for a new credit card >

# Step 3: Click on 'Apply' within the KBC Bank card section

More details on the debit card can be found under 'Features'

## Account

Account you're requesting a debit card for

AVOCATE SA ZOHREH  
BE  
KBC Company Account

>

## Choose a debit card

 **KBC Bank Card**  
Make fast, secure business payments in Belgium and the rest of Europe.

Features >

EUR YEAR

Apply

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 **KBC Limited Card**  
Put cash on your business account in full security.

Features >

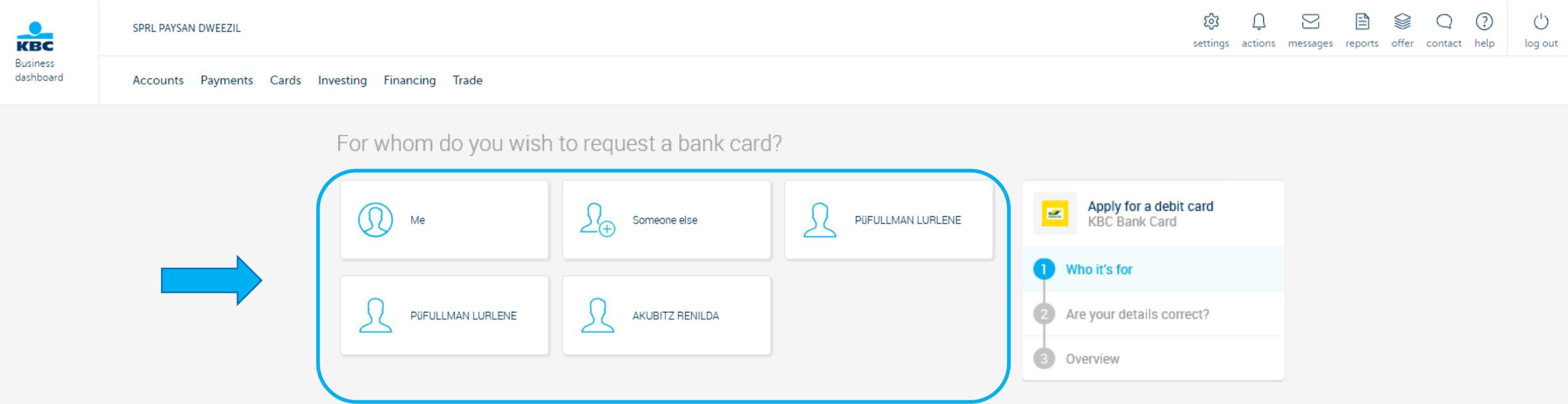
EUR YEAR

Apply



## Step 4: Select for whom you wish to request the card

You can add a person through their full name and KBC client number by clicking on **'Someone else'**



The screenshot displays the KBC Business dashboard interface. At the top left, the KBC logo and 'Business dashboard' are visible. The user's name 'SPRL PAYSAN DWEEZIL' is shown in the top navigation bar. To the right, there are icons for settings, actions, messages, reports, offer, contact, help, and log out. Below the navigation bar, a menu contains 'Accounts', 'Payments', 'Cards', 'Investing', 'Financing', and 'Trade'. The main content area features a large blue arrow pointing to a selection screen titled 'For whom do you wish to request a bank card?'. This screen contains five buttons: 'Me', 'Someone else', 'PÜFULLMAN LURLENE', 'PÜFULLMAN LURLENE', and 'AKUBITZ RENILDA'. A blue rounded rectangle highlights the 'Someone else' button and the two 'PÜFULLMAN LURLENE' buttons. To the right of the selection screen is a sidebar with a yellow card icon and the text 'Apply for a debit card KBC Bank Card'. Below this, a vertical progress indicator shows three steps: '1 Who it's for' (highlighted in light blue), '2 Are your details correct?', and '3 Overview'.

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Accounts Payments Cards Investing Financing Trade

For whom do you wish to request a bank card?

Me Someone else PÜFULLMAN LURLENE

PÜFULLMAN LURLENE AKUBITZ RENILDA

Apply for a debit card  
KBC Bank Card

- 1 Who it's for
- 2 Are your details correct?
- 3 Overview

## Step 5: Check the details and click on 'Next'

## Are your details correct?



Check whether the details below are correct.

The credit card will be posted to the card holder's address. If we have a Belgian mobile phone number, the card holder can request their PIN by text message.

Applicant

RUITERSHOP BVBA NASIERA

Card holder

PüFULLMAN LURLENE

Cardholder's address

[REDACTED] 2  
[REDACTED] K

Mobile number

XXXXXX2729

Are your details correct?

 Yes  No

Next

**Apply for a debit card**  
KBC Bank Card

- 1 Who it's for
- 2 **Are your details correct?**
- 3 Overview

## Step 6: Click on 'Send application'. The legal representative or mandate holder will have to sign the request

The step-by-step guide on digital signing can help in this process

The screenshot displays the KBC Business dashboard interface. At the top left, the KBC logo and 'Business dashboard' are visible. The user's name 'SPRL PAYSAN DWEEZIL' is shown in the top navigation bar. To the right of the name are icons for settings, actions, messages, reports, offer, contact, help, and log out. Below the navigation bar, a menu lists 'Accounts', 'Payments', 'Cards', 'Investing', 'Financing', and 'Trade'. The main content area is titled 'Overview' and features a card for a 'KBC Bank Card'. The card details include the currency 'EUR' and a fee of 'a year'. It lists the 'Applicant' as 'AVOCATE SA ZOHREH' and the 'Cardholder' as 'TER CASLER JESSIA'. The 'Cardholder's address' is partially redacted with 'OIS 13'. Below this, it states 'Linked to account AVOCATE SA ZOHREH BE KBC Company Account'. At the bottom right of the card, a blue arrow points to a button labeled 'Send application'.

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settings actions messages reports offer contact help log out

Accounts Payments Cards Investing Financing Trade

Overview

 KBC Bank Card EUR  
a year

Applicant AVOCATE SA ZOHREH Cardholder TER CASLER JESSIA

Cardholder's address  
[redacted] OIS 13  
[redacted]

Linked to account  
AVOCATE SA ZOHREH  
BE  
KBC Company Account

 [Send application](#)

Step 7: If other people need to sign, select the person(s) you wish to have sign the request and click on **'Sign'**

SPRL PAYSAN DWEEZIL

settings actions messages reports offer contact help log out

Accounts Payments Cards Investing Financing Trade

According to your company's articles of association, the documents must be signed by one or more persons.

1 executive director

Select a signatory from this group.

Name	Capacity	Company
OMARCHIANO FRÉDDIE	managing director	AVOCATE SA ZOHREH <input checked="" type="checkbox"/>

2 directors

Number of signatures required: 1

Sign

## Step 8: Click on 'Next' after having read the next steps

### Guide

#### Next steps

See the stage which your document-signing procedure is at in the diagrams below.

1



You sign the contract as managing director for AVOCATE SA ZOHREH.

To be signed before 10-04-2019

2



You'll get a signed digital copy under your messages.

3



We will send you your payment card by post within five banking days of the application being approved.

4



The payment card is activated and ready to use.

[Next](#)

## Step 9: Tick the boxes after reading the documents. Click on 'Sign' afterwards



You're signing digitally, so you'll also get your documents in digital form. You can always print off hard copies if you need them. Tick to agree with the contents of each document.



KBC Bank Card

To be signed before 10-04-2019



Payment card agreement



Package deal agreement



Bank card regulations



I agree with the contents of each document.



as managing director of AVOCATE SA ZOHREH



Sign

## Step 10: The legal representative or mandate holder can sign the request via the Business Dashboard or KBC Business app

The debit card will be delivered within 5 business days via the post at his place of residence after approval by KBC

1 Sign using the KBC Sign app on your smartphone	Use the KBC Sign app 
Press	<input type="button" value="Sign"/>
Check that the transaction details are correct	
Press	<input type="button" value="Sign"/>
Confirm with your PIN	CODE + <input type="button" value="OK"/>