

Manual



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eCorporate Banking, Finance and Insurance Commission
Commission Bancaire et Financière et des Assurances
Commissie voor het Bank-, Financie- en Assurantiewezen

My companies
Control panel

Control Panel

Company: Company S
Frequency: [dropdown]
Document: All
File: [input]
From: 12/2010
To: 02/2011
Te laat: ☐
Alleen rappels: [dropdown]
[Selections] [Search]

Quality items:

| No. | Company | Subject | Document | Freq | Period | Deadline | Reminder | Reminder deadline | Received | Status |
|-----|-----------|---------------------------|---|-------------|------------|------------|----------|-------------------|------------|-------------------|
| 03 | Company S | Quality | Annual financial report | BSD | 31/12/2010 | 30/04/2011 | | | 06/05/2010 | Received/Finished |
| 03 | Company S | Quality | Annual announcement | BSD | 31/12/2010 | 30/04/2011 | | | 04/10/2010 | Received/Finished |
| 03 | Company S | Quality | Interim statement | SBSD | 31/12/2010 | 19/11/2010 | | | 31/08/2010 | Received/Finished |
| 03 | Company S | Quality | Notice of ordinary general meeting | OGM | 31/12/2010 | 19/03/2011 | | | 02/12/2010 | Received/Finished |
| 03 | Company S | Quality | Announcement of dividend or payment of interest | Occasioneel | | | | | | |
| 03 | Company S | Quality | Announcement of dividend or payment of interest | Occasioneel | | 13/12/2010 | | | 13/12/2010 | Received/Finished |
| 03 | Company S | Quality | Announcement of dividend or payment of interest | Occasioneel | | 23/12/2010 | | | 23/12/2010 | Received/Finished |
| 03 | Company S | Quality | Announcement of dividend or payment of interest | Occasioneel | | 12/01/2011 | | | 12/01/2011 | Received/Finished |
| 03 | Company S | Quality | Inside information | Occasioneel | | | | | | |
| 03 | Company S | Quality | Inside information | Occasioneel | | 01/12/2010 | | | 01/12/2010 | Received/Finished |
| 03 | Company S | Quality | Inside information | Occasioneel | | 01/12/2010 | | | 01/12/2010 | Received/Finished |
| 03 | Company S | Quality | Inside information | Occasioneel | | 01/12/2010 | | | 01/12/2010 | Received/Finished |
| 03 | Company S | Quality | Inside information | Occasioneel | | 02/12/2010 | | | 02/12/2010 | Received/Finished |
| 03 | Company S | Quality | Inside information | Occasioneel | | 06/12/2010 | | | 06/12/2010 | Received/Finished |
| 03 | Company S | Quality | Inside information | Occasioneel | | 25/01/2011 | | | 25/01/2011 | Received/Finished |
| 03 | Company S | Quality | Inside information | Occasioneel | | 27/01/2011 | | | 27/01/2011 | Received/Finished |
| 03 | Company S | Quality | Notice of extraordinary general meeting | Occasioneel | | | | | | |
| 03 | Company S | Quality | Announcement of notification of major shareholding | Occasioneel | | | | | | |
| 03 | Company S | Quality | Announcement of change in denominator or in thresholds | Occasioneel | | | | | | |
| 03 | Company S | Quality | Other occasional announcement | Occasioneel | | | | | | |
| 03 | Company S | Quality | Special report drawn up in relation to authorized capital | Occasioneel | | | | | | |
| 03 | Company S | Quality | Reporting on share repurchases | Occasioneel | | | | | | |
| 03 | Company S | Quality | Announcement of share repurchase | Occasioneel | | | | | | |
| 03 | Company S | Without fixed periodicity | Latest consolidated version of articles of association | Ongoing | | | | | 04/11/2010 | Received |

Financial items:



| | |
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What is eCorporate ?

Introductory remarks

- ✓ In eCorporate the term "Company" shall be understood to mean each company or institution subject to supervision by the CBFA.
- ✓ The term "Document" refers to each quality or financial item or table.
- ✓ This manual is also available in Dutch and French. The online version is regularly updated and can be directly called up from eCorporate after each update.

Communication platform

First and foremost, the aim of eCorporate is to offer a **smooth and secure communication platform** for the exchange of information between the CBFA and the companies under its supervision: smoother than the traditional correspondence and more secure than e-mails.

- ✓ eCorporate is used by the CBFA to make the information available which it holds about a specific company.
- ✓ In return, the companies must use eCorporate to transmit information to the CBFA.

Consequently, eCorporate's core functionality is the **direct and secure upload** of documents. To that end, the Control Panel offers a clear overview of the reporting requirements and maturity dates.

eCorporate also offers functionalities such as a smooth information management and consultation, search options, the history of the exchange of information, ...

eCorporate has three components:

- ✓ the Control Panel,
- ✓ the Company information, and
- ✓ the Document information to be transmitted.

Control Panel

Here you will find an overview of the **reporting requirements for a certain period**.

- ✓ Search engine

The search engine allows you to sort the documents in the overview lists mentioned below by document type, period, frequency or company (if you are in charge of several companies). You can also store a certain selection for later use.

- ✓ Overview list of **quality items**:

Mentioning the company name and code, the document type, frequency, period, deadline, status, a reminder containing a new deadline, ...

- *You can obtain more information about a company by clicking on its name.*
- *You can upload a document, glance through it or consult its history, by clicking on its name.*

- ✓ Overview list of **financial items and tables**:

Mentioning the company name and code, the document type, position, currency, frequency, period, deadline, status, a reminder containing a new deadline, ...

- You can obtain more information about a company by clicking on its name.
- You can upload a document, glance through it, consult its history, ..., by clicking on its name.

This list gives the company a clear overview of its reporting requirements per maturity date.

Consequently, the company can permanently assess whether it meets its reporting requirements within the time limit imposed, regarding both the transmission of its quality items and, if applicable, its periodic reporting (via CSSR as well as directly to the CBFA).

 It is, however, not possible to upload the financial reporting via eCorporate (but via CSSR).

Company information

Here you can find the **descriptive company information** obtained by the CBFA within the framework of its supervisory mission.

- ✓ Contact details, identification information, reporting sheet, reporting parameters.
- ✓ Information about the eCorporate-safety aspects, such as user information, roles and access profiles, is also available here.

Document information

Here you can find **more document information to be transmitted**

- ✓ name, frequency, period, deadline, date of receipt, status, etc.

as well as the functionalities required

- ✓ uploads of documents and attachments, downloads, consultation and history of the information reported.

Access to eCorporate

The information exchanged between the companies and the CBFA includes **sensitive information**. Therefore, it is of the utmost importance that this information is adequately secured.

- ✓ Only the **companies supervised by the CBFA** shall be granted access to **eCorporate**.
- ✓ The companies shall only be granted access to their **own information**. Subject to approval by the CBFA, the **joint management of information for various companies** may be authorized.
- ✓ **eCorporate** is a **secured website** only accessible via <https://ecorporate.cbfa.be>
- ✓ In all cases a **personal certificate** is required that confirms your identity.
- ✓ Initially, the **company administrator** is the only one to have access to the information. He or she is appointed by the company upon the CBFA's request, and is authorized to define **access profiles** within the company and to grant access to other persons.

Attention: You must use "http**S**". The "**S**" refers to the secured character of the website.

More information in the section entitled "**eCorporate, first use**".

Structure of eCorporate

SITE PLAN

<https://ecorporate.cbfa.be>

Control Panel

Via the left menu option "My Settings"

Choice of a company (if you are in charge of several companies)

By clicking on the company name

Company information

Identification information

Identification sheet

Reporting sheet

CSSR technical sheet (for certain companies)

Reporting parameters

Request to change the parameters

Contact details

Access profiles

How to add an access profile ?

Users

How to add a user ?

How to refuse access to a user ?

How to grant an access profile to a user ?

How to grant a user role to a user ?

By clicking on the document name

Document information

How to upload documents ?

How to add attachments ?

How to consult documents and attachments ?

How to download documents ?

We will now discuss these elements in further detail.

CONTROL PANEL

The screenshot shows the eCorporate Control Panel interface. At the top, there is a header with the CBFA logo, the eCorporate logo, and the Banking, Finance and Insurance Commission name in Dutch and French. The main content area is titled 'Control Panel' and includes a search bar with a 'Hide search' button. Below the search bar, there are filters for 'Company' (set to 'Company S'), 'Frequency', 'Document' (set to 'All'), 'File', 'From' (set to '12/2010'), 'To' (set to '02/2011'), 'Te laat' (checkbox), and 'Alleen rappels' (dropdown). There are 'Selections' and 'Search' buttons. Below the filters, there is a section for 'Quality items' with a table of data. The table has columns for No., Company, Subject, Document, Freq, Period, Deadline, Reminder, Reminder deadline, Received, and Status. The table lists various documents such as 'Annual financial report', 'Annual announcement', 'Interim statement', 'Notice of ordinary general meeting', 'Announcement of dividend or payment of interest', 'Inside information', 'Notice of extraordinary general meeting', 'Announcement of notification of major shareholding', 'Announcement of change in denominator or in thresholds', 'Other occasional announcement', 'Special report drawn up in relation to authorized capital', 'Reporting on share repurchases', 'Announcement of share repurchase', and 'Latest consolidated version of articles of association'. The table also includes a section for 'Financial items'.

| No. | Company | Subject | Document | Freq | Period | Deadline | Reminder | Reminder deadline | Received | Status |
|-----|-----------|---------------------------|---|-------------|------------|------------|----------|-------------------|------------|-------------------|
| 03 | Company S | Quality | Annual financial report | BSD | 31/12/2010 | 30/04/2011 | | | 06/05/2010 | Received/Finished |
| 03 | Company S | Quality | Annual announcement | BSD | 31/12/2010 | 30/04/2011 | | | 04/10/2010 | Received/Finished |
| 03 | Company S | Quality | Interim statement | SBSD | 31/12/2010 | 19/11/2010 | | | 31/08/2010 | Received/Finished |
| 03 | Company S | Quality | Notice of ordinary general meeting | OGM | 31/12/2010 | 19/03/2011 | | | 02/12/2010 | Received/Finished |
| 03 | Company S | Quality | Announcement of dividend or payment of interest | Occasioneel | | | | | | |
| 03 | Company S | Quality | Announcement of dividend or payment of interest | Occasioneel | 13/12/2010 | | | | 13/12/2010 | Received/Finished |
| 03 | Company S | Quality | Announcement of dividend or payment of interest | Occasioneel | 23/12/2010 | | | | 23/12/2010 | Received/Finished |
| 03 | Company S | Quality | Announcement of dividend or payment of interest | Occasioneel | 12/01/2011 | | | | 12/01/2011 | Received/Finished |
| 03 | Company S | Quality | Inside information | Occasioneel | | | | | | |
| 03 | Company S | Quality | Inside information | Occasioneel | 01/12/2010 | | | | 01/12/2010 | Received/Finished |
| 03 | Company S | Quality | Inside information | Occasioneel | 01/12/2010 | | | | 01/12/2010 | Received/Finished |
| 03 | Company S | Quality | Inside information | Occasioneel | 01/12/2010 | | | | 01/12/2010 | Received/Finished |
| 03 | Company S | Quality | Inside information | Occasioneel | 02/12/2010 | | | | 02/12/2010 | Received/Finished |
| 03 | Company S | Quality | Inside information | Occasioneel | 06/12/2010 | | | | 06/12/2010 | Received/Finished |
| 03 | Company S | Quality | Inside information | Occasioneel | 25/01/2011 | | | | 25/01/2011 | Received/Finished |
| 03 | Company S | Quality | Inside information | Occasioneel | 27/01/2011 | | | | 27/01/2011 | Received/Finished |
| 03 | Company S | Quality | Notice of extraordinary general meeting | Occasioneel | | | | | | |
| 03 | Company S | Quality | Announcement of notification of major shareholding | Occasioneel | | | | | | |
| 03 | Company S | Quality | Announcement of change in denominator or in thresholds | Occasioneel | | | | | | |
| 03 | Company S | Quality | Other occasional announcement | Occasioneel | | | | | | |
| 03 | Company S | Quality | Special report drawn up in relation to authorized capital | Occasioneel | | | | | | |
| 03 | Company S | Quality | Reporting on share repurchases | Occasioneel | | | | | | |
| 03 | Company S | Quality | Announcement of share repurchase | Occasioneel | | | | | | |
| 03 | Company S | Without fixed periodicity | Latest consolidated version of articles of association | Ongoing | | | | | 04/11/2010 | Received |

The Control Panel has three components:

- the search engine,
- the overview list of quality items, and
- the overview list of financial items and/or tables.

Each of those components can be unfolded or folded by using the button .

Fully folded, the Control Panel looks as follows:

The screenshot shows the eCorporate Control Panel interface with all components folded. The search bar is visible with a 'Show search' button. Below it, the 'Quality items' and 'Financial items' sections are collapsed, each with a small icon indicating they can be unfolded.

SEARCH ENGINE

The screenshot shows the 'eCorporate' web application interface. At the top, there is a header with 'Print - Contact - Help - Privacy' on the left, a date and time '28/01/2011 02:39:40 - De Moiré Jef' in the center, and language options 'NL | FR | EN' on the right. Below the header is a navigation bar with 'My companies' and 'Control panel'. The main area is titled 'Control Panel' and contains search filters: 'Company' (set to 'Company S'), 'Frequency' (a dropdown), 'Document' (set to 'All'), 'File' (a text input), 'From' (set to '12/2010'), 'To' (set to '02/2011'), 'Too late' (a checkbox), and 'Only reminders' (a dropdown). There are 'Selections' and 'Search' buttons at the bottom right of the filter section. Below the filters are two expandable sections: 'Quality items' and 'Financial items'.

By default the Control Panel gives an overview of **all** documents and/or tables for the **period from December last year to the month following the current period**.

You can, however, **restrict** the overview list of your documents by applying the following criteria:

✓ **Document:** by using various sub-criteria:

- ✓ Document
- ✓ Document type:

- quality items
- financial items

- ✓ Subject
The CBFA determines different subjects per area of supervision.

✓ **Reporting frequency**

✓ **Only documents "Too late"**

✓ **Only documents for which you have already received a reminder**

✓ **Start and end period**

- ✓ The selection "initial and final period" is based on the column "Period" of the overview lists.

or

Specific company (if you are in charge of several companies)

How to proceed ?

✓ First make your selection:

Click on  to select a **document**.

Search document

Name

dividend

Type

Subject

Source

Search

Documents

| | |
|--------------------------|---|
| <input type="checkbox"/> | Document |
| <input type="checkbox"/> | Announcement of dividend or payment of interest |

➤ Click on  to select an **start or end period**.

✓ Then activate the search:

Click on the button **"Search document"** to obtain a list of documents meeting the new selection criteria.

✓ If needed, you can save the selection criteria for later use:




















➤ Click on the button **"Selections"**.

➤ The button **"Selections"** also allows you to retrieve a set of previously saved criteria.

STORAGE OF SEARCH CRITERIA FOR LATER USE

➤ Click on the button **"Selections"**.

My selections



| Name | |
|--|---|
| Beginnelen deugdelijk bestuur |   |
| Documenten WAP/WAPZ |   |
| IBP met herstelplan of saneringsplan |   |
| Juridische basisdocumenten |   |
| Kennisgeving van een grensoverschrijdende activiteit |   |
| Mandaten |   |
| Reporting cssr |   |
| Reporting kwalitatieve documenten |   |
| Technisch-financiële basisdocumenten |   |
| Toelating |   |

Add

Close

✓ A set of previously saved selection criteria is shown **by default**.

✓ A simple click on one of those selections allows you to activate the relevant selection criteria.

- ✓ By using the save icon  a previously saved selection can be overwritten with a new selection.
- ✓ By using the delete icon  a previously saved selection can be deleted.
- ✓ By typing a name at the bottom and by clicking on the button "Add", a new selection can be saved for future use.
- ✓ A click on the button "Close" allows you to return to the Control Panel without modifying your selection.

OVERVIEW LIST OF QUALITY ITEMS
















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eCorporate Banking, Finance and Insurance Commission
Commission Bancaire et Financière et des Assurances
Commissie voor het Bank-, Financie- en Assuratiewezen

My companies
Control panel

Control Panel Show search

Quality items:

| No. | Company | Subject | Document | Freq | Period | Deadline | Reminder | Reminder deadline | Received | Status |
|-----|-----------|---------------------------|--|-------------|------------|------------|----------|-------------------|------------|-------------------|
| 03 | Company S | Quality |  Annual financial report | BSD | 31/12/2010 | 30/04/2011 | | | 06/05/2010 | Received/Finished |
| 03 | Company S | Quality |  Annual announcement | BSD | 31/12/2010 | 30/04/2011 | | | 04/10/2010 | Received/Finished |
| 03 | Company S | Quality |  Interim statement | SBSO | 31/12/2010 | 19/11/2010 | | | 31/08/2010 | Received/Finished |
| 03 | Company S | Quality |  Notice of ordinary general meeting | OGM | 31/12/2010 | 19/03/2011 | | | 02/12/2010 | Received/Finished |
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| 03 | Company S | Quality |  Announcement of dividend or payment of interest | Occasioneel | 12/01/2011 | | | | 12/01/2011 | Received/Finished |
| 03 | Company S | Quality | Inside information | Occasioneel | | | | | | |
| 03 | Company S | Quality |  Inside information | Occasioneel | 01/12/2010 | | | | 01/12/2010 | Received/Finished |
| 03 | Company S | Quality |  Inside information | Occasioneel | 01/12/2010 | | | | 01/12/2010 | Received/Finished |
| 03 | Company S | Quality |  Inside information | Occasioneel | 01/12/2010 | | | | 01/12/2010 | Received/Finished |
| 03 | Company S | Quality |  Inside information | Occasioneel | 02/12/2010 | | | | 02/12/2010 | Received/Finished |
| 03 | Company S | Quality |  Inside information | Occasioneel | 06/12/2010 | | | | 06/12/2010 | Received/Finished |
| 03 | Company S | Quality |  Inside information | Occasioneel | 25/01/2011 | | | | 25/01/2011 | Received/Finished |
| 03 | Company S | Quality |  Inside information | Occasioneel | 27/01/2011 | | | | 27/01/2011 | Received/Finished |
| 03 | Company S | Quality | Notice of extraordinary general meeting | Occasioneel | | | | | | |
| 03 | Company S | Quality | Announcement of notification of major shareholding | Occasioneel | | | | | | |
| 03 | Company S | Quality | Announcement of change in denominator or in thresholds | Occasioneel | | | | | | |
| 03 | Company S | Quality | Other occasional announcement | Occasioneel | | | | | | |
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| 03 | Company S | Quality | Reporting on share repurchases | Occasioneel | | | | | | |
| 03 | Company S | Quality | Announcement of share repurchase | Occasioneel | | | | | | |
| 03 | Company S | Without fixed periodicity |  Latest consolidated version of articles of association | Ongoing | | | | | 04/11/2010 | Received |

Financial items:

- ✓ By default the Control Panel gives an overview of **all** documents for the **period** from **December** last year to the month following the **current period**.
- ✓ You can, however, **restrict** the overview list of your documents.
➤ **More information in the section on the search engine.**
- ✓ The overview list can be **sorted** by:
 - **company number** (only useful if you have access to the data of several companies)
 - **company name** (only useful if you have access to the data of several companies)
 - **subject** = CBFA-classification (➤ **more information in the section on the search engine**)
 - **document name**
 - **frequency** (➤ **more information in the section on the reporting sheet**)
 - **period**: date or period of the document
 - **deadline**: ultimate date for uploading the document
 - **reminder**: **R1** (= first reminder) , **R2** (= second reminder), **R3** (= third reminder)
 - **reminder of the deadline**: new ultimate date for uploading the document
 - **date of receipt**: if the document concerned has already been uploaded

- **status:** reporting status:
 - Initial
 - Staging
 - Received, Received/Finished, Received/Acknowledged
 - Rejected: if the CBFA refuses the receipt of the document
e.g. when an error was made during the transmission by the company, the date of receipt is erased.
 - Nihil: if the document concerned must not be transmitted

How to proceed ?

| No. | Company | Subject | Document | Freq | Period | Deadline | Reminder | Reminder deadline | Received | Status |
|-----|---------|---------|----------|------|--------|----------|----------|-------------------|----------|--------|
|-----|---------|---------|----------|------|--------|----------|----------|-------------------|----------|--------|

- Click on the **heading of a column** to sort the list according to that criterion.

OVERVIEW LIST OF FINANCIAL ITEMS AND TABLES

Print - Contact - Help - Privacy 28/01/2011 02:50:23 - De Moitte Jef NL FR EN

eCorporate
Banking, Finance and Insurance Commission
Commission Bancaire et Financière et des Assurances
Commissie voor het Bank-, Finance- en Assuratiewezen

My companies
Control panel

Control Panel Show search

Quality items :

Financial items :

| No. | Company | Subject | Document | Situation | Currency | Freq | Period | Deadline | Reminder | Reminder deadline | Received | Status |
|-----|-----------|----------------|---|-----------|----------|------|------------|------------|----------|-------------------|----------|--------|
| 00 | Company X | Reporting cssr | Jaarrekening | 20 | | Y | 31/12/2010 | 30/04/2011 | | | | |
| 00 | Company X | Reporting cssr | Sociale balans | 20 | | Y | 31/12/2010 | 30/04/2011 | | | | |
| 00 | Company X | Reporting cssr | Staat van de aangepaste solvabiliteitsmarge | 20 | | Y | 31/12/2010 | 30/04/2011 | | | | |
| 00 | Company X | Reporting cssr | Statistieken niet-leven : rechtstreekse zaken in België | 20 | | Y | 31/12/2010 | 30/04/2011 | | | | |
| 00 | Company X | Reporting cssr | Statistieken niet-leven : rechtstreekse zaken in het buitenland | 20 | | Y | 31/12/2010 | 30/04/2011 | | | | |
| 00 | Company X | Reporting cssr | Statistieken niet-leven : in hervestiging aangenomen zaken | 20 | | Y | 31/12/2010 | 30/04/2011 | | | | |
| 00 | Company X | Reporting cssr | Statistieken niet-leven : voorziening voor equalisatie en catastrofes | 20 | | Y | 31/12/2010 | 30/04/2011 | | | | |
| 00 | Company X | Reporting cssr | Statistieken leven : rechtstreekse zaken in België | 20 | | Y | 31/12/2010 | 30/04/2011 | | | | |
| 00 | Company X | Reporting cssr | Statistieken leven : rechtstreekse zaken in het buitenland | 20 | | Y | 31/12/2010 | 30/04/2011 | | | | |
| 00 | Company X | Reporting cssr | Statistieken Eurostat | 20 | | Y | 31/12/2010 | 30/04/2011 | | | | |
| 00 | Company X | Reporting cssr | Covering assets | 20 | | T | 30/06/2010 | 31/07/2010 | R1 | 19/10/2010 | | |
| 00 | Company X | Reporting cssr | Covering assets | 20 | | T | 30/09/2010 | 31/10/2010 | | | | |
| 00 | Company X | Reporting cssr | Covering assets | 20 | | T | 31/12/2010 | 31/01/2011 | | | | |
| 00 | Company X | Reporting cssr | D.231 | 20 | | T | 30/06/2010 | 31/07/2010 | | | | |
| 00 | Company X | Reporting cssr | D.231 | 20 | | T | 30/09/2010 | 31/10/2010 | | | | |
| 00 | Company X | Reporting cssr | D.231 | 20 | | T | 31/12/2010 | 31/01/2011 | | | | |
| 00 | Company X | Reporting cssr | SUPERVISOR_QUARTER | 20 | | T | 30/09/2010 | 31/10/2010 | | | | |
| 00 | Company X | Reporting cssr | SUPERVISOR_QUARTER | 20 | | T | 31/12/2010 | 31/01/2011 | | | | |

Analogous to the overview list of quality items:

- ✓ By default the Control Panel gives an overview of all financial items and/or CSSR tables for the **period** from December last year to the month following the current period.
- ✓ You can, however, **restrict** the overview list of your documents.
➤ More information in the section on the search engine.
- ✓ The overview list can be **sorted** by:
 - **company number** (only useful if you have access to the data of several companies)
 - **company name** (only useful if you have access to the data of several companies)
 - **subject** = CBFA-classification of documents (➤ more information in the section on the search engine)
 - **document name**
 - **position (situation)** (only when a CSSR table is concerned: solo, consolidated, ...)
 - **currency** (only when a CSSR table is concerned)
 - **frequency** (➤ more information in the section on the reporting sheet)

- **period**
- **deadline**: ultimate date for uploading the document
- **reminder**: **R1** (= first reminder), **R2** (= second reminder), **R3** (= third reminder)
- **reminder of the deadline**: new ultimate date for uploading the document
- **date of receipt**: if the document concerned has already been uploaded or was received via CSSR (CSSR table)
- **status**: reporting status:
 - Initial
 - Staging
 - Received
 - Rejected: if the CBFA refuses the receipt of the document
e.g. when an error was made during the transmission by the company, the date of receipt is erased.
 - Nihil: if the document concerned must not be transmitted

How to proceed ?

| No. | Company | Subject | Document | Situation | Currency | Freq | Period | Deadline | Reminder | Reminder deadline | Received | Status |
|-----|---------|---------|----------|-----------|----------|------|--------|----------|----------|-------------------|----------|--------|
|-----|---------|---------|----------|-----------|----------|------|--------|----------|----------|-------------------|----------|--------|

- Click on the **heading of a column** to sort the list according to that criterion.

OVERVIEW OF THE AVAILABLE FUNCTIONS

| Overview | Available information and functions |
|------------------|--|
| Quality items | <ul style="list-style-type: none"> ▪ list of documents with their ultimate date of transmission and, if uploaded, their date of receipt ▪ to upload documents and/or attachments |
| Financial items | <ul style="list-style-type: none"> ▪ to retrieve the history ▪ to download documents |
| Financial tables | <ul style="list-style-type: none"> ▪ list of tables with their ultimate date of transmission and, if transmitted, their date of receipt. |

COMPANY INFORMATION

Here the CBFA puts the descriptive information in its possession at your disposal.

This information is aimed at guaranteeing an **adequate exchange of information** (such as the identification details, the contacts, the list of persons with access to eCorporate, etc.) **between the CBFA and the company**.

The **left menu** allows you to click further to the various topics.

Print Contact Help Privacy 28/01/2011 02:52:14 - De Mote Jef NL FR EN

CBFA eCorporate Banking, Finance and Insurance Commission
Commission Bancaire et Financière et des Assurances
Commissie voor het Bank-, Financie- en Assurantiewezen

My companies
Control panel
Company X
0000000000
Identification ←
Parameters
Contacts
Security role
Users

Company detail

Detail:

Company number : 0000000000
Number type : CBFA Number
Number : 00
Name : Company X
Abbreviated name : CMP X
Language : French
Nationality : BE

Address

Building :
Street : Professor Roger Van Overstraetenplein 2
Postalcode : 3000
City : Leuven

Reports:

| Name | Received | Status |
|-----------------------------|------------|----------|
| Reporting sheet | 28/01/2011 | Received |
| Reporting sheet (CSSR) | 28/01/2011 | Received |
| Shareholders Structure (NL) | 02/04/2009 | Staging |
| Identificatiefiche | 20/04/2009 | Received |
| Shareholders Structure (FR) | | |
| Fiche d'identification | 20/04/2009 | Received |

Linked supervisions:

| Name | Email |
|---|------------------------|
| <input checked="" type="checkbox"/> INSBEE - Insurance undertakings governed by Belgian law | ins.ecorporate@cbfa.be |

Which information ?

- ✓ By default, this page shows the **identification details** (as indicated ←). This is the first option in the left menu under the company name.

Here you can also find the **identification sheet**, the **reporting sheet(s)** and, if applicable, the **CSSR technical sheet**. For some areas of supervision the transmission of additional identification documents may be required.

- ✓ In addition, the following pages are also accessible via the left menu:
 - **reporting parameters** with the criteria impacting on the reporting requirement or the deadline to which the company is subject; those criteria may vary in function of the company status
 - **contacts** with the personal particulars of both the CBFA and company contacts
 - **access profiles(security role)**: refinement of the access rights to the documents
🔑 **More information in the section on security and access to documents.**
 - **users**: user list (users within the company) mentioning the user roles and access profiles.

How to access that page ?

- from the Control Panel: by clicking on the company name

or by clicking on the menu item "My companies" in the left menu bar.

Print - Contact - Help - Privacy 28/01/2011 02:52:14 - De Moitte Jef NL FR EN

eCorporate

Banking, Finance and Insurance Commission
Commission Bancaire et Financière et des Assurances
Commissie voor het Bank-, Financie- en Assurantiewezen

My companies
Control panel
Company X
0000000000
Identification
Parameters
Contacts
Security role
Users

Company detail

Detail:

Company number : 0000000000
Number type : CBFA Number
Number : 00
Name : Company X
Abbreviated name : CMP X
Language : French
Nationality : BE

Address

Building :
Street : Professor Roger Van Overstraetenplein 2
Postalcode : 3000
City : Leuven

Reports :

| Name | Received | Status |
|------------------------------|------------|----------|
| Reporting sheet | 28/01/2011 | Received |
| Reporting sheet (CSSR) | 28/01/2011 | Received |
| Sharedholders Structure (NL) | 02/04/2009 | Staging |
| Identificatiefiche | 20/04/2009 | Received |
| Sharedholders Structure (FR) | | |
| Fiche d'identification | 20/04/2009 | Received |

Linked supervisions :

| Name | Email |
|--|------------------------|
| <input checked="" type="checkbox"/> INSBE - Insurance undertakings governed by Belgian law | ins.ecorporate@cbfa.be |

IDENTIFICATION DETAILS

Print - Contact - Help - Privacy 28/01/2011 02:52:14 - De Moitte Jef NL FR EN

eCorporate

Banking, Finance and Insurance Commission
Commission Bancaire et Financière et des Assurances
Commissie voor het Bank-, Financie- en Assurantiewezen

My companies
Control panel
Company X
0000000000
Identification
Parameters
Contacts
Security role
Users

Company detail

Detail:

Company number : 0000000000
Number type : CBFA Number
Number : 00
Name : Company X
Abbreviated name : CMP X
Language : French
Nationality : BE

Address

Building :
Street : Professor Roger Van Overstraetenplein 2
Postalcode : 3000
City : Leuven


Reports :

| Name | Received | Status |
|---|------------|----------|
| Reporting sheet | 28/01/2011 | Received |
| Reporting sheet <input type="button" value="Download"/> | 28/01/2011 | Received |
| Sharedholders Structure (NL) | 02/04/2009 | Staging |
| Identificatiefiche | 20/04/2009 | Received |
| Sharedholders Structure (FR) | | |
| Fiche d'identification | 20/04/2009 | Received |

Linked supervisions :

| Name | Email |
|--|------------------------|
| <input checked="" type="checkbox"/> INSBE - Insurance undertakings governed by Belgian law | ins.ecorporate@cbfa.be |

Here you will find the company's **identification details**:

- the company number and the CBFA number
- the Dutch, French, English and abbreviated name
- the identification and reporting sheet and, if applicable, the CSSR technical sheet
- the areas of supervision (see ) to which the company is subject
- where applicable, additional identification documents (only for some areas of supervision)

IDENTIFICATION SHEET

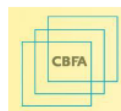
- Hover with the mouse arrow over the sheet (see above) and then click on **download**.

COMMISSIE VOOR HET BANK-, FINANCIE- EN ASSURANTIEWEZEN

Prudentiële controle

Identificatiefiche KBC VERZ.

Van 16/4/2009



Lijst van de hoofdstukken

- I. Beheer van het controledossier
 - I.1. Prudentiële controle
 - I.2. Contactpersonen bij andere controledepartementen
 - I.3. Commissarissen erkende revisoren
 - I.4. Contactpersonen in de instelling
 - I.5. Verzekeringswiskundige
- II. Identificatie van de instelling
 - II.1. Prudentieel statuut
 - II.2. Statutaire en identificatiegegevens
 - II.3. Activiteiten
 - II.4. Bestuur en dagelijkse leiding
 - II.4.1. Raad van bestuur + effectieve leiding
 - II.4.2. Auditcomité
 - II.4.3. Andere comités : bureau, remuneratiecomité, etc.
 - II.4.4. Onafhankelijke controlefuncties



Date: 28/01/2011

REPORTING FILE

| | |
|---------------------------------------|--|
| Institution | Company X |
| Statute of institution | INSBE - Insurance undertakings governed by Belgian law |
| Rapportering op geconsolideerde basis | Y |
| Company number | 0000000000 |
| CBFA Number | 00 |
| End of financial year | 31/12 |

Qualitative documents

Solo

| | |
|--|-------------|
| - | Ongoing |
| - | Ongoing |
| Jaarverslag van de raad van bestuur aan de algemene vergadering | OGM |
| Notulen van de algemene vergadering | OGM |
| - | Ongoing |
| Bedrijvigheid in het buitenland | Ongoing |
| Staat en samenstelling van het kapitaal - jaarlijkse kennisgeving | OGM |
| Wijziging van de staat en de samenstelling van het kapitaal - occasionele kennisgeving | Occasioneel |
| Jaarlijks advies van de actuariële functie | Y |
| Verklaring over de jaarlijkse prudentiële rapportering | Y |
| Verklaring over de semestriële prudentiële rapportering | S1BSD |

Quality

| | |
|------------------------------------|-----|
| Notice of ordinary general meeting | OGM |
|------------------------------------|-----|

Without fixed periodicity

| | |
|--|---------|
| Latest consolidated version of articles of association | Ongoing |
| - | Ongoing |
| - | ONCE |

- ✓ Here you get an overview of the documents and tables to be transmitted to the CBFA, including their periodicity (⇒ more information in the section on reporting frequencies and periods).

The reporting requirement may

- simply result from the company status
 - (consequently, this requirement applies to all companies sharing a characteristic)
- or specifically result from a request addressed to the company
 - more information in the section on the reporting sheet under "ad-hoc reporting"

- ✓ Reference is also made here to the possible derogations granted to the company.

For each derogation the document name is mentioned, as well as the derogation's start and end dates, and, in the case of a financial table, the position (10, 19, 20, 30) and possibly also the currency (currency base codes 1 to 5).

- ✓ The documents are subdivided according to their nature:
- **quality items**: grouped according to their subject per category: fixed, permanent or occasional periodicity, ad-hoc reporting, reporting by the auditor, etc.
 - **financial items**: grouped according to their subject per category: to be reported by the company or the auditor, ad-hoc reporting, etc.
 - **financial tables**: grouped according to their subject per report type: e.g. periodic sheets, Corep- or Finrep-tables, etc.

CSSR TECHNICAL SHEET

- ✓ The overview in the **CSSR technical sheet** (if applicable) is restricted to the reporting via the NBB's Central Server for Statistical Reporting (CSSR).
- ✓ This sheet is only available in eCorporate to the companies reporting via the NBB's CSSR.

REPORTING FREQUENCIES AND CORRESPONDING PERIODS

List of the frequency codes used and of the corresponding period(s).

| Code | Description |
|---|---|
| Frequency: periodic | |
| linked to calendar year: | |
| M | Monthly |
| W | Weekly |
| T | Three-monthly (31/3, 30/6, 30/9, 31/12) |
| S | Six-monthly (30/6, 31/12) |
| Y | Yearly (31/12) |
| linked to financial year: | |
| SBSD (Semestrial Balance Sheet Date) | Six-monthly (at the end of each of the two semesters of the financial year) |
| BSD (Balance Sheet Date) | Yearly (at the end of the financial year) |
| S1BSD | Yearly (at the end of the first semester of the financial year) |
| Q1BSD | Yearly (at the end of the first quarter of the financial year) |
| Q3BSD | Yearly (at the end of the third quarter of the financial year) |
| linked to a reference date specific to the company: | |
| OGM (Ordinary General Meeting) | Yearly (the transmission period is determined by the date of the ordinary general meeting) |
| YREF | Yearly (the transmission period is determined by the reference date chosen by the company) |
| Y1 | Yearly (the transmission period is determined by the previous reporting date) |
| Frequency: permanent | |
| ONGOING | Document of which the most recent updates must be permanently put at the CBFA's disposal via eCorporate |
| Frequency: occasional | |
| OCCASIONAL | The document must be transmitted whenever an event occurs of which the CBFA must be informed |

REPORTING PARAMETERS

Reporting parameter list

Reporting parameters :

| Abbreviation | Reporting parameter | Current value | Requested Value |
|---------------|----------------------|------------------------|-----------------|
| SECURITY_TYPE | Aard van de effecten | Shares (22/10/1990) | |

- ✓ The company's characteristics directly impacting on the reporting requirement (and thus on the quality items to be uploaded, the financial tables to be transmitted via CSSR or the reporting frequency etc.) must be mentioned here as reporting parameters.

- ✓ You can request some parameters to be modified (see ...) (see circular CBFA_2009_21 of 20 May 2009).

- Click on the parameter and fill in the column "Requested value".

The CBFA examines your request, which only becomes effective after its approval by the CBFA.

CONTACTS

Company contacts

| Last name | First name | Role | Telephone | E-mail |
|-----------|------------|---------|--------------|-----------------|
| Auditor | X | Revisor | 02/999 99 99 | auditor.x@email |

CBFA contacts

| Last name | First name | Role | Telephone | E-mail |
|---------------|------------|-----------------------|-----------------|---------------------------|
| De Haes | Emmanuel | Administrator | +32 2 220 57 23 | emmanuel.dehaes@cbfa.be |
| Malcorps | Herbert | Administrator | +32 2 220 52 26 | herbert.malcorps@cbfa.be |
| De Moitié | Jef | Administrator | +32 2 220 58 03 | jef.demotie@cbfa.be |
| Rits | Jeroen | Administrator | 32 2 220 53 44 | Jeroen.Rits@cbfa.be |
| Gallee | Peter | Administrator | +32 2 220 58 57 | peter.gallee@cbfa.be |
| Léonard | Véronique | Administrator | +32 2 220 52 24 | veronique.leonard@cbfa.be |
| Barzin | Deborah | eCorporate first line | +32 2 220 54 69 | ecorporate.fin@cbfa.be |
| Friche | Nicole | eCorporate first line | +32 2 220 53 67 | ecorporate.fin@cbfa.be |
| Van Brantegem | Petra | eCorporate first line | +32 2 220 59 31 | ecorporate.fin@cbfa.be |

Technical questions :

Helpdesk : National Bank of Belgium
 Tel : +32 (0)2 221 40 60
 E-mail : servicedesk@nbb.be

- ✓ Personal particulars of both the CBFA and company contacts.
- ✓ Here you will also find the contact details of the NBB's Helpdesk. You may also use these contact details when you have technical questions.

➤ More information in the section entitled "Help within eCorporate".

➤ National Bank of Belgium

servicedesk@nbb.be

+32 (0)2 221 40 60

SECURITY ROLES

Print - Contact - Help - Privacy 28/01/2011 03:54:03 - De Moitié Jéf NL FR EN

CBFA eCorporate Banking, Finance and Insurance Commission
Commission Bancaire et Financière et des Assurances
Commissie voor het Bank-, Financie- en Assurantiewezen



My companies
Control panel
Company S 0000000004
Identification
Parameters
Contacts
Security role
Users

Security roles list

Security roles :

| Name | Read-only |
|-----------------------|-------------------------------------|
| All documents | <input type="checkbox"/> |
| Announcement Docs | <input type="checkbox"/> |
| Company Administrator | <input checked="" type="checkbox"/> |
| Revisor | <input checked="" type="checkbox"/> |
| Sensitive information | <input type="checkbox"/> |

Add

- ✓ An access profile makes it possible - instead of granting access to all documents - to refine the access to a **subset of individual documents**. Other documents than the latter are then no longer accessible to users with this access profile.
- ✓ Only the **company administrator** is authorized to add security roles (see )
- ✓ Some security roles (see ) are directly linked to user roles and cannot be modified.
- ✓ The effect of an access profile **only becomes visible** after the company administrator has **assigned** this profile **to one or more users**. They shall only be granted access to the documents qualified as "accessible" within the profile.

🔑 More information in the section on security and access to documents.

How to proceed ?

- Click on "Add" to create a new access profile.
- You are redirected to the section entitled "Security Role Detail".

Print - Contact - Help - Privacy 28/01/2011 03:56:12 - De Moitié Jéf NL FR EN

CBFA eCorporate Banking, Finance and Insurance Commission
Commission Bancaire et Financière et des Assurances
Commissie voor het Bank-, Financie- en Assurantiewezen

My companies
Control panel
Company S 0000000004
Identification
Parameters
Contacts
Security role
Users

Security role detail

Details

Name : Sensitive information

Automatically add documents type ☒ Document ☐ Financial topic ☐ CSSR

Authorized documents



| Type | Name |
|--|--|
| <input checked="" type="checkbox"/> Document | Other occasional announcement |
| <input checked="" type="checkbox"/> Document | Corporate Governance Charter |
| <input checked="" type="checkbox"/> Document | Choice of home Member State |
| <input checked="" type="checkbox"/> Document | Annual announcement |
| <input checked="" type="checkbox"/> Document | Announcement of change in denominator or in thresholds |
| <input type="checkbox"/> Document | Announcement of notification of major shareholding |
| <input type="checkbox"/> Document | Announcement of share repurchase |
| <input type="checkbox"/> Document | Notice of extraordinary general meeting |
| <input type="checkbox"/> Document | Notice of ordinary general meeting |
| <input type="checkbox"/> Document | Interim statement |

OK Cancel

For each document you must determine whether or not you wish to grant the authorization to accede to it.

- Enter a **name** for the access profile.
- **Tick** the documents for which you wish to grant **access** within the framework of this new profile.
- Click on **OK**.

Example:

Your administrator has created an access profile called '**Sensitive information**' (, whereby only access to the first 5 documents is granted. A user with this new profile shall consequently no longer be granted access to the other types of documents (.

By ticking '**automatically add documents type**' you can guarantee that, if, **in the future**, the CBFA adds **a new document** to your company's file, the document shall also be automatically added to the access profile:

- by ticking '**Document**': a new '**quality item**' that the CBFA adds to your file, shall be automatically added to your access profile;
- by ticking '**Financial Topic**': a new '**financial item**' that the CBFA adds to your file, shall be automatically added to your access profile;
- by ticking '**CSSR**': a new '**CSSR table**' that the CBFA adds to your file, shall be automatically added to your access profile.

USERS

Print - Contact - Help - Privacy 28/01/2011 04:03:08 - De Moitié Jef NL | FR | EN

eCorporate
Banking, Finance and Insurance Commission
Commission Bancaire et Financière et des Assurances
Commissie voor het Bank-, Finance- en Assurantiewezen

My companies
Control panel
Company S
0000000004

Identification
Parameters
Contacts
Security role
Users

User list Add

Internal users

| Last name | First name | Telephone | E-mail | Active | Activation code | Application role | Security Role |
|------------|-----------------------|-----------------|---------------------------|-------------------------------------|--------------------------------------|-----------------------|-----------------------|
| Company 03 | Company Administrator | | | <input checked="" type="checkbox"/> | 5b6c0ad5-ebc8-4b78-9230-fb1498614914 | Company Administrator | Company Administrator |
| De Moitié | Jef | +32 2 220 58 03 | jef.demoitie@cbfa.be | <input checked="" type="checkbox"/> | | Company Administrator | Company Administrator |
| De Vos | Raf | 02/2205797 | raf.devos@cbfa.be | <input checked="" type="checkbox"/> | 685a5dd4-0f23-49c7-ba13-17bad25264f7 | Company Writer | Sensitive information |
| Emile | Vancoppenolle | | maeleto32@hotmail.com | <input checked="" type="checkbox"/> | | NBB | Alle Documenten |
| Janssens | Ann | | | <input checked="" type="checkbox"/> | 13b0a8d9-1488-4956-8291-c6dc69b97872 | Company Reader | All documents |
| Léonard | Véronique | | veronique.leonard@cbfa.be | <input checked="" type="checkbox"/> | | Company Administrator | Company Administrator |

External users

| Last name | First name | Telephone | E-mail | Company |
|-----------|------------|--------------|-----------------|-----------------|
| Auditor | X | 02/999 99 99 | auditor.x@email | Audit Company X |

This page gives an **overview of the users** with access to eCorporate within your company.

- ✓ It is the company administrator's task to define the users and to attribute an adequate user role and security role to each of them.
- Click on the **name of a user** for more details.

Print - Contact - Help - Privacy 28/01/2011 04:04:55 - De Moitié Jef NL | FR | EN

eCorporate
Banking, Finance and Insurance Commission
Commission Bancaire et Financière et des Assurances
Commissie voor het Bank-, Finance- en Assurantiewezen

My companies
Control panel
Company S
0000000004

Identification
Parameters
Contacts
Security role
Users

User detail OK Cancel

Details

Last name : De Moitié *

First name : Jef

Application role : Company Administrator

Security role : Company Administrator

Language : Dutch *

Telephone : +32 2 12 34 56

E-mail : jef.demoitie@xxxx.be

Start date : 01/01/2009

End date :

Active : ☒

Activation code :

🔑 More information in the section on security and access to documents.

DOCUMENT INFORMATION

Print - Contact - Help - Privacy 28/01/2011 04:09:24 - De Moitié Jef NL | FR | EN

CBFA **eCorporate** Banking, Finance and Insurance Commission
Commission Bancaire et Financière et des Assurances
Commissie voor het Bank-, Financie- en Assurantiewezen

My companies
Control panel
Company S
0000000004
Identification
Parameters
Contacts
Security role
Users

Document detail OK Cancel

Documents :

Name : Notice of ordinary general meeting
Type : Document
Frequency : OGM
Period : 31/12/2010
Currency :
Situation :

Upload

Current version :

| Version | Created On | Date published | Date received | Created by | Status | Documents |
|---------|------------------|------------------|------------------|---------------|----------|---|
| 1.1 | 28/01/2011 16:08 | 03/12/2010 00:00 | 02/12/2010 14:19 | De Moitié Jef | Received | Dutch Persbericht Melding Creafund.pdf English Press Release Notification Creafund.pdf French Communiqué Notification Creafund.pdf Download all |

Add attachment to the current version

History :

| Version | Created On | Date published | Date received | Created by | Status | Documents |
|---------|------------------|------------------|------------------|---------------|-------------------|---|
| 1.0 | 02/12/2010 14:19 | 03/12/2010 00:00 | 02/12/2010 14:19 | De Moitié Jef | Received/Finished | Dutch Persbericht Melding Creafund.pdf French Communiqué Notification Creafund.pdf English Press Release Notification Creafund.pdf Download all |

This page is the **central place to upload, download and consult documents and attachments**.

It also gives you a **complete historical overview with all successive versions** of a document, which you can also consult. The higher the version number, the more recent the document.

This page is accessible by clicking on the relevant document name in the Control Panel.

Considering the special importance of this page, all functions available under 'Document information' shall be specifically dealt with in a separate section entitled 'Uploading documents in eCorporate'.

Uploading documents in eCorporate

This section covers the procedures to be followed to upload documents, to add attachments and to consult and download documents and attachments.

- To perform these actions, go to the page "Information about the document".
- This page can be accessed by clicking on the **name of a document** in the Control Panel.

UPLOADING DOCUMENTS (WITH OR WITHOUT ATTACHMENTS)

- All current Office 2007 (or earlier) document formats are allowed, such as:

- PDF
- XLS(x)
- PPT(x)
- DOC(x)
- TXT
- ZIP

(But also all files with commonly known suffixes such as .jpg, .bmp ...)

- Companies belonging to the following areas of supervision can **only** upload PDF files:
 - SCB-A - Belgian company listed on Alternext
 - SCB-B - Belgian company listed on Euronext Brussels
 - SCB-E - Belgian company listed abroad (EEA)
 - SCE-A - Foreign company listed on Alternext
 - SCE-B Home - Foreign listed company having BE as its member state of origin
- Limit the size of the documents as much as possible. If necessary, you can create a zip file.

Procedure

- Click on the **name of the document** in an overview list in the Control Panel.

Print - Context - Help - Privacy 28/01/2011 04:17:28 - De Montie Jef NL FR EN

CBFA eCorporate Banking, Finance and Insurance Commission Commission Bancaire et Financière et des Assurances Commissie voor het Bank-, Financie- en Assurantiewezen

My companies Control panel Show search

Control Panel

Quality items:

| No. | Company | Subject | Document | Freq | Period | Deadline | Reminder | Reminder deadline | Received | Status |
|-----|-----------|---------|---|------|------------|------------|----------|-------------------|------------|----------|
| 00 | Company X | Solo | Jaarverslag van de raad van bestuur aan de algemene vergadering | OGM | 31/12/2010 | 13/04/2011 | | | 05/11/2010 | Received |
| 00 | Company X | Solo | Jaarverslag van de raad van bestuur aan de algemene vergadering | OGM | 31/12/2011 | 11/04/2012 | | | | |
| 00 | Company X | Solo | Staat en samenstelling van het kapitaal - jaarlijkse kennisgeving | OGM | 31/12/2010 | 27/05/2011 | | | | |
| 00 | Company X | Solo | Staat en samenstelling van het kapitaal - jaarlijkse kennisgeving | OGM | 31/12/2011 | 25/05/2012 | | | | |
| 00 | Company X | Solo | Jaarlijks advies van de actuariële functie | Y | 31/12/2010 | 30/06/2011 | | | | |
| 00 | Company X | Solo | Jaarlijks advies van de actuariële functie | Y | 31/12/2011 | 30/06/2012 | | | | |
| 00 | Company X | Solo | Verklaring over de jaarlijkse prudentiële rapportering | Y | 31/12/2010 | 30/04/2011 | | | | |
| 00 | Company X | Solo | Verklaring over de jaarlijkse prudentiële rapportering | Y | 31/12/2011 | 30/04/2012 | | | | |

Financial items:

| No. | Company | Subject | Document | Situation | Currency | Freq | Period | Deadline | Reminder | Reminder deadline | Received | Status |
|-----|-----------|----------------|--------------|-----------|----------|------|------------|------------|----------|-------------------|----------|--------|
| 00 | Company X | Reporting cssr | Jaarrekening | 20 | | Y | 31/12/2010 | 30/04/2011 | | | | |
| 00 | Company X | Reporting cssr | Jaarrekening | 20 | | Y | 31/12/2011 | 30/04/2012 | | | | |

- The page "Information about the document" appears.
- Click on the button "Upload Document".

Only persons with *sufficient privileges* ("company writer," "company administrator") can upload a document.

CSSR tables cannot be uploaded.

- The "upload" screen now appears.

- Use the **Browse** button to select the **main document** locally on your PC.
1 or more **attachments** can be uploaded at the same time as the main document.
Browse for the location of each attachment on your PC, as you have done for the main document.
Attachments can also be added later.
- Click the **OK** button to **finalize** the uploading process.

NOTE: Uploading will not start unless the OK button is clicked!

The result is as follows:

The screenshot shows the eCorporate Control Panel. The 'Quality items' table lists documents for 'Company X'. The highlighted document is:

| No. | Company | Subject | Document | Freq | Period | Deadline | Reminder | Reminder deadline | Received | Status |
|-----|-----------|---------|---|------|------------|------------|----------|-------------------|------------|----------|
| 00 | Company X | Solo | Jaarverslag van de raad van bestuur aan de algemene vergadering | OGM | 31/12/2010 | 13/04/2011 | | | 05/11/2010 | Received |
| 00 | Company X | Solo | Jaarverslag van de raad van bestuur aan de algemene vergadering | OGM | 31/12/2011 | 11/04/2012 | | | | |
| 00 | Company X | Solo | Staat en samenstelling van het kapitaal - jaarlijkse kennisgeving | OGM | 31/12/2010 | 27/05/2011 | | | 28/01/2011 | Received |
| 00 | Company X | Solo | Staat en samenstelling van het kapitaal - jaarlijkse kennisgeving | OGM | 31/12/2011 | 25/05/2012 | | | | |
| 00 | Company X | Solo | Jaarlijks advies van de actuariële functie | Y | 31/12/2010 | 30/06/2011 | | | | |
| 00 | Company X | Solo | Jaarlijks advies van de actuariële functie | Y | 31/12/2011 | 30/06/2012 | | | | |
| 00 | Company X | Solo | Verklaring over de jaarlijkse prudentiële rapportering | Y | 31/12/2010 | 30/04/2011 | | | | |
| 00 | Company X | Solo | Verklaring over de jaarlijkse prudentiële rapportering | Y | 31/12/2011 | 30/04/2012 | | | | |

ADDING ONE OR MORE ATTACHMENTS

If a main document has been uploaded previously, one or more attachments can be added to it.

- Click on the **name of the document** in an overview list in the **Control Panel**.
- Click the button **"Add attachment to the current version"**.

The screenshot shows the eCorporate Document detail page for 'Company X 0000000000'. The 'Current version' table is as follows:

| Version | Created On | Date published | Date received | Created by | Status | Documents |
|---------|------------------|----------------|------------------|--------------|----------|---|
| 1.0 | 28/01/2011 16:24 | | 28/01/2011 16:24 | De Mouté Jéf | Received | 20091013 Ontwikkelingentoezichtarchitectuur.pdf Download all |
| | | | 28/01/2011 16:24 | De Mouté Jéf | | 20091013 Ontwikkelingentoezichtarchitectuur bijlage.pdf |

Below the table, there is a red arrow pointing to the button **"Add attachment to the current version"**.

- Then click **browse** to indicate the location of the attachment on your local PC.

Print - Contact - Help - Privacy 28/01/2011 04:27:03 - De Moit  J f NL | FR | EN

eCorporate

Banking, Finance and Insurance Commission
Commission Bancaire et Financ re et des Assurances
Commissie voor het Bank-, Financie- en Assuranti wezen

My companies
Control panel
**Company X
0000000000**
Identification
Parameters
Contacts
Security role
Users

Add attachment

OK Cancel

Details

Subject : Staat en samenstelling van het kapitaal - jaarlijkse kennisgeving
Type : Document
Frequency : OGM
Period date : 31/12/2010
Currency :
Situation :
Status : Received
Main document : 20091013_Ontwikkelingentoezichtsarchitectuur.pdf
Attachment(s) : 20091013_Ontwikkelingentoezichtsarchitectuur_bijlage.pdf

New attachment(s)

| | | |
|------|--|-----------|
| None | D:\JDM\jef_temp\20101028_SvZhervormingfinancieeltoezicht.pdf | Browse... |
| None | | Browse... |
| None | | Browse... |
| None | | Browse... |
| None | | Browse... |
| None | | Browse... |
| None | | Browse... |
| None | | Browse... |
| None | | Browse... |
| None | | Browse... |

➤ Then click **OK** to start the upload.

The result is as follows:

Print - Contact - Help - Privacy 28/01/2011 04:28:22 - De Moit  J f NL | FR | EN

eCorporate

Banking, Finance and Insurance Commission
Commission Bancaire et Financ re et des Assurances
Commissie voor het Bank-, Financie- en Assuranti wezen

My companies
Control panel
**Company X
0000000000**
Identification
Parameters
Contacts
Security role
Users

Document detail

OK Cancel

Documents :

Name : Staat en samenstelling van het kapitaal - jaarlijkse kennisgeving
Type : Document
Frequency : OGM
Period : 31/12/2010
Currency :
Situation :

Upload

Current version :

| Version | Created On | Date published | Date received | Created by | Status | Documents |
|---------|------------------|----------------|------------------|--------------|----------|---|
| 1.1 | 28/01/2011 16:28 | | 28/01/2011 16:24 | De Moit  J f | Received | <div>20091013_Ontwikkelingentoezichtsarchitectuur.pdf</div> <div>Download all</div> <div>20101028_SvZhervormingfinancieeltoezicht.pdf</div> <div>20091013_Ontwikkelingentoezichtsarchitectuur_bijlage.pdf</div> |

Add attachment to the current version

History :

| Version | Created On | Date published | Date received | Created by | Status | Documents |
|---------|------------------|----------------|------------------|--------------|----------|---|
| 1.0 | 28/01/2011 16:24 | | 28/01/2011 16:24 | De Moit  J f | Received | <div>20091013_Ontwikkelingentoezichtsarchitectuur.pdf</div> <div>Download all</div> <div>20091013_Ontwikkelingentoezichtsarchitectuur_bijlage.pdf</div> |

HISTORY AND VERSIONS

Print - Contact - Help - Privacy 28/01/2011 04:28:22 - De Moitié Jef NL FR EN

CBFA **eCorporate** Banking, Finance and Insurance Commission
Commission Bancaire et Financière et des Assurances
Commissie voor het Bank-, Financie- en Assuratiewezen

My companies
Control panel
**Company X
000000000**
Identification
Parameters
Contacts
Security role
Users

Document detail OK Cancel

Documents :

Name : Staat en samenstelling van het kapitaal - jaarlijkse kennisgeving
Type : Document
Frequency : OGM
Period : 31/12/2010
Currency :
Situation :

Upload

Current version :

| Version | Created On | Date published | Date received | Created by | Status | Documents |
|---------|------------------|----------------|------------------|---------------|----------|--|
| 1.1 | 28/01/2011 16:28 | | 28/01/2011 16:24 | De Moitié Jef | Received | 20091013_Ontwikkelingtoezichtsarchitectuur.pdf Download all 20101028_Svzhervormingfinancieeltoezicht.pdf 20091013_Ontwikkelingtoezichtsarchitectuur_bijlage.pdf |
| | | | 28/01/2011 16:28 | De Moitié Jef | | |
| | | | 28/01/2011 16:24 | De Moitié Jef | | |

Add attachment to the current version

History :

| Version | Created On | Date published | Date received | Created by | Status | Documents |
|---------|------------------|----------------|------------------|---------------|----------|--|
| 1.0 | 28/01/2011 16:24 | | 28/01/2011 16:24 | De Moitié Jef | Received | 20091013_Ontwikkelingtoezichtsarchitectuur.pdf Download all 20091013_Ontwikkelingtoezichtsarchitectuur_bijlage.pdf |
| | | | 28/01/2011 16:24 | De Moitié Jef | | |

✓ A **complete history** is kept of **each upload** of a document.

✓ Each **version** of a document receives a **version number**, starting with **1.0**.

A new version of a **main document** receives a new version number, e.g. **2.0**.

If you later add an **additional attachment**, a **subversion** is created, e.g. **2.1**.

✓ An uploaded **document** can **never** be **removed**. It can be replaced by a new version, but the previous version remains visible in the history.

✓ **Attachments** cannot be removed either. If necessary, the main document can be re-uploaded without attachments.

✓ Each document can be viewed separately.

Current version:

Here you can find the latest version of each document and/or its attachments (highest version number).

History:

Here you can find the history, in descending version number order (= from young to old).

Example:

A main document originally carrying version number 1.0, receives version number 1.1. after the addition of an attachment.

Document detail

Documents :

Name : Staat en samenstelling van het kapitaal - jaarlijkse kennisgeving
Type : Document
Frequency : OGM
Period : 31/12/2010
Currency :
Situation :

Current version :

| Version | Created On | Date published | Date received | Created by | Status | Documents |
|---------|------------------|----------------|------------------|--------------|----------|--|
| 1.1 | 28/01/2011 16:28 | | 28/01/2011 16:24 | De Moité Jef | Received | Download all |
| | | | 28/01/2011 16:28 | De Moité Jef | | 20101028_SyZhvormingfinancieeltoezicht.pdf |
| | | | 28/01/2011 16:24 | De Moité Jef | | 20091013_Ontwikkelingtoezichtsarchitectuur_bijlage.pdf |

History :

| Version | Created On | Date published | Date received | Created by | Status | Documents |
|---------|------------------|----------------|------------------|--------------|----------|--|
| 1.0 | 28/01/2011 16:24 | | 28/01/2011 16:24 | De Moité Jef | Received | Download all |
| | | | 28/01/2011 16:24 | De Moité Jef | | 20091013_Ontwikkelingtoezichtsarchitectuur_bijlage.pdf |

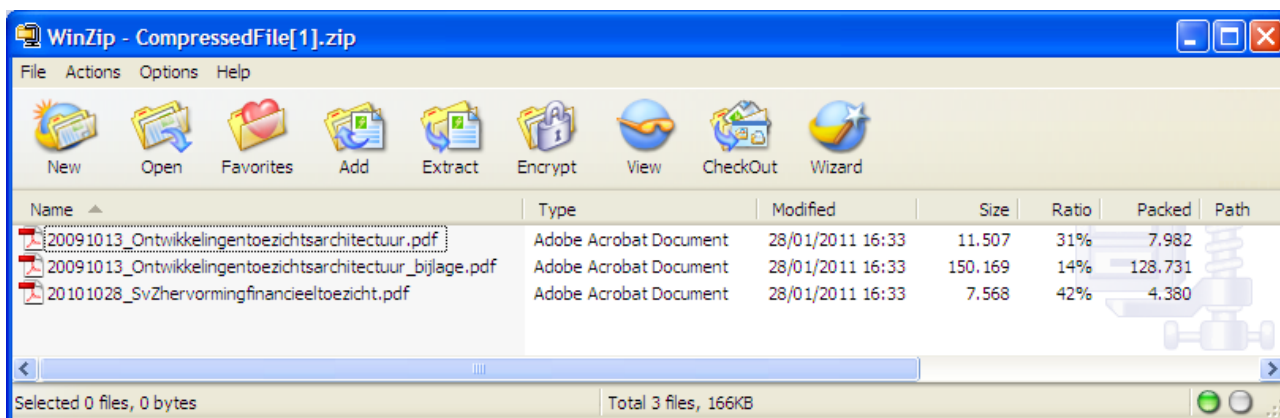
The following information is displayed:

- ✓ **Version:** version number. E.g. 1.0, 1.1, 2.0
- ✓ **Created:** date on which this version was created.
- ✓ **Publication date:** not applicable for most companies (see next section)
- ✓ **Date of receipt:** date on which the document/attachment was uploaded. This date does not necessarily correspond to the date displayed in the column "Created".
- ✓ **Created by:** the person who uploaded the document.
- ✓ **Status:** e.g. received, received/finished, rejected,
- ✓ **Document name:** is the name of the document that has been uploaded. This name must be unique for 1 company/1 topic/1 period. Consequently, an attachment cannot have the same name as the main document.
This document can be consulted by simply clicking on it.

CONSULTING AND/OR DOWNLOADING A DOCUMENT

- ☞ The page "Information about a document" also offers the possibility to **consult** a document **and/or download** it.

In the example above, click **Download all** (see).



EXCEPTIONS FOR LISTED COMPANIES

The companies concerned belong to the following areas of supervision:

- **SCB-A** - Belgian company listed on Alternext
- **SCB-A** - Belgian company listed on Euronext Brussels
- **SCB-E** - Belgian company listed abroad (EEA)
- **SCE-A** - Foreign company listed on Alternext
- **SCE-B Home** - Foreign listed company having BE as its member state of origin

For the above companies, the procedure to upload documents differs from the normal procedure on the following points:

- ✓ **Publication date**: is mandatory.
- ✓ When uploading a main document/attachment, the **language** of the document must be indicated. It is possible to add a main document/attachment(s) in another language afterwards.
- ✓ When uploading a main document "**Inside information**", the company must specify a **title** in each language.
- ✓ Only PDF files are accepted.

The publication date is mandatory

Print - Contact - Help - Privacy 28/01/2011 04:35:45 - De Moitié Jef NL FR EN

CBFA eCorporate Banking, Finance and Insurance Commission
Commission Bancaire et Financière et des Assurances
Commissie voor het Bank-, Financie- en Assurantiewezen

My companies
Control panel
Company S
0000000004
Identification
Parameters
Contacts
Security role
Users

Upload

OK Cancel

Details

Subject : Interim statement
Type : Document
Frequency : SBSO
Period date : 31/12/2011
Currency :
Situation :

Document

Date published : 11/01/2011 00:00:00

Main document : January, 2011

Dutch : ☐ Su Mo Tu We Th Fr Sa
26 27 28 29 30 31 1

French : ☐ 2 3 4 5 6 7 8

English : ☐ 9 10 11 12 13 14 15

Attachment(s):

Dutch 16 17 18 19 20 21 22
23 24 25 26 27 28 29

Dutch 30 31 1 2 3 4 5

Today: January 28, 2011

Dutch
Dutch
Dutch
Dutch
Dutch
Dutch
Dutch

Print - Contact - Help - Privacy 28/01/2011 04:38:28 - De Moitié Jef NL FR EN

CBFA eCorporate Banking, Finance and Insurance Commission
Commission Bancaire et Financière et des Assurances
Commissie voor het Bank-, Financie- en Assurantiewezen

My companies
Control panel
Company S
0000000004
Identification
Parameters
Contacts
Security role
Users

Document detail

OK Cancel

Documents :

Name : Interim statement
Type : Document
Frequency : SBSO
Period : 31/12/2011
Currency :
Situation :

Current version :

Upload

| Version | Created On | Date published | Date received | Created by | Status | Documents |
|---------|------------------|------------------|-----------------|---------------|-------------------|---|
| 1.0 | 28/01/2011 16:38 | 11/01/2011 00:00 | 28/01/2011 9:38 | De Moitié Jef | Received/Finished | Dutch 20091013 Ontwikkelingentoezichtsarchitectuur.pdf Add language Download all |

[Add attachment to the current version](#)

History :

The language is mandatory

When uploading a main document/attachment, the **language** of the document must be indicated.
The following options are available:

- ✓ The main document can be uploaded in the different languages:

Print - Contact - Help - Privacy 28/01/2011 04:41:44 - De Molté Jéf NL FR EN

CBFA eCorporate Banking, Finance and Insurance Commission
Commission Bancaire et Financière et des Assurances
Commissie voor het Bank-, Financie- en Assuratiewezen

My companies
Control panel
Company S
0000000004
Identification
Parameters
Contacts
Security role
Users

Upload OK Cancel

Details

Subject : Notice of ordinary general meeting
Type : Document
Frequency : OGM
Period date : 31/12/2011
Currency :
Situation :

Document

Date published : 11/01/2011 00:00:00

Main document :
Dutch : D:\DM\jef_temp\20091013_Ontwikkelingentoezichtsarchitectuur.pdf Browse...
French : Browse...
English : Browse...

Attachment(s):
Dutch Dutch Dutch Dutch Dutch Dutch Dutch Dutch Dutch Dutch
Browse... Browse... Browse... Browse... Browse... Browse... Browse... Browse... Browse...

- ✓ Afterwards, it is possible to add a main document in another language by clicking the button "**Add language**" (see ←).

Print - Contact - Help - Privacy 28/01/2011 04:44:07 - De Molté Jéf NL FR EN

CBFA eCorporate Banking, Finance and Insurance Commission
Commission Bancaire et Financière et des Assurances
Commissie voor het Bank-, Financie- en Assuratiewezen

My companies
Control panel
Company S
0000000004
Identification
Parameters
Contacts
Security role
Users

Document detail OK Cancel

Documents :

Name : Notice of ordinary general meeting
Type : Document
Frequency : OGM
Period : 31/12/2011
Currency :
Situation :

Current version :

| Version | Created On | Date published | Date received | Created by | Status | Documents |
|---------|------------------|------------------|------------------|--------------|-------------------|---|
| 1.0 | 28/01/2011 16:43 | 11/01/2011 00:00 | 28/01/2011 16:43 | De Molté Jéf | Received/Finished | Dutch 20091013_Ontwikkelingentoezichtsarchitectuur.pdf Add language Download all |

Add attachment to the current version

History :

The title is mandatory for a document [Inside information](#).

When uploading a main document "Inside information", the company must specify a title in each language.

Print - Contact - Help - Privacy 28/01/2011 04:45:43 - De Moise Jef NL FR EN

CBFA eCorporate Banking, Finance and Insurance Commission
Commission Bancaire et Financière et des Assurances
Commissie voor het Bank-, Financie- en Assurantiewezen

My companies
Control panel
Company S
0000000004
Identification
Parameters
Contacts
Security role
Users

Upload OK Cancel

Details

Subject : Inside information
Type : Document
Frequency : Occasioneel
Period date :
Currency :
Situation :

Document

Date published : 11/01/2011 00:00:00 *

Main document:

Dutch : D:\JDM\jef_temp\20091013_Ontwikkelingentoezichtsarchitectuur.pdf Browse...
Title : Dutch document title ←

French : Browse...
Title : ←

English : Browse...
Title : ←

Attachment(s):

| | | | |
|-------|---|--|-----------|
| Dutch | ▼ | | Browse... |
| Dutch | ▼ | | Browse... |
| Dutch | ▼ | | Browse... |
| Dutch | ▼ | | Browse... |
| Dutch | ▼ | | Browse... |
| Dutch | ▼ | | Browse... |
| Dutch | ▼ | | Browse... |
| Dutch | ▼ | | Browse... |
| Dutch | ▼ | | Browse... |
| Dutch | ▼ | | Browse... |

Security of and access to documents

Some of the information exchanged between the company and the CBFA is **sensitive**. Therefore, it is very important to secure this information.

- ✓ Only companies **subject to supervision by the CBFA** have access to **eCorporate**.
- ✓ These companies were asked to designate a "**Company Administrator**".
- ✓ Only this person initially has access to **eCorporate**, but he is authorized to grant access to other persons within the company and to define **access profiles**.
- ✓ A **personal certificate** is always required.

PERSONAL CERTIFICATE

A personal certificate is required to have access to **eCorporate**. You can obtain this certificate from an accredited third party, or you can use your electronic identity card.

The following **certificates** are accepted by the CBFA:

- ✓ GlobalSign Personal 3 (for more information see <http://www.globalsign.be>);
- ✓ Isabel (for more information see <http://www.isabel.be>);
- ✓ Certipost (for more information see <http://www.certipost.be>).
- ✓ Your eID or electronic identity card (for more information see <http://eid.belgium.be>).

When you log on to **eCorporate**, the system will check whether you have a valid certificate. Once you are admitted to **eCorporate**, your user profile is retrieved.

🔗 See section '1° use of **eCorporate**' for more information on this subject.

THE COMPANY ADMINISTRATOR AND HIS ROLE

- ✓ This person has been designated, at the request of the CBFA, as the person responsible within the company to manage, grant or refine access profiles and user roles.
- ✓ By refining the access profiles, the Company Administrator can determine which user has access to WHICH documents.
- ✓ The user roles allow him/her to determine WHAT a user can do with the documents he has access to (only consult or also upload ...).
- ✓ He can deny access to users who are no longer active.
- ✓ Initially, only he/she has access to eCorporate.
- ✓ Tasks and rights of the Company Administrator:
 - Management and creation of user profiles
 - Creation of users
 - Indicating that a user is no longer active
 - Granting a user role to a user
 - Granting access profiles to a user
 - Overview and inspection of all documents and attachments
 - Uploading of all documents and attachments
- ☞ Before giving a detailed description of each of these functions, we shall briefly review the meanings of some of the terms used.

USERS, USER ROLES AND ACCESS PROFILES

Note: Do not confuse user roles with access profiles:

User roles determine **what you can do** with the documents you have access to. They are predefined and cannot be changed.

Security roles determine **which documents** you have access to. These are determined by the Company Administrator.

Users are created by the Company Administrator. Every user receives a user role and an security role. This user role and this security role together determine **which** documents a user has access to and **what** he can do with these documents.

A user can have only *1 user role and 1 security role* for each company. If the user has access to several companies, he/she may have a different user role and/or access profile for each of these companies.

Predefined user roles

The following **predefined user roles** determine **WHAT** can be done with a particular role:

✓ **administrator**

Exclusively granted to the Company Administrator.

- Management and creation of user profiles
- Creation of users
- Indicating that a user is no longer active
- Granting a user role to a user
- Granting access profiles to a user
- Overview and inspection of all documents and attachments
- Uploading of all documents and attachments

✓ **writer**

- Uploading of documents and attachments
- Overview and inspection of documents and attachments

✓ **reader**

- Overview and inspection of documents and attachments
= minimum requirement to view something in eCorporate.

✓ **auditor**

This role is not accessible to the company.

- Uploading of new versions of auditor-specific documents
- Overview and inspection of auditor-specific documents

The Company Administrator can **only grant writer and reader roles** to new users.

Security roles

The **access profiles** determine **WHICH documents** a user with this access profile has access to.

☞ The Company Administrator has default access to all documents.

However, it may be useful to the company e.g. to create a profile "Sensitive information" to screen certain types of sensitive information for some users.

or

He/she can also choose to create security roles based on the user's position within the company.

ADDING AN SECURITY ROLE

Note: This action must be performed before users are added.

- Click **Security role** in the left menu on the page "Information about the company".
- The page "Security roles list" appears.

| Name | Read-only |
|-----------------------|-------------------------------------|
| All documents | <input type="checkbox"/> |
| Announcement Docs | <input type="checkbox"/> |
| Company Administrator | <input checked="" type="checkbox"/> |
| Revisor | <input checked="" type="checkbox"/> |
| Sensitive information | <input type="checkbox"/> |

- Click **"Add"**. The page "Security role detail" appears.

| | Type | Name |
|-------------------------------------|----------|--|
| <input checked="" type="checkbox"/> | Document | Other occasional announcement |
| <input checked="" type="checkbox"/> | Document | Corporate Governance Charter |
| <input checked="" type="checkbox"/> | Document | Choice of home Member State |
| <input checked="" type="checkbox"/> | Document | Annual announcement |
| <input checked="" type="checkbox"/> | Document | Announcement of change in denominator or in thresholds |
| <input type="checkbox"/> | Document | Announcement of notification of major shareholding |

Here you can either grant or not grant access for each separate document.

- Enter a **name** for the access profile
- **Tick** the documents you wish to grant **access** to.
- Click **OK**.

ADDING A USER

Note:

Before adding a user, the Company Administrator must create security roles. Without having created security roles, he/she cannot grant access to documents.

- Click **Users** in the left menu on the page "Information about the company".
- The page "User list" appears.

Print - Contact - Help - Privacy 28/01/2011 04:53:47 - De Molle Jef NL FR EN

CBFA eCorporate Banking, Finance and Insurance Commission
Commission Bancaire et Financière et des Assurances
Commissie voor het Bank-, Financie- en Assuratiewezen

My companies
Control panel
Company S 0000000004
Identification
Parameters
Contacts
Security role
Users

User list Add

Internal users

| Last name | First name | Telephone | E-mail | Active | Activation code | Application role | Security Role |
|------------|-----------------------|-----------------|---------------------------|-------------------------------------|--------------------------------------|-----------------------|-----------------------|
| Company 03 | Company Administrator | | | <input checked="" type="checkbox"/> | 5b6c0ad5-ebc8-4b78-9230-fb1498614914 | Company Administrator | Company Administrator |
| De Molle | Jef | +32 2 220 58 03 | jef.demolle@cbfa.be | <input checked="" type="checkbox"/> | | Company Administrator | Company Administrator |
| De Vos | Raf | 02/2205797 | raf.devos@cbfa.be | <input checked="" type="checkbox"/> | 685a5dd4-0f23-49c7-ba13-17bad25264f7 | Company Writer | Sensitive information |
| Emile | Vancoppenolle | | maeleteo32@hotmail.com | <input checked="" type="checkbox"/> | | NBB | Alle Documenten |
| Janssens | Ann | | | <input checked="" type="checkbox"/> | 13b0a8d9-1488-4956-8291-c6dc69b97872 | Company Reader | All documents |
| Léonard | Véronique | | veronique.leonard@cbfa.be | <input checked="" type="checkbox"/> | | Company Administrator | Company Administrator |

External users

| Last name | First name | Telephone | E-mail | Company |
|-----------|------------|--------------|-----------------|-----------------|
| Auditor | X | 02/999 99 99 | auditor.x@email | Audit Company X |

- Click **"Add"**. The page "User detail" appears.

Print - Contact - Help - Privacy 28/01/2011 04:54:40 - De Molle Jef NL FR EN

CBFA eCorporate Banking, Finance and Insurance Commission
Commission Bancaire et Financière et des Assurances
Commissie voor het Bank-, Financie- en Assuratiewezen

My companies
Control panel
Company S 0000000004
Identification
Parameters
Contacts
Security role
Users

User detail OK Cancel

Details

Last name : *

First name : *

Application role : *

Security role : *

Language : *

Telephone :

E-mail :

Start date : 01/01/1753 *

End date :

Active : ☒

Activation code : c37e364a-240f-4687-bd89-07c513e0a48c

- Fill in the fields and click **OK**.
Fields with a * are mandatory.
- Send the activation code to the user. This code is required on first access.

GRANTING AN SECURITY ROLE TO A USER

- Click **Users** in the left menu on the page "Information about the company".
- The page "User list" appears.

User list

Internal users

| Last name | First name | Telephone | E-mail | Active | Activation code | Application role | Security Role |
|------------|-----------------------|-----------------|---------------------------|-------------------------------------|--------------------------------------|-----------------------|-----------------------|
| Company 03 | Company Administrator | | | <input checked="" type="checkbox"/> | 5b6c0ad5-ebc8-4b78-9230-fb1498614914 | Company Administrator | Company Administrator |
| De Moité | Jef | +32 2 220 58 03 | jef.demolte@cbfa.be | <input checked="" type="checkbox"/> | | Company Administrator | Company Administrator |
| De Vos | Raf | 02/2205797 | raf.devos@cbfa.be | <input checked="" type="checkbox"/> | 685a5dd4-0f23-49c7-ba13-17bad25264f7 | Company Writer | Sensitive information |
| Emile | Vancoppenolle | | maeleteo32@hotmail.com | <input checked="" type="checkbox"/> | | NBB | Alle Documenten |
| Janssens | Ann | | | <input checked="" type="checkbox"/> | 13b0a8d9-1488-4956-8291-c6dc69b97872 | Company Reader | All documents |
| Léonard | Véronique | | veronique.leonard@cbfa.be | <input checked="" type="checkbox"/> | | Company Administrator | Company Administrator |

External users

| Last name | First name | Telephone | E-mail | Company |
|-----------|------------|--------------|-----------------|-----------------|
| Auditor | X | 02/999 99 99 | auditor.x@email | Audit Company X |

- Click on the **name of the user** you wish to grant an access profile to.
- The page "User detail" appears.

User detail

Details

Last name : De Vos *

First name : R *

Application role : Company Writer *

Security role : Sensitive information *

Language : Dutch *

Telephone : 02/2205797

E-mail : r.devos@cbfa.be

Start date : 01/01/2010 *

End date : *

Active : ☒

Activation code : 685a5dd4-0f23-49c7-ba13-17bad25264f7

- Select the appropriate **security role** from the drop down list.

Note:

- ☞ The **security role** determines **which documents** a user has access to.
- ☞ The **user(application) role** determines **what you can do** with the documents you have access to.
- ☞ If a user has access **to several companies**, an security role must be defined for each company!
- ☞ If you wish to link one user to several companies, you must contact the CBFA by email to ecorporate@cbfa.be.

GRANTING A USER ROLE TO A USER

- Click **Users** in the left menu on the page "Information about the company".
- The page "User list" appears.

Print - Contact - Help - Privacy 28/01/2011 04:53:47 - De Moitié Jef NL | FR | EN

CBFA eCorporate Banking, Finance and Insurance Commission
Commission Bancaire et Financière et des Assurances
Commissie voor het Bank-, Finance- en Assuratiewezen

My companies
Control panel
Company S 0000000004
Identification
Parameters
Contacts
Security role
Users

User list Add

Internal users

| Last name | First name | Telephone | E-mail | Active | Activation code | Application role | Security Role |
|------------|-----------------------|-----------------|---------------------------|-------------------------------------|--------------------------------------|-----------------------|-----------------------|
| Company 03 | Company Administrator | | | <input checked="" type="checkbox"/> | 5b6c0ad5-ebc8-fb78-9230-fb1498614914 | Company Administrator | Company Administrator |
| De Moitié | Jef | +32 2 220 58 03 | jef.demoitie@cbfa.be | <input checked="" type="checkbox"/> | | Company Administrator | Company Administrator |
| De Vos | Raf | 02/2205797 | raf.devos@cbfa.be | <input checked="" type="checkbox"/> | 685a5dd4-0f23-49c7-ba13-17bad25264f7 | Company Writer | Sensitive information |
| Emile | Vancoppenolle | | maeleteo32@hotmail.com | <input checked="" type="checkbox"/> | | NBB | Alle Documenten |
| Janssens | Ann | | | <input checked="" type="checkbox"/> | 13b0a8d9-1488-4956-8291-c6dc69b97872 | Company Reader | All documents |
| Léonard | Véronique | | veronique.leonard@cbfa.be | <input checked="" type="checkbox"/> | | Company Administrator | Company Administrator |

External users

| Last name | First name | Telephone | E-mail | Company |
|-----------|------------|--------------|-----------------|-----------------|
| Auditor | X | 02/999 99 99 | auditor.x@email | Audit Company X |

- Click on the **name of the user** you wish to grant a user role to.
- The page "User detail" appears.

Print - Contact - Help - Privacy 28/01/2011 04:57:49 - De Moitié Jef NL | FR | EN

CBFA eCorporate Banking, Finance and Insurance Commission
Commission Bancaire et Financière et des Assurances
Commissie voor het Bank-, Finance- en Assuratiewezen

My companies
Control panel
Company S 0000000004
Identification
Parameters
Contacts
Security role
Users

User detail OK Cancel

Details

Last name : De Vos *

First name : R

Application role : Company Writer *

Security role : Sensitive information *

Language : Dutch *

Telephone : 02/2205797

E-mail : r.devos@cbfa.be

Start date : 01/01/2010 *

End date : *

Active : ☒

Activation code : 685a5dd4-0f23-49c7-ba13-17bad25264f7

- Select the appropriate **application role** from the drop down list.

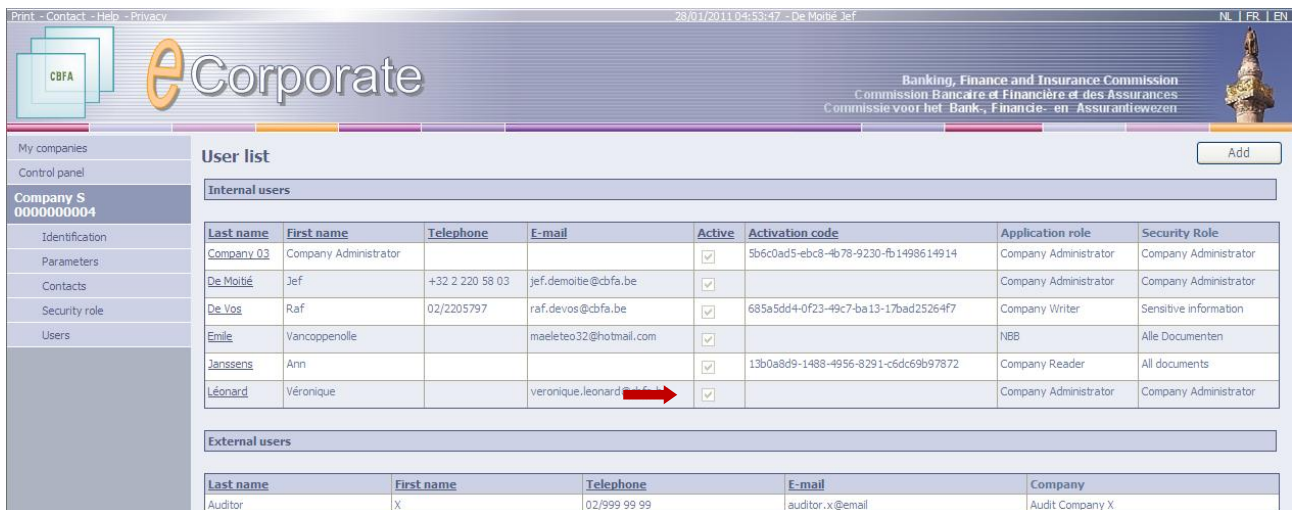
Note:

- ☞ The **user(application) role** determines **what you can do** with the documents you have access to.
- ☞ The **security role** determines **which documents** a user has access to.
- ☞ If a user has access **to several companies**, an access profile must be defined for each company!
- ☞ If you wish to link one user to several companies, you must contact the CBFA by email to ecorporate@cbfa.be.

DENYING ACCESS TO A USER

If a **user no longer works for the company**, or if he is **no longer concerned with eCorporate**, the Company Administrator can deactivate his access.

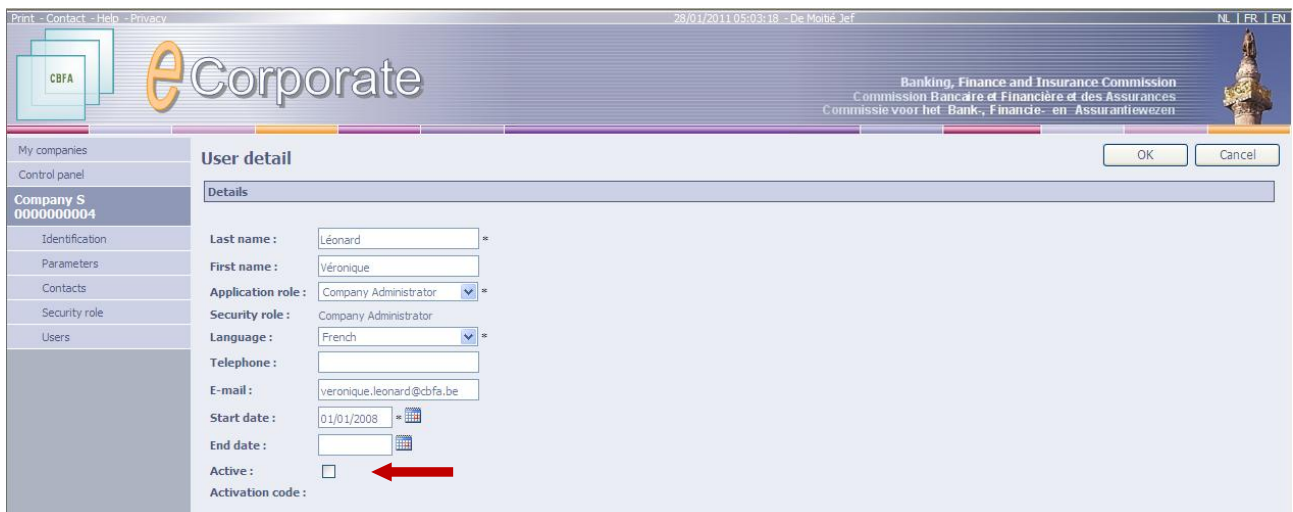
- Click on **Users** in the left menu on the page "**Information about the company**".
- The page "**User list**" appears.



The screenshot shows the 'User list' page in the eCorporate interface. The left sidebar contains a menu with 'Users' selected. The main area displays a table of internal users. A red arrow points to the 'Active' checkbox for the user 'Léonard', which is currently checked.

| Last name | First name | Telephone | E-mail | Active | Activation code | Application role | Security Role |
|------------|-----------------------|-----------------|---------------------------|-------------------------------------|--------------------------------------|-----------------------|-----------------------|
| Company 03 | Company Administrator | | | <input checked="" type="checkbox"/> | Sb6c0ad5-ebc8-fb78-9230-fb1498614914 | Company Administrator | Company Administrator |
| De Moité | Jef | +32 2 220 58 03 | jef.demoite@cbfa.be | <input checked="" type="checkbox"/> | | Company Administrator | Company Administrator |
| De Vos | Raf | 02/2205797 | raf.devos@cbfa.be | <input checked="" type="checkbox"/> | 685a5dd4-0f23-49c7-ba13-17bad25264f7 | Company Writer | Sensitive information |
| Emile | Vancoppenolle | | maeleteo32@hotmail.com | <input checked="" type="checkbox"/> | | NBB | Alle Documenten |
| Janssens | Ann | | | <input checked="" type="checkbox"/> | 13b0a8d9-1488-4956-8291-c6dc69b97872 | Company Reader | All documents |
| Léonard | Véronique | | veronique.leonard@cbfa.be | <input checked="" type="checkbox"/> | | Company Administrator | Company Administrator |

- Click on the **name of the user** whose access you wish to remove.
- The page "**User Detail**" appears.





The screenshot shows the 'User detail' page for the user 'Léonard'. The 'Active' checkbox is unchecked, and a red arrow points to it.

| Last name | First name | Telephone | E-mail | Company |
|-----------|------------|--------------|-----------------|------------------|
| Auditor | X | 02/999 99 99 | auditor.x@email | Audit Company X. |


- Clear the **Active** box.

The user still appears on the page "User list", but no longer has access to eCorporate (see below Ex-Employee).

Print - Contact - Help - Privacy
28/01/2011 10:05:01 - De Moitte Jef
NL | FR | EN

Banking, Finance and Insurance Commission
Commission Bancaire et Financière et des Assurances
Commissie voor het Bank-, Financie- en Assuratiewezen



My companies
Control panel
**Company S
000000004**
Identification
Parameters
Contacts
Security role
Users

User list

Add

Internal users

| Last name | First name | Telephone | E-mail | Active | Activation code | Application role | Security Role |
|------------|-----------------------|-----------------|---------------------------|-------------------------------------|--------------------------------------|-----------------------|-----------------------|
| Company 03 | Company Administrator | | | <input checked="" type="checkbox"/> | 5b6c0ad5-ebc8-4b78-9230-fb1498614914 | Company Administrator | Company Administrator |
| De Moitte | Jef | +32 2 220 58 03 | jef.demotte@cbfa.be | <input checked="" type="checkbox"/> | | Company Administrator | Company Administrator |
| De Vos | Raf | 02/2205797 | raf.devos@cbfa.be | <input checked="" type="checkbox"/> | 685a5dd4-0f23-49c7-ba13-17bad25264f7 | Company Writer | Sensitive information |
| Emile | Vancoppenolle | | maeleteo32@hotmail.com | <input checked="" type="checkbox"/> | | NBB | Alle Documenten |
| Janssens | Ann | | | <input checked="" type="checkbox"/> | 13b0a8d9-1488-4956-8291-c6dc69b97872 | Company Reader | All documents |
| Léonard | Véronique | | veronique.leonard@cbfa.be | <input type="checkbox"/> | | Company Administrator | Company Administrator |

External users

| Last name | First name | Telephone | E-mail | Company |
|-----------|------------|--------------|-----------------|-----------------|
| Auditor | X | 02/999 99 99 | auditor.x@email | Audit Company X |

User manual

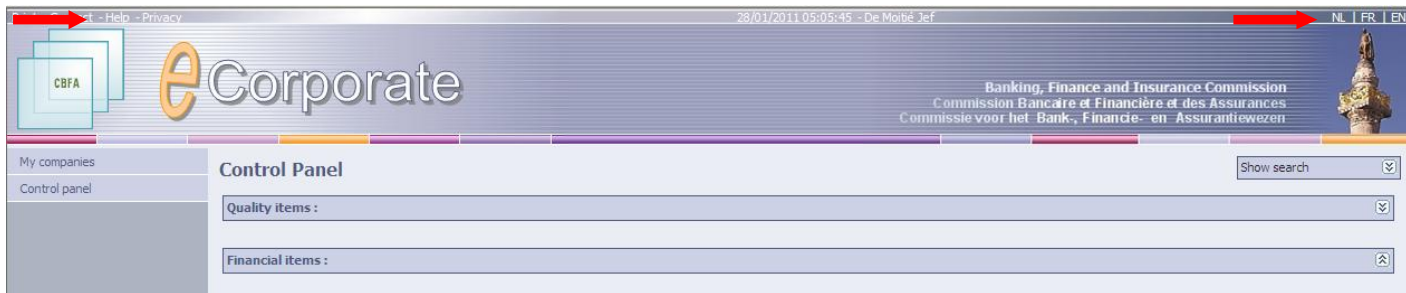
This manual is available in English, French and Dutch.

The Company Administrator receives it by email.

The on-line version is regularly updated and can be accessed directly from within eCorporate.

The language in which you view the manual, is the same as that in which you work with eCorporate.

eCorporate is available in the 3 languages mentioned above.



Technical assistance

For technical problems concerning access to eCorporate or for problems with certificates, please contact the help desk of the National Bank of Belgium:

Telephone No: +32 (0)2 221 40 60
Email address: servicedesk@nbb.be

Substantive questions

For substantive questions, please get in touch with your [contact at the CBFA](#).

🔑 You can find this person on the page ["Information about the company"](#), under ["Contacts"](#).

Appendix: Use of a Certificate or EIC in eCorporate.

I. PRIOR TO THE USE OF eCORPORATE.

1. CERTIFICATE

A personal certificate is required to have access to eCorporate.

You can obtain this personal certificate from an accredited third party.

The following certificates are eligible:

- **Globalsign Personal 3** (for more information see <http://www.globalsign.be>);
- **Isabel** (for more information see <http://www.isabel.be>);
- **Certipost** (for more information see <http://www.certipost.be>).

Or Your **eIC** or **electronic identity card** (for more information see <http://eid.belgium.be>).

After its purchase, this **certificate** must be **installed** on the PC that will be used for eCorporate, according to the instructions of the provider.

🔑 For further information, please contact the supplier of the certificate.

This **certificate** is **personal**. If within the same company, several people are involved in the management of eCorporate, multiple certificates are required.

2. ELECTRONIC IDENTITY CARD (EIC)

1. PURCHASE, INSTALLATION AND CONNECTION OF THE EIC READER.

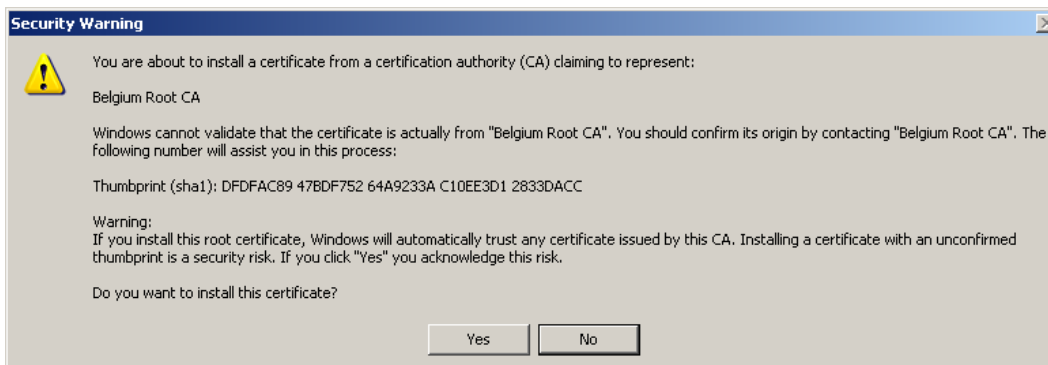
For use of the EIC, an EIC reader is required. It can be found in hardware stores and is delivered with **software** which must be **installed prior** to using the card reader.

Afterwards you can connect the card reader to a USB port (Windows XP) and wait until the reader is recognized and available.

2. CREATING THE EIC CERTIFICATE.

You must now create a certificate with your EIC.

Insert your EIC into the reader. When the following message appears, click Yes:



When you receive the following message, click OK:



Your certificate is now registered. You may remove your card from the reader.

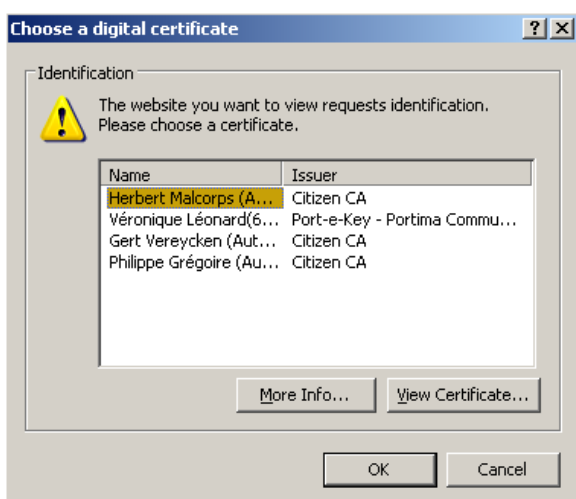
II. 1° USE OF eCORPORATE.

1. Starting up eCorporate.

Start up eCorporate from <https://ecorporate.cbfa.be>

2. Choosing a certificate

If you have multiple certificates, you will be asked to select a certificate.
For the EIC: Click on the Citizen CA certificate xxxx and press OK.
For another certificate: Click the certificate and press OK.



3. Entering the PIN code.

This step is required only if you use an EIC.
You will be asked to enter your pin code. Then press OK.

Identiteit

Geef uw PIN in, om u te authenticeren

PIN:

4. The CBFA "Welcome to the Portal Site" screen

You are now identified as a user with a valid certificate.
You may now remove your EIC from the reader.

If the following portal site screen does not appear, something is wrong with the certificate, in which case you must contact the help desk of the NBB:

Help desk: NATIONAL BANK OF BELGIUM
Tel.: +32(0)2.221.40.60
E-mail: helpdesk@nbb.be

Welkom op de Portaal-site van de CBFA
Gelieve uw profiel-gegevens hieronder in te vullen.

Identiteits Informatie

Naam :
Voornaam :
EMail :
Taal :

Bedrijf Informatie

Benaming :
Ondernemingsnummer :

Contact Informatie

Telefoonnummer :
Faxnummer :

Adres Informatie

Straat :
Postcode : Plaats :
Land :

Certificaat Informatie

Cert. Authority :
Certificate DN :

Created by CBF IT-Team © All Rights Reserved

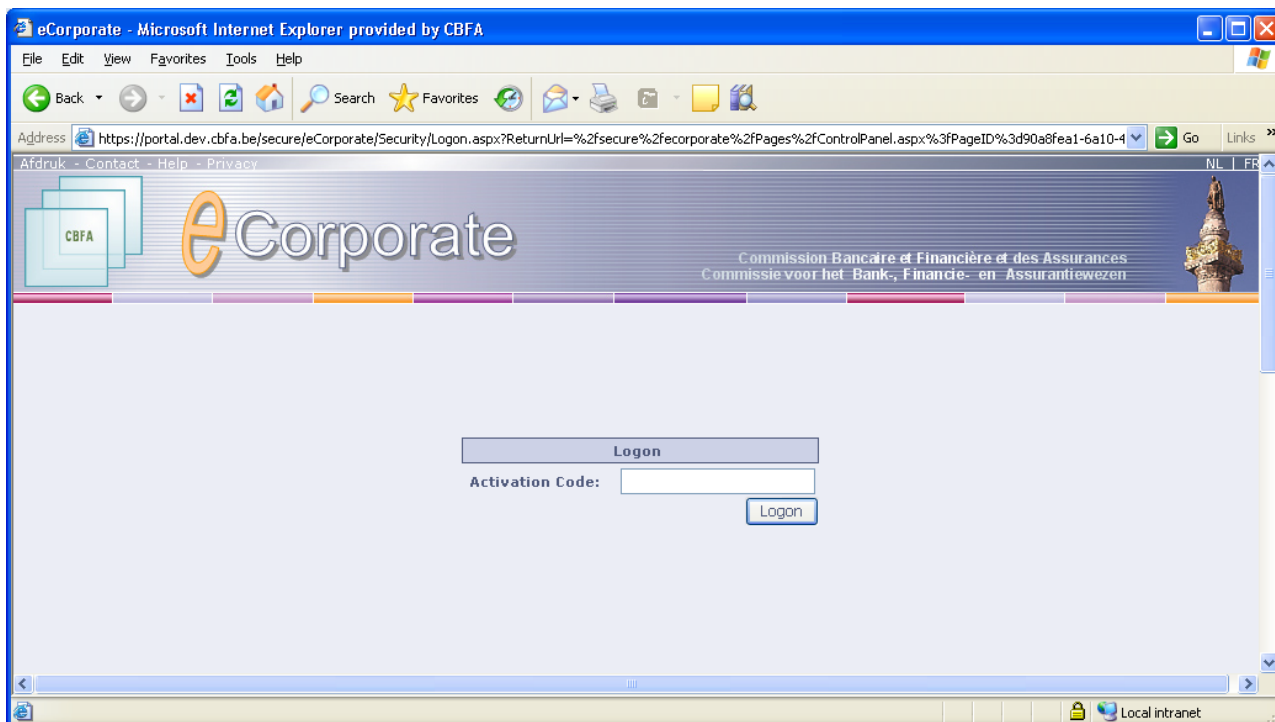
Now fill in your profile data.
This is required only the first time (or whenever you present yourself with a new certificate).

The language selection determines the language you will use. This choice can still be changed later.

Now press Register.

eCorporate will start to run.

5. The eCorporate Logon page.



When first logging on to eCorporate, the Company Administrator must use the activation code the CBFA has given to the contact designated by your company.

Other users receive their activation code from the Company Administrator.

This activation code will automatically be linked to your access certificate, so that the next time you log on, you will not have to enter your activation code again.

The eCorporate home page now appears.

Control Panel

Company: Company S

Frequency: [Dropdown]

Document: All

File: [Text Box]

From: 12/2010

To: 02/2011

Te laat: ☐

Alleen rappels: [Dropdown]

Selections Search

Quality items:

| No. | Company | Subject | Document | Freq | Period | Deadline | Reminder | Reminder deadline | Received | Status |
|-----|-----------|---------------------------|---|-------------|------------|------------|----------|-------------------|------------|-------------------|
| 03 | Company S | Quality | Annual financial report | BSD | 31/12/2010 | 30/04/2011 | | | 06/05/2010 | Received/Finished |
| 03 | Company S | Quality | Annual announcement | BSD | 31/12/2010 | 30/04/2011 | | | 04/10/2010 | Received/Finished |
| 03 | Company S | Quality | Interim statement | SBSD | 31/12/2010 | 19/11/2010 | | | 31/08/2010 | Received/Finished |
| 03 | Company S | Quality | Notice of ordinary general meeting | OGM | 31/12/2010 | 19/03/2011 | | | 02/12/2010 | Received/Finished |
| 03 | Company S | Quality | Announcement of dividend or payment of interest | Occasioneel | | | | | | |
| 03 | Company S | Quality | Announcement of dividend or payment of interest | Occasioneel | 13/12/2010 | | | | 13/12/2010 | Received/Finished |
| 03 | Company S | Quality | Announcement of dividend or payment of interest | Occasioneel | 23/12/2010 | | | | 23/12/2010 | Received/Finished |
| 03 | Company S | Quality | Announcement of dividend or payment of interest | Occasioneel | 12/01/2011 | | | | 12/01/2011 | Received/Finished |
| 03 | Company S | Quality | Inside information | Occasioneel | | | | | | |
| 03 | Company S | Quality | Inside information | Occasioneel | 01/12/2010 | | | | 01/12/2010 | Received/Finished |
| 03 | Company S | Quality | Inside information | Occasioneel | 01/12/2010 | | | | 01/12/2010 | Received/Finished |
| 03 | Company S | Quality | Inside information | Occasioneel | 01/12/2010 | | | | 01/12/2010 | Received/Finished |
| 03 | Company S | Quality | Inside information | Occasioneel | 02/12/2010 | | | | 02/12/2010 | Received/Finished |
| 03 | Company S | Quality | Inside information | Occasioneel | 06/12/2010 | | | | 06/12/2010 | Received/Finished |
| 03 | Company S | Quality | Inside information | Occasioneel | 25/01/2011 | | | | 25/01/2011 | Received/Finished |
| 03 | Company S | Quality | Inside information | Occasioneel | 27/01/2011 | | | | 27/01/2011 | Received/Finished |
| 03 | Company S | Quality | Notice of extraordinary general meeting | Occasioneel | | | | | | |
| 03 | Company S | Quality | Announcement of notification of major shareholding | Occasioneel | | | | | | |
| 03 | Company S | Quality | Announcement of change in denominator or in thresholds | Occasioneel | | | | | | |
| 03 | Company S | Quality | Other occasional announcement | Occasioneel | | | | | | |
| 03 | Company S | Quality | Special report drawn up in relation to authorized capital | Occasioneel | | | | | | |
| 03 | Company S | Quality | Reporting on share repurchases | Occasioneel | | | | | | |
| 03 | Company S | Quality | Announcement of share repurchase | Occasioneel | | | | | | |
| 03 | Company S | Without fixed periodicity | Latest consolidated version of articles of association | Ongoing | | | | | 04/11/2010 | Received |

Financial items:

III. LATER USE.

Only steps 1-2-3 (under section II. First use) are required to go directly to the eCorporate home page.