

KBC ESOP Online Platform

LOGIN PROCEDURE

1 KBC ESOP Online platform

The KBC ESOP Online Platform is available from the following web page: <https://esop.kbc.be/>

You will receive an e-mail from KBC Bank on the day that your employer makes the offer.

The e-mail will contain a link to the KBC ESOP Online Platform.

On the KBC ESOP Online Platform, you can accept or refuse share options and/or warrants during the Acceptance Period, and can sell them during the Exercise Period.

You can also consult an overview of your positions and the related documents on the KBC ESOP Online Platform.

2 How to log in to the KBC ESOP Online Platform

IMPORTANT: Always keep your e-mail address and your mobile phone at hand!

You can only use the e-mail address that has been provided to KBC by your employer. In principle, this will be your work e-mail address at your employer. If in doubt, it's best to check with your employer which e-mail address they have provided to KBC.

For security reasons (Internet security & privacy) KBC is not allowed to disclose this e-mail address to you.

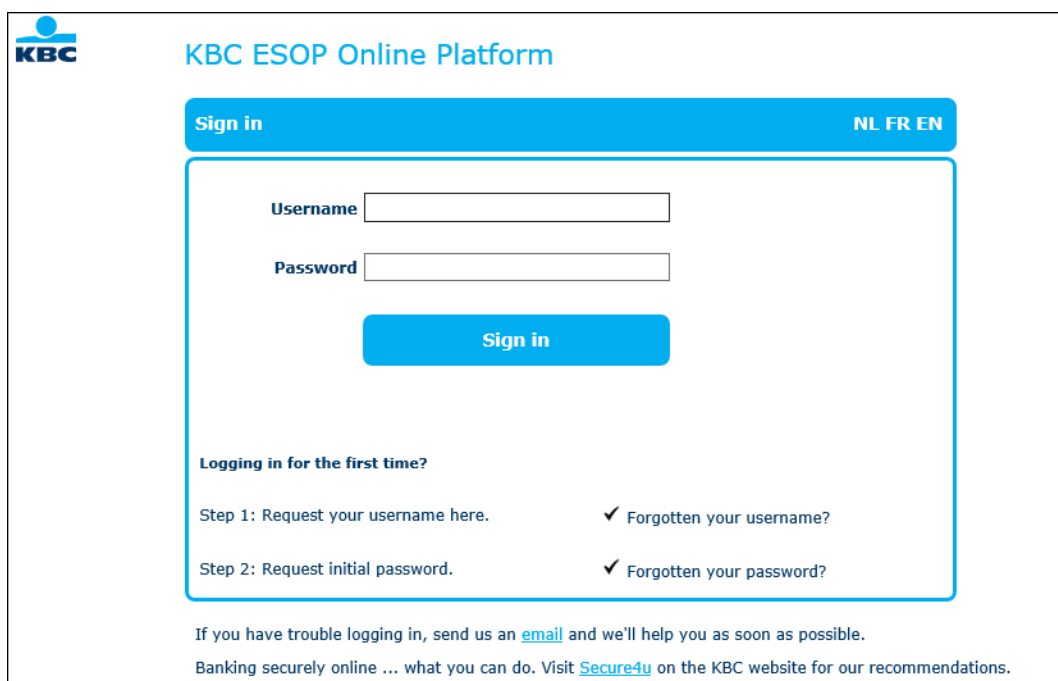
You can change your e-mail address and your mobile phone number via the KBC ESOP Online Platform.

For security reasons, it's not possible to register a sales order using your mobile phone.

Please use your PC or tablet to register your sales order.

2.1 Logging in for the first time

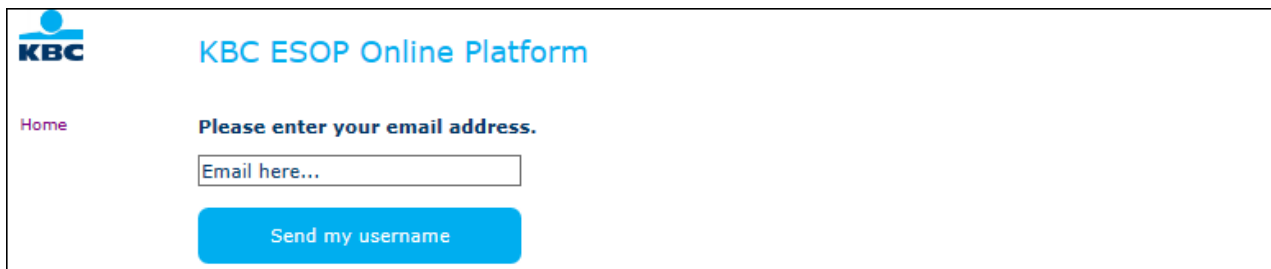
Go to the KBC ESOP Online Platform via <https://esop.kbc.be/>.



The screenshot shows the login interface for the KBC ESOP Online Platform. At the top left is the KBC logo. The page title is "KBC ESOP Online Platform". Below the title is a blue bar with "Sign in" on the left and language options "NL FR EN" on the right. The main login area contains two input fields: "Username" and "Password". Below these fields is a blue "Sign in" button. Underneath the button, there is a section titled "Logging in for the first time?" with two steps: "Step 1: Request your username here." and "Step 2: Request initial password." Each step has a checkmark and a link: "Forgotten your username?" and "Forgotten your password?". At the bottom, there is a note: "If you have trouble logging in, send us an [email](#) and we'll help you as soon as possible." and a footer: "Banking securely online ... what you can do. Visit [Secure4u](#) on the KBC website for our recommendations."

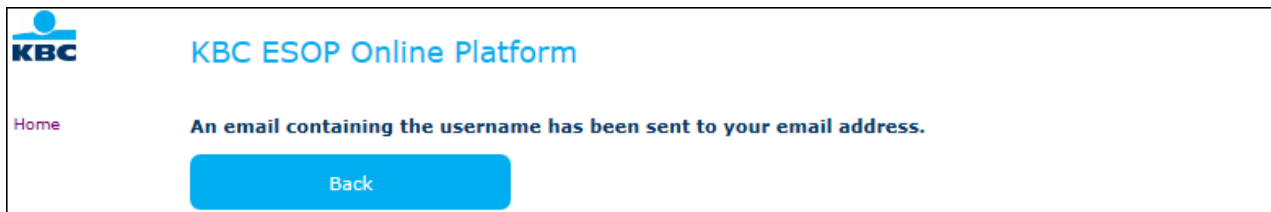
Click on **Step 1** and request your **username**.

On the next screen, enter your e-mail address and click on 'Send my username'.



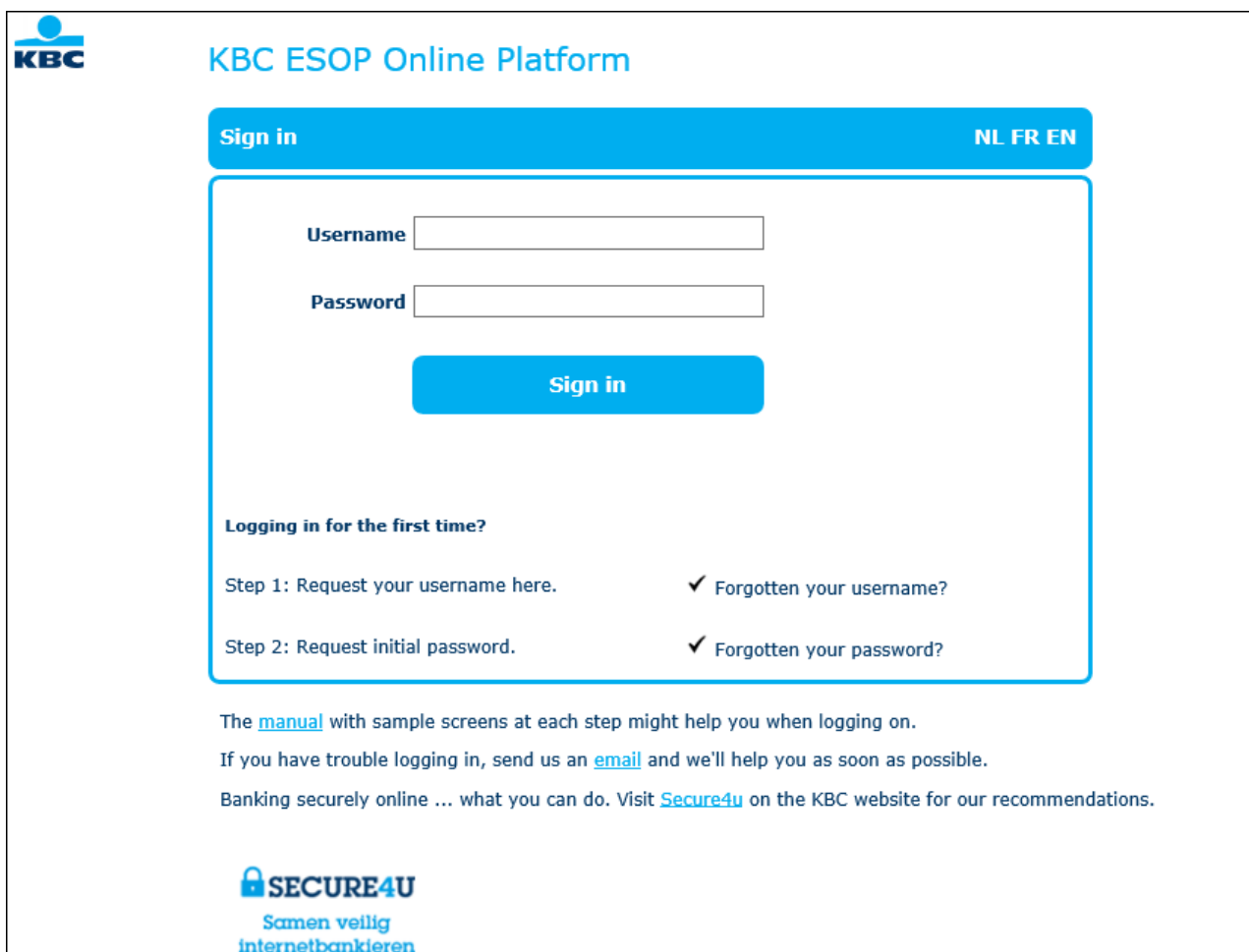
The screenshot shows the KBC ESOP Online Platform interface. At the top left is the KBC logo. The title is 'KBC ESOP Online Platform'. Below the title, there is a 'Home' link. The main heading is 'Please enter your email address.' Below this is a text input field with the placeholder 'Email here...'. At the bottom is a blue button labeled 'Send my username'.

Your username will be sent to the e-mail address you have provided. Click on '**Back**'.



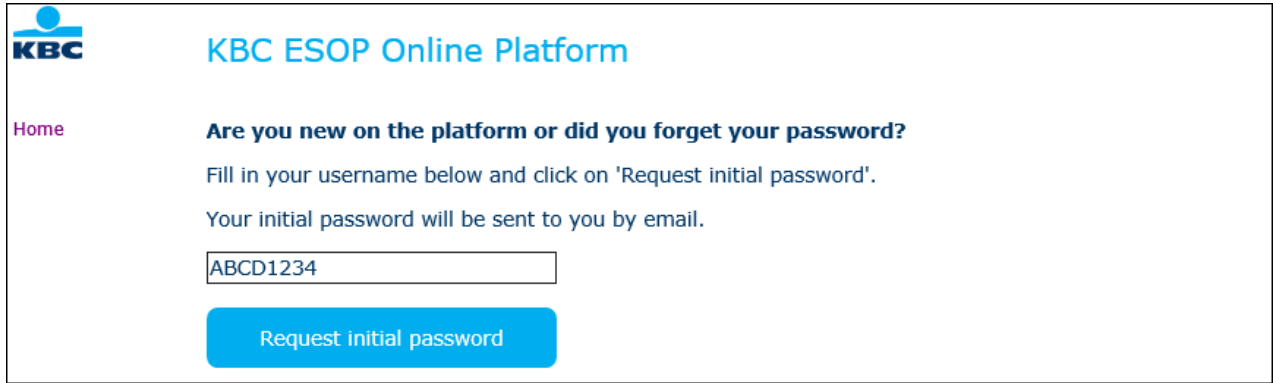
The screenshot shows the KBC ESOP Online Platform interface. At the top left is the KBC logo. The title is 'KBC ESOP Online Platform'. Below the title, there is a 'Home' link. The main heading is 'An email containing the username has been sent to your email address.' At the bottom is a blue button labeled 'Back'.

Click in the sign in screen on **Step 2 : Request initial password**.



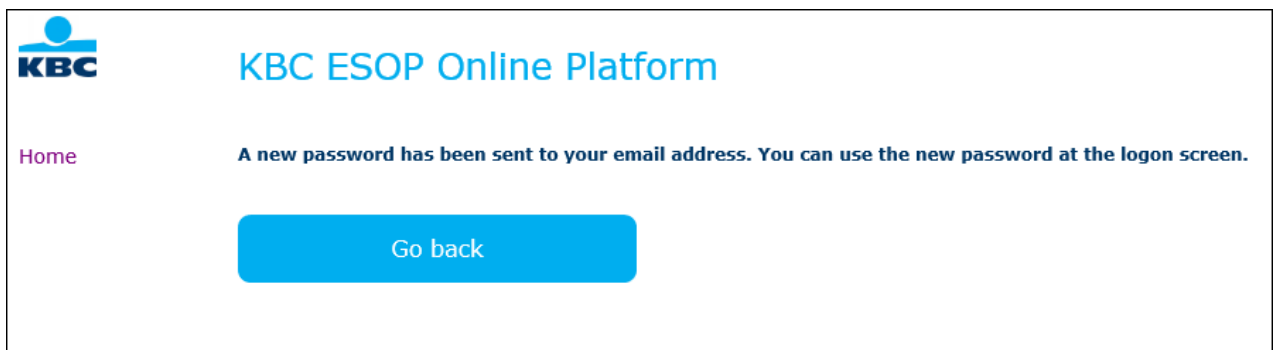
The screenshot shows the KBC ESOP Online Platform 'Sign in' screen. At the top left is the KBC logo. The title is 'KBC ESOP Online Platform'. Below the title, there is a 'Sign in' button and a language selector 'NL FR EN'. The main heading is 'Sign in'. Below this are two text input fields: 'Username' and 'Password'. At the bottom is a blue button labeled 'Sign in'. Below the sign in button, there is a section titled 'Logging in for the first time?' with two links: 'Step 1: Request your username here.' and 'Step 2: Request initial password.' Each link has a checkmark icon and the text 'Forgotten your username?' or 'Forgotten your password?'. At the bottom, there is a link to a 'manual' and a link to 'Secure4u'.

Enter the username that was sent to you by e-mail in the box and click on **'Request initial password'**.



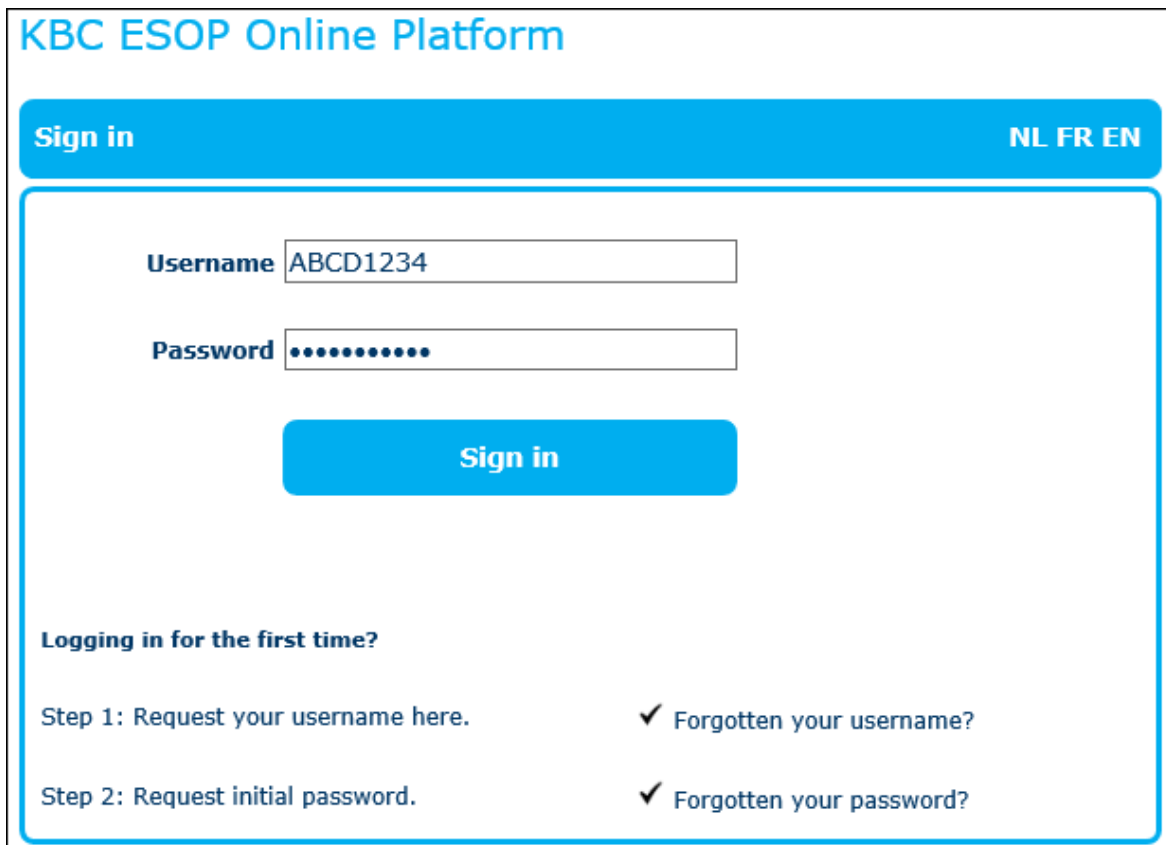
The screenshot shows the KBC ESOP Online Platform interface. At the top left is the KBC logo. The main heading is "KBC ESOP Online Platform". Below the logo is a "Home" link. The main text asks, "Are you new on the platform or did you forget your password?" and instructs the user to "Fill in your username below and click on 'Request initial password'". It also states, "Your initial password will be sent to you by email." There is a text input field containing "ABCD1234" and a blue button labeled "Request initial password".

If you entered your username correctly, you will receive a confirmation that your new password has been sent to your e-mail address. Click on **'Go Back'** to return to the sign in page.



The screenshot shows the KBC ESOP Online Platform interface. At the top left is the KBC logo. The main heading is "KBC ESOP Online Platform". Below the logo is a "Home" link. The main text states, "A new password has been sent to your email address. You can use the new password at the logon screen." There is a blue button labeled "Go back".

Enter your username and the password you received by e-mail and click on **'Sign in'**.



The screenshot shows the KBC ESOP Online Platform interface. At the top left is the KBC logo. The main heading is "KBC ESOP Online Platform". Below the logo is a "Sign in" link and language options "NL FR EN". The main text asks for "Username" and "Password". There is a text input field containing "ABCD1234" and a password input field with masked characters. There is a blue button labeled "Sign in". Below the sign in button, there is a section titled "Logging in for the first time?" with two steps: "Step 1: Request your username here." and "Step 2: Request initial password." Each step has a checkmark and a link: "Forgotten your username?" and "Forgotten your password?" respectively.

After you have clicked on 'Sign in', you will have access to the screen of **2 Factor Authentication**.

What is 2 Factor Authentication?

- 2 Factor Authentication (2 FA) means that you have to enter an additional, one-time password (OTP), to log in to the KBC ESOP Online Platform.
- The second password is a code that we will send to you in a text message (SMS).
- You will need a new code each time you log in to the KBC ESOP Online Platform and when you register a sales order.

Why does KBC apply 2 Factor Authentication on the KBC ESOP Online Platform?

KBC wants to prevent hackers from gaining access to the KBC ESOP Online Platform even if they get hold of your user name and password.

Click on the button **Send me an SMS code**.

An SMS code will be sent in a text message to the mobile number which was delivered by your employer and of which the 2 last digits are displayed on the screen (bv: xxxx/xxxx34).

KBC KBC ESOP Online Platform

Home **Two Factor Authentication (2FA)**

Two Factor Authentication is an additional security layer for the KBC ESOP Online Platform. KBC Bank has added this layer to ensure that you are the only one who has access to your account, even if someone else knows your user name and password.

If you have not yet received an SMS code, click the button 'Send me an SMS code'.
An SMS code will be sent in a text message to the mobile number (xxxx/xxxx76) known by your employer.
If this mobile number is no longer active or unknown to you, please contact our Helpdesk (kbcoptionplan@kbc.be).

Send me an SMS code

If your code is still valid, click the 'I already have an SMS code' button. Attention: each code is only valid for 10 minutes.

I have already received a code

The SMS code you receive in a text message has the following characteristics:

- The code has 6 digits.
- The code is free of charge.
- The code is only valid for 10 minutes.
- The SMS code is strictly personal and can be used only once.

Fill in the SMS code which you just received in the following screen en click on **Confirm you SMS code**.

KBC KBC ESOP Online Platform

Home **Two Factor Authentication (2FA)**

Enter the SMS code you just received in a text message in the space below.
Remember, each code is only valid for 10 minutes.
Click 'Confirm your SMS code' If your code is correct, you will be able to access the platform.

SMS code...

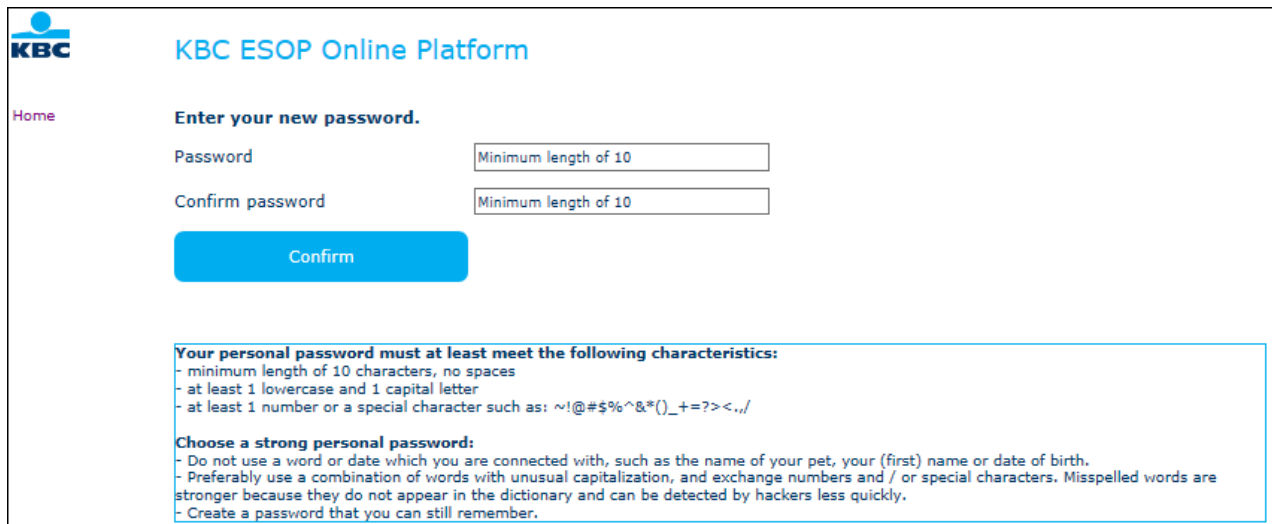
Confirm your SMS code

IMPORTANT! The SMS code you receive in a text message has the following characteristics:

- The code has **6 digits**.
- The code is **free of charge**.
- The code is only valid for **30 minutes**.
- The SMS code is strictly personal and can be used only **once**.

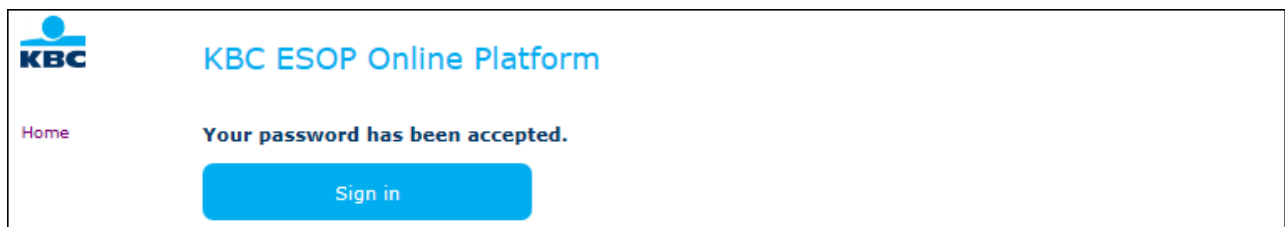
After you have entered and confirmed your SMS code correctly, you will have to create a **personal password**.

Enter your personal **password**. Repeat your password in the 2nd frame and click on '**Confirm**'.



The screenshot shows the 'KBC ESOP Online Platform' interface. On the left, there is a 'Home' link and the KBC logo. The main heading is 'KBC ESOP Online Platform'. Below this, the instruction 'Enter your new password.' is displayed. There are two input fields: 'Password' and 'Confirm password', both with a placeholder text 'Minimum length of 10'. A blue 'Confirm' button is positioned below the fields. A detailed password requirements box is located at the bottom, containing the following text: 'Your personal password must at least meet the following characteristics: - minimum length of 10 characters, no spaces - at least 1 lowercase and 1 capital letter - at least 1 number or a special character such as: ~!@#\$%^&*()_+=?><.,/'. Below this, it says 'Choose a strong personal password:' followed by three bullet points: '- Do not use a word or date which you are connected with, such as the name of your pet, your (first) name or date of birth.', '- Preferably use a combination of words with unusual capitalization, and exchange numbers and / or special characters. Misspelled words are stronger because they do not appear in the dictionary and can be detected by hackers less quickly.', and '- Create a password that you can still remember.'

If you have chosen a valid password, you will receive the following message.



The screenshot shows the 'KBC ESOP Online Platform' interface after successful password creation. On the left, there is a 'Home' link and the KBC logo. The main heading is 'KBC ESOP Online Platform'. Below this, the message 'Your password has been accepted.' is displayed. A blue 'Sign in' button is positioned below the message.

Regulations KBC ESOP Online for beneficiaries.

The first time you log in to the KBC ESOP Online Platform, we will ask you to read the KBC ESOP Online Regulations to declare your agreement with the terms and conditions it contains. Select the **check mark** and click on **Agree** if you agree to these terms and conditions.

KBC ESOP Online Regulations 8/11/2017 17:42:56

Before proceeding, please read the KBC ESOP Online Regulations.

Regulations KBC ESOP Online for beneficiaries

I General

1.1 GENERAL PROVISIONS

These regulations set down the terms and conditions for using KBC ESOP Online and describe the functionalities offered by KBC ESOP Online. These regulations also set forth the rights and obligations of contracting parties. They do not in any manner affect the terms of other documentation or agreements relative to transactions, including (but not only) the option and warrant regulations and the prospectus.

These regulations are a supplement to the General Banking Terms & Conditions of KBC Bank NV.

1.2 DEFINITIONS

I have read the KBC ESOP Online Regulations and agree to its terms and conditions.

Agree

© Copyright KBC 1999-2017

Once you have clicked on **Agree**, you will be taken to the screen **Overview of positions**.

This screen shows the **offer from your employer**.

Hello **welcome to your KBC ESOP Online Platform.** 8/11/2017 18:02:23

Overview

Documents

Personalia

Questions?

Logout

Overview

Product name	Start date	Status	Quantity	Action	Info
TOP Warrant - 06/11/2017	6/11/2017	Offer available up to and incl. 20/11/2017	200	Accept/Refuse	

For each position, the statement shows the Name of the product, the Start Date, Status, Number and the Action you can take.

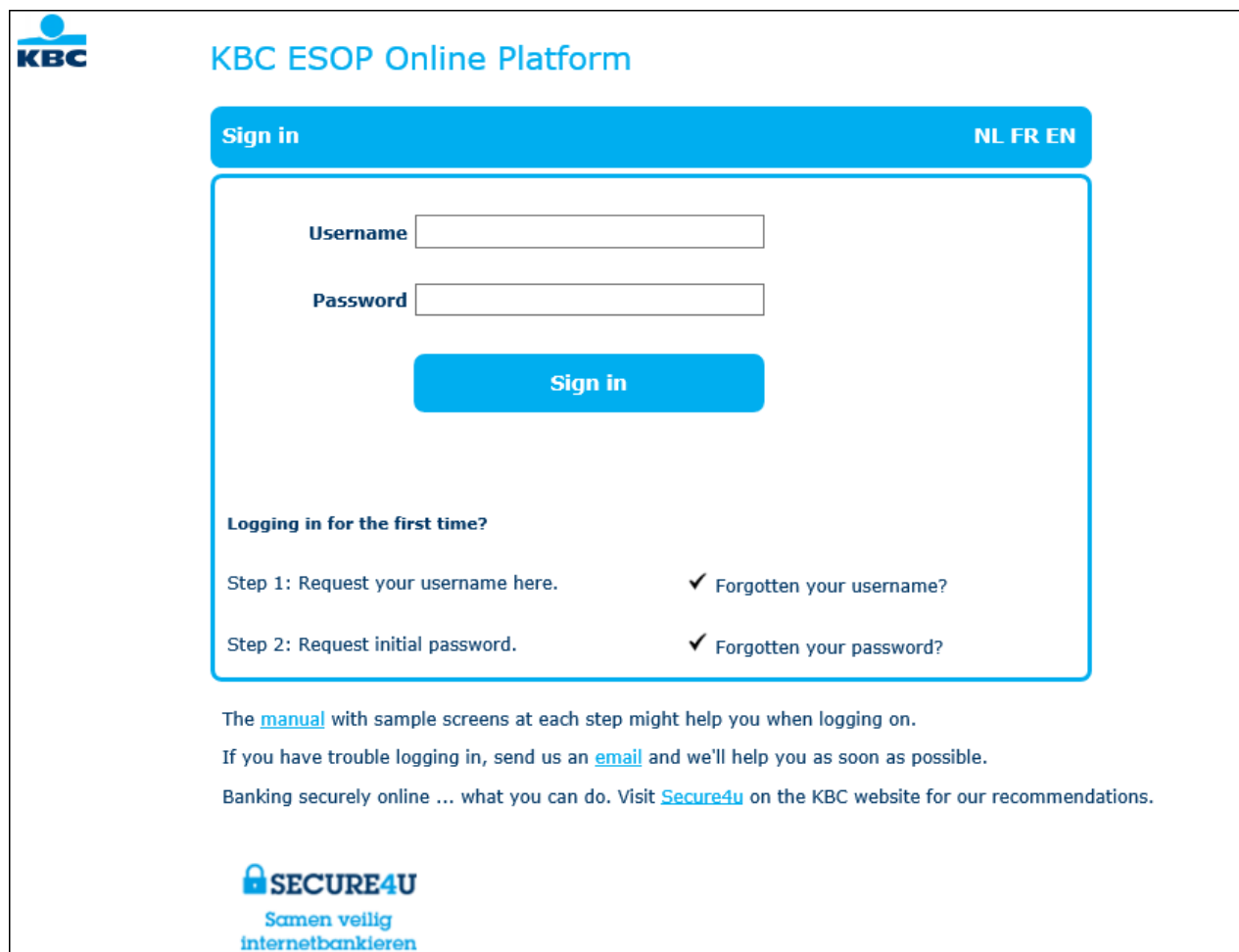
Click on the magnifier under Info to see details of the position.

Click on Log Off when you wish to leave the KBC ESOP Online Platform.

2.2 To log in again

Go to the KBC ESOP Online Platform via <https://esop.kbc.be/>.

Enter your **Username** and **Password** and click on **Sign In**.



The screenshot shows the KBC ESOP Online Platform login interface. At the top left is the KBC logo. The main heading is "KBC ESOP Online Platform". Below this is a blue navigation bar with "Sign in" on the left and "NL FR EN" on the right. The central area contains two input fields: "Username" and "Password", followed by a blue "Sign in" button. Below the input fields, there is a section titled "Logging in for the first time?" with two steps: "Step 1: Request your username here." and "Step 2: Request initial password.", each with a checkmark and a link to "Forgotten your username?" and "Forgotten your password?" respectively. At the bottom, there is a link to a "manual" and a link to "email" for help. The footer features the "SECURE4U" logo with the tagline "Samen veilig internetbankieren".

Click on **Sign in** and you have access to the screen of **2 Factor Authentication**.

What is 2 Factor Authentication?

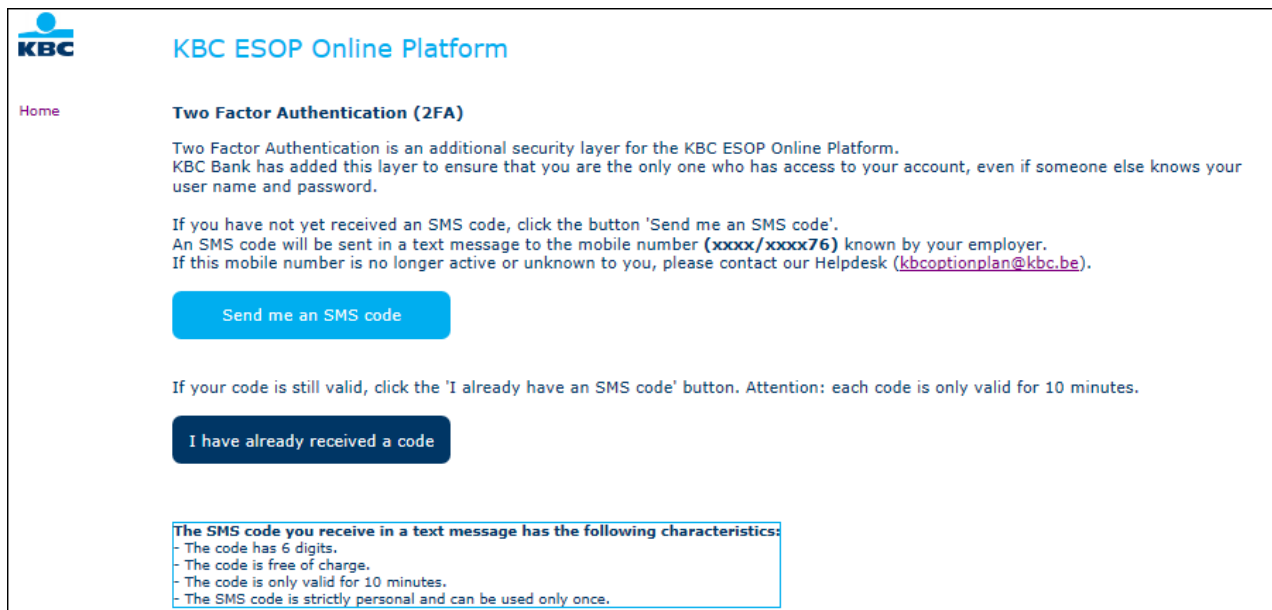
- 2 Factor Authentication (2 FA) means that you have to enter an additional, one-time password (OTP), to log in to the KBC ESOP Online Platform.
- The second password is a code that we will send to you in a text message (SMS).
- You will need a new code each time you log in to the KBC ESOP Online Platform and when you register a sales order.

What does KBC applies 2 Factor Authentication on the KBC ESOP Online Platform?

KBC wants to prevent hackers from gaining access to the KBC ESOP Online Platform even if they get hold of your user name and password.

Click on the button **Send me an SMS code**.

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KBC KBC ESOP Online Platform

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An SMS code will be sent in a text message to the mobile number (xxxx/xxxx76) known by your employer.
If this mobile number is no longer active or unknown to you, please contact our Helpdesk (kbcoptionplan@kbc.be).

Send me an SMS code

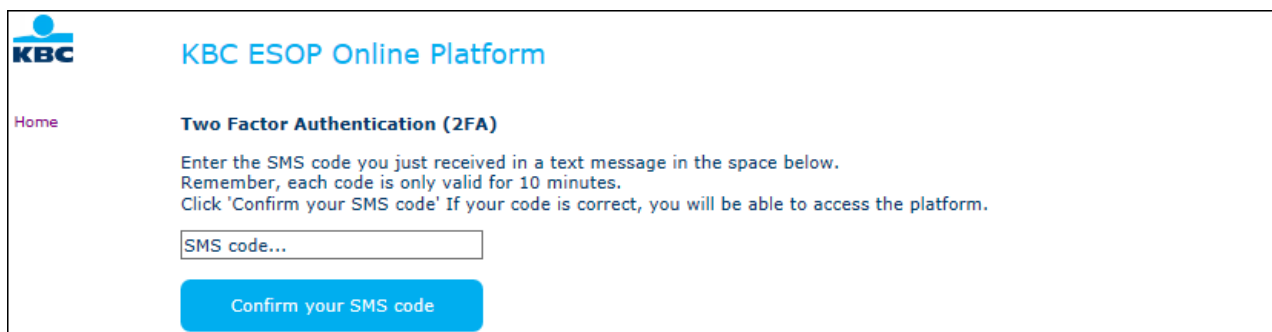
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I have already received a code

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- The code is only valid for 10 minutes.
- The SMS code is strictly personal and can be used only once.

Fill in the SMS code which you just received in the following screen en click on **Confirm you SMS code**.



KBC KBC ESOP Online Platform

Home **Two Factor Authentication (2FA)**

Enter the SMS code you just received in a text message in the space below.
Remember, each code is only valid for 10 minutes.
Click 'Confirm your SMS code' if your code is correct, you will be able to access the platform.

SMS code...

Confirm your SMS code

IMPORTANT! The SMS code you receive in a text message has the following characteristics:

- The code has **6 digits**.
- The code is **free of charge**.
- The code is only valid for **30 minutes**.
- The SMS code is strictly personal and can be used only **once**.

When you have filled in the correct SMS code you will immediately be taken to the webpage showing the **Overview of your positions.**

Example 1

Overview	Overview					
Documents	Product name	Start date	Status	Quantity	Action	Info
Personalia	TOP Warrant - 06/11/2017	6/11/2017	Offer available up to and incl. 20/11/2017	200	Accept/Refuse	
Questions?						
Logout						

Example 2

Overview	Overview					
Documents	Product name	Start date	Status	Quantity	Action	Info
Personalia	Top Warrant - 24/10/2017	24/10/2017	Tradeable up to and incl. 23/10/2027	107	Sell	
	TOP Warrant - 16/10/2017	16/10/2017	Offer available up to and incl. 30/10/2017	107	Accept/Refuse	
Questions?	TOP Warrant - 03/10/2017	3/10/2017	Offer available up to and incl. 2/11/2017	107	Accept/Refuse	
Logout						