



Exchange of BELGIAN BANKNOTES for natural persons (\*)  
(Maximum 120 000 BEF per month and per person)

*This form, duly completed and signed, must be returned (\*\*) to the  
NATIONAL BANK OF BELGIUM  
Central Cash Office  
boulevard de Berlaimont 14  
1000 Brussels  
Belgium*

**Applicant (if other than the actual beneficiary)**

Surname/first name
Date of birth
Address
Post code
Town
Nationality
Tel n°
E-mail

The transaction is being made:      For own account      On behalf of a natural person

**Actual beneficiary**

Surname/first name
Address
Post code
Town
Nationality
Tel n°
E-mail

**Banknotes to exchange:**

TYPE	Number	Value in BEF	Value in €
100 BEF			
200 BEF			
500 BEF			
1 000 BEF			
2 000 BEF			
5 000 BEF			
10 000 BEF			
<b>TOTAL</b>			

*This sum will be paid upon receipt, verification and authentication of the banknotes by the Bank's competent services*

(\*) If the transaction has to be made for a company, please contact the National Bank of Belgium on 02/221 39 87

(\*\*) See the instructions of bpost for sending money ("You cannot send money as a parcel; you must send it as registered mail with a declared value" [www.bpost.be](http://www.bpost.be) )

**Bank details of the actual beneficiary**

Account holder
IBAN
BIC
Credit institution

**Origin of the funds****Professional origin:**

- professional activity
- location of this activity

**Donation/gift:**

- surname and first name of the donor

**Inheritance:**

- surname and first name of the deceased
- family relationship

**Other:****Documents to be supplied:**

1. A photocopy of the applicant's/actual beneficiary's identity card (both of sides).
2. Full details of the **actual beneficiary's bank account with his/her name and IBAN** (a copy of a bank statement or a photocopy of the beneficiary's bank card may be used alternatively on condition that the name and IBAN are mentioned).

Worthless banknotes will be kept for the applicant or actual beneficiary at the National Bank's counters.

The actual beneficiary, and if necessary the applicant too, declare that they are duly authorised to submit to the National Bank the enclosed Belgian franc notes for conversion into euros. The banknotes submitted do not come from the proceeds of a criminal offence. Notification of any false information, whether partial or total, may lead to recovery by the National Bank of any sums paid out, without prejudice to any legal proceedings that may result.

**Statement regarding processing of personal data**

The National Bank of Belgium ("NBB") registers the personal data provided in this form with a view to processing the currency transaction and identifying criminal offenses. The NBB processes these data in accordance with Article 6.1, (b), (c) and (e) of the General Data Protection Regulation. The NBB acts as the controller of these personal data. This data can only be accessed on a need-to-know basis by a limited number of NBB staff who are responsible for processing the currency transaction, and possibly by a number of staff of external service providers whom the NBB can call upon, which hence act as processors of this data. Apart from the provision of personal data to staff of these external service providers on a need-to-know basis, your personal data will not be provided to third parties, unless the NBB is obliged to do so by virtue of the laws and regulations. Depending on the nature of the data concerned, the personal data will be stored and otherwise processed as long as strictly necessary for the NBB to achieve the aforementioned purposes of processing, and in no case longer than 40 years from the date of execution of the currency transaction. Provided that the conditions laid down in the applicable laws and regulations are met, you are entitled to: (1) access those data and, as the case may be, rectify them; (2) object to such processing on grounds relating to your particular situation; (3) obtain the erasure of such data or restriction of processing; (4) receive those data in a structured, commonly used and machine-readable format, and to transmit those data to another controller; (5) lodge a complaint with the Privacy Commission (Commissie voor de bescherming van de persoonlijke levenssfeer/Commission de la protection de la vie privée) if you consider that this processing infringes the applicable laws and regulations. If you wish to exercise the rights listed in (1) to (4), please contact the NBB's Data Protection Officer by e-mail at the following address: [dataprotection@nbb.be](mailto:dataprotection@nbb.be).

Date, \_\_\_\_\_

Applicant's signature, \_\_\_\_\_

Actual beneficiary's signature, \_\_\_\_\_