

Transfer of your Scarlet services

This document enables you to request a transfer of your existing Scarlet services to another holder. The transfer of these products and services is completely free.

What should you do?

1. Read the instructions carefully.
2. Fill out the document **completely**. Have **both parties** sign it.
Are you taking over services of a deceased? Please attach a copy of the death certificate.
3. Take a photo/scan of the front and back of **both identity cards**.
For companies, this must be the signatory's identity card (as indicated in the company's statutes) and a copy of the company's statutes.
4. **Send all documents together:**
 - **Preferably by e-mail** via www.scarlet.be/contact. Include all scanned documents as attachments instead of links.
 - Either by mail to the following address:
Scarlet
Attn: HBS Cessions EN
Bd du Roi Albert II, 27
B - 1030 Brussels

Please note: sending us the information via e-mail will allow better processing time for your request compared to a traditional mailing through the post. If you have any further questions, don't hesitate to contact us at 02 275 27 27 or via our online channels on www.scarlet.be/contact

Thank you for your trust!



1. Details of the transferor (current holder)

Customer number.....
Payment agreement - reference Scarlet (if available):
.....
 Mr. Mrs. Ms. Company

Name
First name
Date of birth
Street
No. Box
Postal code
Town/municipality
E- mail address
Contact number
Name of contact person

If applicable:

Company name
VAT No./Company No.....
Legal form (SA, sprl, asbl, etc.).....

Billing address (complete only if different to the address above)

Name and first name or company name
.....
Street.....
Housenumber and boxnumber
Postal code
Town/Municipality

2. Details of the transferee (new holder)

Customer number (if already a customer).....
Payment agreement - reference Scarlet (if available):
.....
 Mr. Mrs. Ms. Company

Name
First name
Date of birth
Street
No..... Box
Postal code
Town/municipality
E- mail address
Contact number
Name of contact person.....

If applicable:

Company name
VAT No./Company No.....
Legal form (SA, sprl, asbl, etc.).....

If not yet registered in the Crossroads Bank for Enterprises (CBE), date of notarial deed
.....

Billing address (complete only if different to the address above)

Name and first name or company name
.....
Street.....
Housenumber and boxnumber
Postal code
Town/Municipality

I want a closure of Account:

- YES** (the transferring customer receives a final invoice and the new customer starts a new invoice)
- NO** (the invoice following the transfer will automatically be sent to the new customer without invoice closure)

Payment details:

I opt for direct debit as payment method

Bank account number :



3. Services to be taken over and telephone number

All active and fix services at the same address are to be taken over. Please tick the services to be transferred.

Products:

Fixed products (Internet, Television, Fixed Phone line)

Telephone number:

e.g. 024602211

Mobile

Telephone number: e.g.

0475221133

Remarks:

4. Date of take-over

It may take up to three weeks for your request to be processed, following the receipt of a duly completed document. After processing, the take-over will enter into effect on the 1st of the following month.

If you want the take-over to be executed on a later date, please specify the desired date here: ____/____/____.

5. Legal notices

I would like my details to appear free of charge in telephone directories and directory assistance services for the following fixed and/or mobile numbers: _____

My number(s) may be found with my name and address as mentioned under point 2.

Under another name: _____

Under another address: _____

I agree that my name and address can be searched for on the basis of a search by telephone number.

I do not wish my details to appear free of charge in telephone directories and directory assistance services.

You can change your preferences in MyScarlet at any time. Your data will be processed in accordance with our privacy policy, which is available online at www.scarlet.be/privacy

The transferor hereby agrees to the take-over by the transferee of the product(s) and, where applicable, telephone number(s) specified in this document.

The transfer of the contract is specific to the transferor and the transferee. By mutual agreement, they accept all the consequences of this request for a change of holder, including the take-over by the transferee of the rights and obligations of the contracts linked to the products.

The product(s) and, where applicable, telephone number(s) specified in this document will only be reassigned to the transferee once all the relating debts relating have been fully paid by the transferor.

Is the document filled out completely? Have both parties sign it. Send it along with **both ID cards in 1 email or 1 letter.**

The transferor
Date + signature
(If deceased: the death certificate)

The transferee
Date + signature