

# Request **Single Permit** by a **Belgian employer**

Access to the online service with your service provider

## Closing mandate with Belgian service provider

A Single Permit can only be introduced by an employer based in Belgium or his Belgian representative (service provider).

Do you as a Belgian employer wish to use a Belgian service provider then you should close a mandate. This mandate has to be introduced with the basic document, named "proxy".

### Additional information ?

You can find [additional information in our guidelines](#) (in French)\*.

### Is your service provider already known ?

It is necessary that your service provider is already known in the registry of service providers! If this is not the case, he needs to contact the NSSO Identification Service via [idfr@onss.fgov.be](mailto:idfr@onss.fgov.be)

## If your service provider is known he needs to do the following:

### 1. Completing the proxy

Your service provider needs to draft the proxy electronically via the application MAHIS.

In exceptional cases he has the possibility to [complete and sign the proxy manually](#) (in French)\*\*.

### 2. Sending the proxy

Your service provider completes and sends the proxy (as a PDF-file) electronically to your enterprise.

A legal representative of your enterprise signs the proxy with his eID (identity card) and sends it back to your service provider. The legal representative of your service provider also signs electronically with his eID.

In exceptional cases the proxy can also be completed and signed manually. In this case you can send back the signed proxy to your service provider by mail.

### 3. Inserting the proxy to MAHIS

Your service provider uploads the electronically signed proxy to MAHIS.

After this MAHIS verifies the legitimacy of the proxy.

After this validation of the proxy the requested mandate becomes active for the cluster "Uniek Loket – WIB".

At last the NSSO sends confirmation to you and your service provider.

If the proxy was filled in and signed manually, the service provider uploads the scan to MAHIS. In this case the NSSO needs to verify the legitimacy of the proxy manually which implicates a longer time to process.

\* [https://www.socialsecurity.be/site\\_fr/employer/applics/mahis/documents/pdf/guidelines\\_mahis\\_F.pdf](https://www.socialsecurity.be/site_fr/employer/applics/mahis/documents/pdf/guidelines_mahis_F.pdf)

\*\* [https://www.socialsecurity.be/site\\_fr/employer/applics/mahis/index.htm](https://www.socialsecurity.be/site_fr/employer/applics/mahis/index.htm)