

Request Single Permit by a foreign employer

Access to the online service with your service provider

Closing a mandate with a Belgian service provider

A Single Permit for an employer who you will occupy in Belgium, can only be requested by your Belgian representative (service provider).

Does your enterprise not have a Belgian representative yet, then you have to close a mandate with a Belgian service provider. This mandate request has to be introduced with the basic document, named "procuration".

Additional information?

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

Is your service provider already recognized?

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 management of the NSSO Identification Service via idfr@onss.fgov.be



Your enterprise is known in CBE

If your enterprise is already signed up to the Crossroads Bank for Enterprises, then your service provider has to do the following:

1. Completing the proxy

Your service provider must complete the [template of the proxy](#) manually (in French)**.

2. Sending the proxy

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

A legal representative of your enterprise who is known in CBE, prints the proxy, signs it manually and sends it back via mail to your service provider.

3. Inserting the proxy to MAHIS

The service provider signs the proxy, scans it and uploads it to MAHIS. The NSSO verifies manually the legitimacy of the proxy. After validation of the proxy the mandate becomes active for the cluster "Uniek Loket – WIB".



Your enterprise is not signed up to the CBE

To sign up to the CBE and activate the mandate your service provider needs to introduce the following 4 documents:

- Document with the information of your enterprise (deed of incorporation, official publication,...)
- Information of the legal representative (copy of identity document)
- A document that shows the official appointment of the legal representative
- The proxy

1. Drafting the proxy

Your service provider must complete the [template of the proxy](#) manually (in French)**.

2. Sending the proxy

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

A legal representative of your enterprise who is known in CBE, prints the proxy, signs it manually and sends it back via mail to your service provider.

3. Transferring the proxy

The service provider signs the proxy, scans it and transfers it to the NSSO via idfr@onss.fgov.be together with the 3 remaining documents (see above).

The NSSO creates your enterprise in CBE and verifies manually the legitimacy of the proxy.

After validation of the proxy the mandate becomes active for the cluster "Uniek Loket – WIB" and the NSSO will send a confirmation to both the Belgian service provider and your enterprise.

* https://www.socialsecurity.be/site_fr/employer/applics/mahis/documents/pdf/guidelines_mahis_F.pdf

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