Table of contents

Introduction

Single Permit is a digitalized workflow which begins with a unique electronic window where the request is entered. This workflow will result in the provision of a single permit or a notification of refusal. The actual processing of requests follows the rules defined by the authorized regional and federal institutions. The essence of the project is to simplify and centralise requests for a residence and work permit.
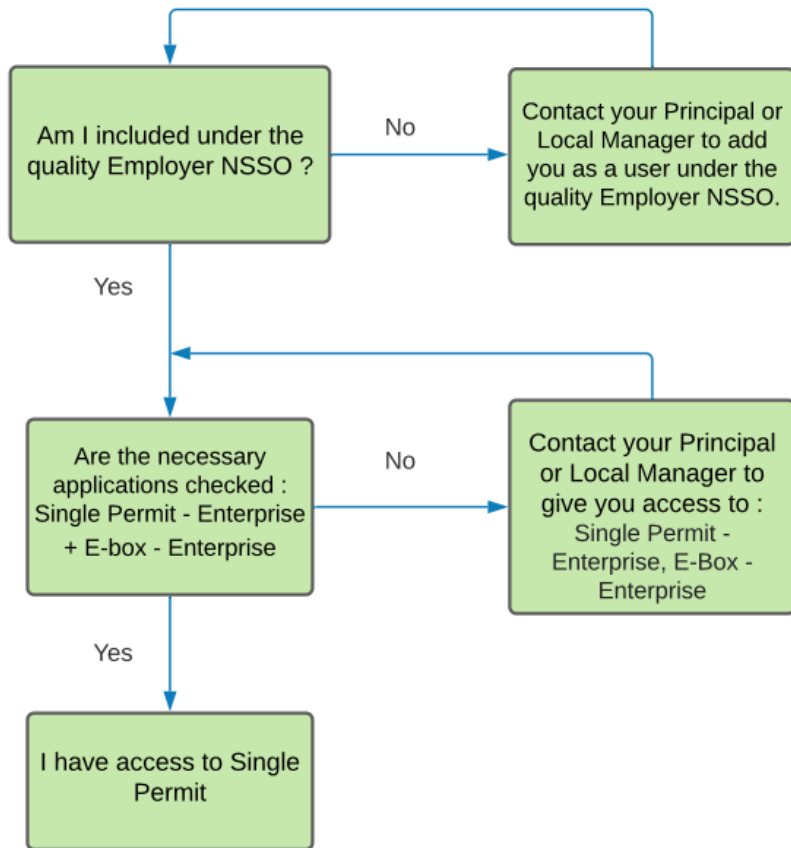
This document contains a description of all the steps to be completed when submitting a Single Permit request.
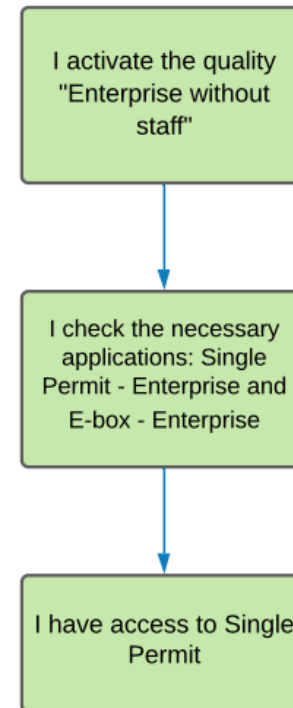
Access

How to access the tool

Contact your Local Manager to arrange access. The role already needs to be activated, otherwise this needs to be done first. Once the role is activated, users can be added for this role and it is necessary to designate the Single Permit and E-box. Representatives may also need to request MAHIS.
The eBox must be activated to allow the requestor to receive the various notifications related to the processing of a request.

Enterprise

Am I included under the quality Employer NSSO ?

No → Contact your Principal or Local Manager to add you as a user under the quality Employer NSSO.

Yes

Are the necessary applications checked : Single Permit - Enterprise + E-box - Enterprise

No → Contact your Principal or Local Manager to give you access to : Single Permit - Enterprise, E-Box - Enterprise

Yes

I have access to Single Permit

Enterprise without staff

I activate the quality "Enterprise without staff"

I check the necessary applications: Single Permit - Enterprise and E-box - Enterprise

I have access to Single Permit

How to register on the tool

The direct link to the Single Permit tool: https://single-permit.prd.pub.socialsecurity.be/#/

You can also go to "Working in Belgium" : https://www.international.socialsecurity.be/working_in_belgium/en/home.html

To sign in, an employer selects enterprise, followed by "Employer Social Security".
A representative selects enterprise, followed by a role "service provider" or "social secretariat" (depending on which has been assigned).

Enterprise

Start page

1: Dropdown screen: choice between Start page and go to new request.

2: Selected language: NL, FR, DE and EN.

3: Repeat Enterprise number and role plus "unsubscribe".

4: Repeat Enterprise and enterprise number

5: Search function

6: Go to new request

7: Table with drafts (Unfinished requests)

8: Table with submitted requests and their status

Request form

Screen 0 - DETERMINE THE TYPE OF PERMIT REQUEST

0   DETERMINE THE TYPE OF PERMIT REQUEST   ⌄

The Type determined for this Permit Request is: Reset

Renew request single permit fixed duration by Belgian employer   **1**   **2**

Does the person concerned live abroad?

○ Yes   ◉ No

Is the person concerned authorized to stay in Belgium for more than 90 days?

◉ Yes   ○ No

Is the person concerned authorized to stay in Belgium as a salaried worker?
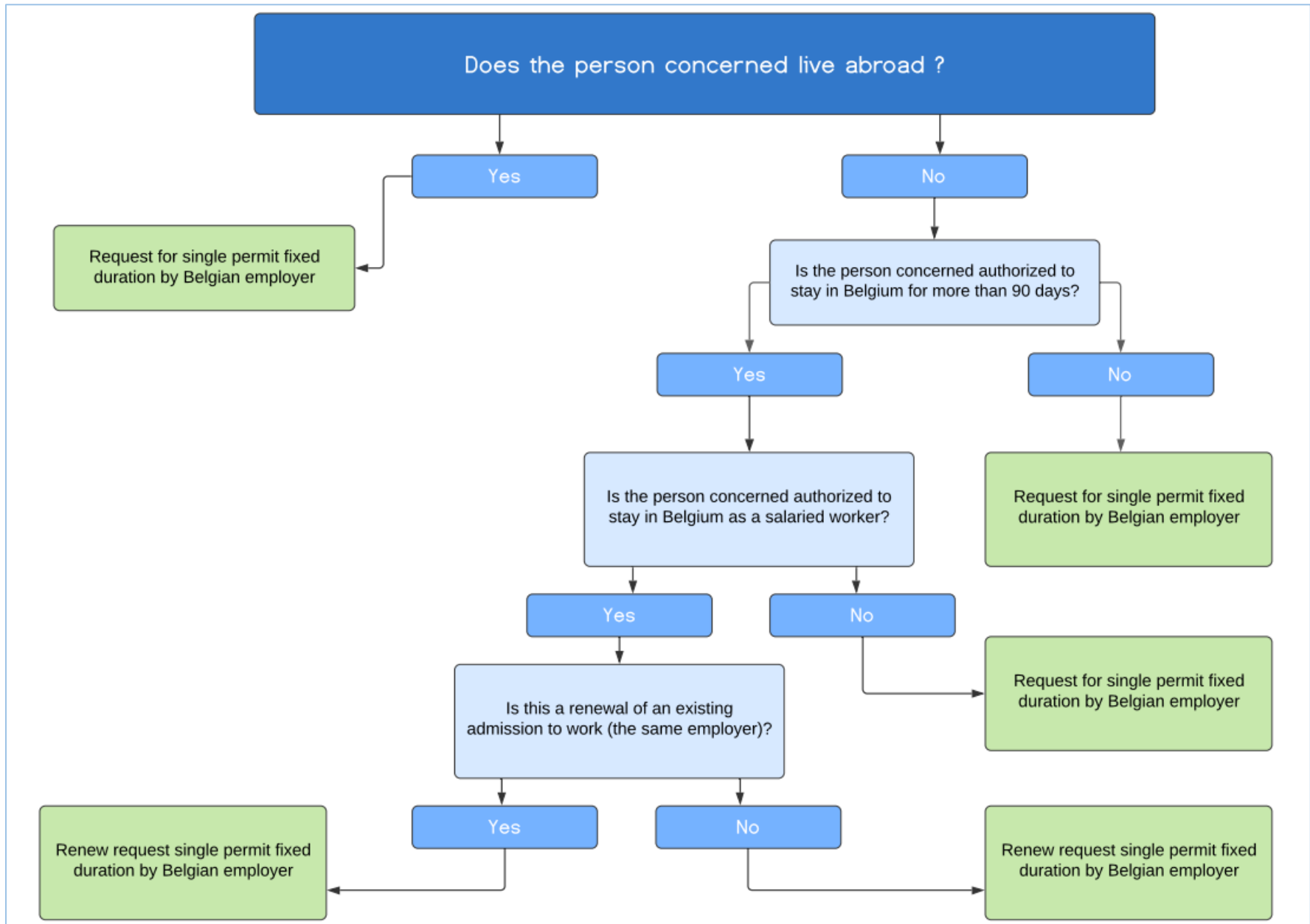
◉ Yes   ○ No

Is this a renewal of an existing admission to work (the same employer)?

○ Yes   ◉ No

1 = The type of request is determined depending on your answers (list of questions)

2 = RESET in order to be able to complete the questions again..

6

Flowchart:

Does the person concerned live abroad ?

- **Yes** → Request for single permit fixed duration by Belgian employer
- **No** → Is the person concerned authorized to stay in Belgium for more than 90 days?
  - **Yes** → Is the person concerned authorized to stay in Belgium as a salaried worker?
    - **Yes** → Is this a renewal of an existing admission to work (the same employer)?
      - **Yes** → Renew request single permit fixed duration by Belgian employer
      - **No** → Renew request single permit fixed duration by Belgian employer
    - **No** → Request for single permit fixed duration by Belgian employer
  - **No** → Request for single permit fixed duration by Belgian employer

Screen 1 - EMPLOYMENT REGION - LOCATION

1 **REGION - WORKING PLACE** ⌄

IMPORTANT: THE LOCATION OF EMPLOYMENT DETERMINES THE COMPETENT REGION

Name of the Enterprise

Marti Gutierrez, Alexandra **1**

Enterprise of Occupation

Enterprise number

852093431

Name of the Enterprise

Marti Gutierrez, Alexandra

Type of Working Place*

Other place of work **2** ▾

Post Code*

1000

City

Bruxelles ⌄

Street*

Avenue de la Belle Alliance

Number*

10

Box

Desired communication language*

◉ French   ○ Dutch

Region

The Brussels-Capital Region **3**

1: Name of the employer

2: Show employment location. If this is the Brussels-Capital Region, you must also select the desired communication language.

3: Show competent region, this is automatically determined based on the post code. This region will also handle the request.

Type of Working Place*

Head Office **4** ▾

Enterprise Number	Establishment/Business unit number	Name of the Enterprise	Street	Number	Box	Postal code	City	Type of Working Place
852093431		Marti Gutierrez, Alexandra	Clos des Ceri siers(P.E.)	6		7850	Enghien	Head Office
								Other place of work
								100% Telework

4 = Select type location employment, choosing between: Registered office, other Business Units, other location and 100% telework.

Screen 2 – REQUESTOR

2 REQUESTOR ⌄

Name*

Goossens **1**

Given Name*

Nico , Georges

Social Security Identifier Number*

94122133526

Quality of the requestor*

Employer on his own behalf ⌄

Phone number*

123456789

eMail Address Requestor*

test@smals.be

General eMail address*

test@smals.be

1 = The default requestor is the user whose details were used to log in. This can be changed by amending the social security identifier number. This will automatically change the name and surname. Telephone number and e-mails are mandatory fields.

Screen 3 – ENTERPRISE

3 ENTERPRISE ⌄

ENTERPRISE DATA

Name of the Enterprise

Marti Gutierrez, Alexandra   **1**

Legal Form

Enterprise Number

852093431

Establishment/Business unit number

Street

Clos des Cerisiers(P.E.)

Number

6

Box

Post Code

7850

City

Enghien   ⌄

1 = This is where details of the employer's registered office are shown.

Screen 4 – WORKER

4 WORKER

WORKER DATA

National Registration Number or BIS Number*
Go to belgianID Pro **2**

76480906149 **1**

Family Name*
Jefferson

Given Name
Gertrude , KAZALI

Nationality
Afrique du Sud

Gender
F

Birthdate
09/08/1976

Place of birth

City
BOUSAADA

Country
Bahamas

Current place of residence*
Abroad **3**

Country
France

Edit   Save   Reset

Post Code   City
59100   ROUBAIX

Street
114 RUE DE FRANCE

Number

Box

Email*
test@ismals.be

DIPLOMATIC POST DATA

Name of the Diplomatic Post*
Alicante **4**

Email*
alicante@diplobel.fed.be

1: These are the worker's details. The grey boxes will be completed automatically upon completing the social security information.

2: Link to belgianidpro.be. A NSSO number can be requested using this link.

3: You must complete the current place of residence and e-mail address yourself (please note, the worker's e-mail address must be included so that they receive the privacy notice).

4: In the case of a diplomatic post, the correct post must be chosen from the list.

Screen 5 – EMPLOYMENT

5 OCCUPATION ⌄

CATEGORY

Occupation Category*

| Highly qualified worker (RD 9/6/1999 art. 9, 6) ▾ | **1**

PLACE

Type of Place of occupation

| Other place of work | **2**

☐ Temporary work by the end user

Enterprise Number

| 852093431 |

NSSO Number

| 127792067 |

Name of the Enterprise

| Marti Gutierrez, Alexandra |

Establishment /Business unit number

| |

Street

| willebroekkaai |

Number

| 38 |

Box

| |

Post Code

| 1000 |

City

| Bruxelles ⌄ |

1: Select the employment category, this will determine which annexes you must add in screen 6.

2: Details of the employment location, this section recalls the selection from screen 1.

DETAILS

Function*

CEO

as stated in the employment contract

ISCO-Code of the function*

11

Chief executives, senior officials and legislators

Type of Contract*

Permanent contract

3

☑ Start of the contract from the issuance of the work permit

Contract start date

Contract end date

Work schedule*

Full time

Number of effective hours per week*

38

Number of hours per week according to Joint Committee*

38

Gross salary (EUR)

Amount (EUR)*

100

per Hour

Joint commission number*

11   **4**

Has a job offer for the job in question been published or kept open?*

● Yes   ○ No

Job offer number*

123456789

3 = You must complete details about the worker's employment yourself. No end date is required in the case of indefinite employment. No date must be completed when choosing "Beginning of the contract…".

4 = The CN that applies to the worker's employment and according to which the remuneration will be arranged.

Screen 6 – ANNEXES

6 ANNEXES **1**

Copy of worker's passport*
Attach
A copy of the valid passport of the worker and, where applicable, a copy of the document covering the foreign national's stay in Belgium

Copy of employer's identity card*
Attach
A copy of the identity card of the employer or, if applicable, of the latter's representative

Payment of the fee*
Attach
Proof of payment of the fee ☑

Extract from the criminal record*
Attach
An extract from the criminal record or an equivalent document, to the extent that the non-EU national is over 18 years of age

Medical Certificate*
Attach
Medical certificate ☑ less than 6 months old certifying that the employer does not suffer from a disease that puts public health at risk

Proof of health insurance*
Attach
Proof that the non-EU national has health insurance ☑ covering all risks in Belgium for him or herself and their family members.

Copy of the employment contract*
Attach
A copy of the employment contract referred to in titles I and III of the Law of 3 July 1978 on employment contracts, dated and signed by both parties, or, in the case of secondment, a copy of the employment contract between the employee and their employer established abroad, with a translation if necessary.

Copy of diploma*
Attach
A copy of the diplomas of higher education obtained by the person concerned, together with a translation by a sworn translator, where appropriate.

Copy of the residence permit
Attach
If the worker is staying in Belgium, a copy of the document covering the foreign national's stay in Belgium
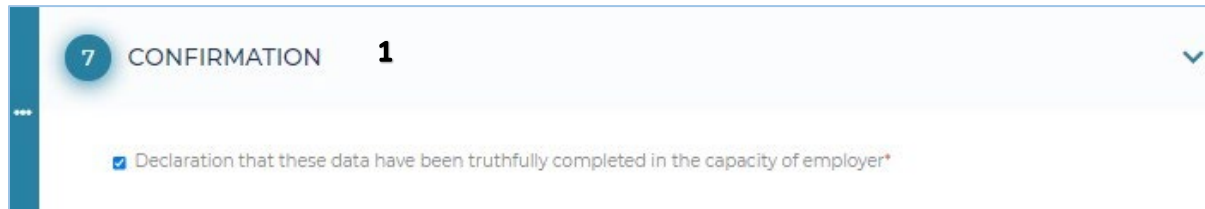
Document of proof if regulated professions
Attach
If the application pertains to the exercise of a regulated profession, the documents proving that the worker meets the conditions for exercising this profession

1 = The requested annexes (shown in red) must be attached here, there is also the option to add further annexes in optional annexes. Each annexe must have a different name. Also, there is a limit of 18MB for all annexes combined.
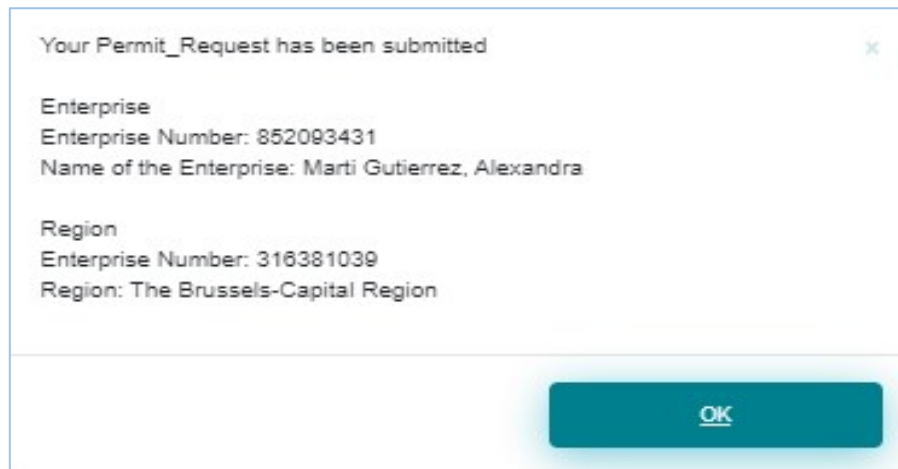
Screen 7 - CONFIRMATION

7 CONFIRMATION **1**

...

☑ Declaration that these data have been truthfully completed in the capacity of employer*

1 = Confirming that the request has been filled in truthfully on behalf of the employer.

After the request has been sent

Your Permit_Request has been submitted ✕

Enterprise
Enterprise Number: 852093431
Name of the Enterprise: Marti Gutierrez, Alexandra

Region
Enterprise Number: 316381039
Region: The Brussels-Capital Region

OK

You will be sent a short confirmation that the request has been submitted. The request will now also be displayed on the start page under "Submitted requests". For every decision a notification will be sent to the requestor via e-Box.

Tracking the status of my request

The various statuses are:

- ✓ Newly submitted
- ✓ Ongoing at Region
- ✓ Eligible
- ✓ Extra information requested by Region
- ✓ Extra information provided by the requestor
- ✓ Positive decision employment
- ✓ Negative decision employment
- ✓ Not eligible
- ✓ Ongoing at IO
- ✓ Discontinued
- ✓ Payment of fee not OK
- ✓ Decision postponed
- ✓ Extra information requested by IO
- ✓ Negative decision Residence - Annex 48
- ✓ Positive decision Residence - Annex 46
- ✓ Positive decision Residence - Annex 47

e-Box

As already mentioned, you will always receive a notification in eBox if the status changes.

Open the message.

You can select the requestor's number and, using copy paste, search for the request using the search function in Single Permit.

Consult

	Single Permit	EN Kaisin Sandra Enterprise

Enterprise   Marti Gutierrez, Alexandra   852093431

‹ Back to overview

Request   **Attachments**

Worker	**Gertrude , KAZALI JEFFERSON**	Proof of identity of employer/representative
Type	**Request single permit fixed duration by Belgian employer**	TEST 1.pdf International passport employee
Region	**Brussels-Capital**	TEST 2.pdf Health insurance
Request number	**280006NR4REDZ**	TEST 3.pdf Medical Certificate
Sending date	**12/05/2021**	TEST 4.pdf Payment of the fee
Status	**Positive decision Residence - annex 46**	TEST 5.pdf Extract from the criminal record

280006NR4REDZ.pdf

TEST 6.pdf Copy of diploma

TEST 7.pdf Copy of employment contract

TEST 8.pdf

Status	**Positive decision Residence - annex 46**
Status date	12/05/2021
Annex	TEST 1.pdf

History of decisions

You can consult your request and see the decision (Status).

History

Status date	Status	Infos on Decision / Event	Annexes
History of decisions and actions taken			
19/05/2021	In treatment by Region		
19/05/2021	Information requested by the Region	Document illisible	
19/05/2021	Further information provided by the requestor	Document demandé	TEST 2 SK.pdf
19/05/2021	Admissible		
19/05/2021	Positive decision Work		
19/05/2021	In treatment by Office		
19/05/2021	Information requested by the Office	Manque preuve de paiement de la redevance	
19/05/2021	Further information provided by the requestor	Comme demandé	TEST 3 SK.pdf
19/05/2021	Positive decision Residence - annex 46		TEST 5 SK.pdf

You can consult the "decision history" at any time

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Further information and contact persons

Submitted requests

Worker	Region	Type	Request number	Sending date	Status	
Gertrude , KAZALI JEFFERSON	Wallonia	Request single permit fixed duration by Belgian employer	280006LGTKQQZ	23/03/2021	Newly submitted	...

Newly submitted request

Submitted requests

Worker	Region	Type	Request number	Sending date	Status ↑	
Kingini KRIATIRAGONO	Wallonia	Request single permit fixed duration by Belgian employer	280006M88MHTZ	25/03/2021	Admissible	...

Decision of the region

Additional infos asked

Status   **Information requested by the Region**
Status date   **19/05/2021**
Expected informations   **Doc A2 breekt**
Remarks / Explanations*

Upload annex:

Choose File

Choose File

Choose File

[+]

Validate

Additional information requested by the region

Request

Worker	**Kingini KRIATIRAGONO**
Type	**Renew request single permit fixed duration by Belgian employer**
Region	**Brussels-Capital**
Request number	**280006MZPPTGZ**
Sending date	**19/05/2021**
Status	**Information requested by the Region**

280006MZPPTGZ.pdf

Attachments

Proof of identity of employer/representative
TEST 1 SK.pdf
International passport employee
TEST 2 SK.pdf
Health insurance
TEST 3 SK.pdf
Proof of Belgian residence permit
TEST 4 SK.pdf
Pay slips
TEST 5 SK.pdf
Photocopy of individual account
TEST 6 SK.pdf
Copy of employment contract
TEST 7 SK.pdf
Optional annex
TEST 8 SK.pdf

History of decisions

Additional infos asked

Status	**Information requested by the Region**
Status date	**21/05/2021**
Expected informations	**extrait**
Remarks / Explanations*	

Upload annex:

Choose File

Choose File

Choose File

+

Validate

The region consults the additional information

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Request

Worker	Kingini KRIATIRAGONO (50410215852)
Employer	Marti Gutierrez, Alexandra (852093431)
Type	Request single permit fixed duration by Belgian employer
Region	Brussels-Capital
Request number	280006PGKSRXZ
Sending date	28/05/2021
Status	Newly submitted
Status date	28/05/2021

280006PGKSRXZ.pdf

Mark as in treatment

Download all documents

Attachments

International passport employee
TEST 1 SK.pdf
Health insurance
TEST 3 SK.pdf
Payment of the fee
TEST 4 SK.pdf
Extract from the criminal record
TEST 5 SK.pdf
Medical Certificate
TEST 6 SK.pdf
Copy of diploma
TEST 7 SK.pdf
Copy of employment contract
TEST 8 SK.pdf

The region makes a decision.

New decision

Select a decision*	Admissible ▼
Remarks / Explanations	
Upload annex	Choose File

Validate

Request for Additional infos

Remarks / Explanations*	OK

Validate

New decision

Select a decision*	Positive decision Residence - annex 46 ▼
Remarks / Explanations	OK
Upload annex*	Choose File

Validate

Foreign Affairs makes a decision.

For other users, the main contact addresses (which are also listed on the website "Working in Belgium") are:

A question about the accesses/rights:
Eranonova Contact Center - Tel: 02 511 51 51 - @ contactcenter@eranova.fgov.be

Help and declaration of mandates: idfr@onssrszlss.fgov.be

Need support on BelgianIDpro: ident@sigedis.fgov.be

For all further questions in connection with the follow-up of your request, you can contact the following persons:

Walloon Region – Tel : 081 33 43 92 (from 9.30 till 12.00) - @ permisdetravail@spw.wallonie.be

German Community – Tel : 087/876754 – @ arbeitserlaubnis@dgov.be

Brussels-Capital Region – Tel : 02 204 13 99 (from 9.00 till 12.00)

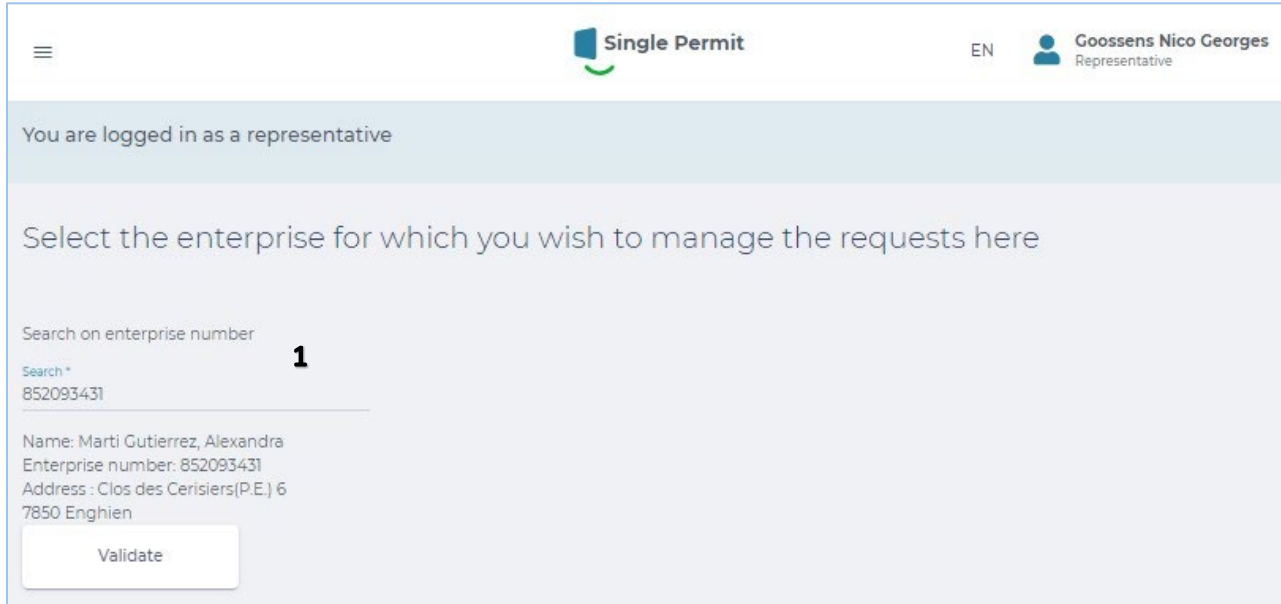Flemish Region – Tel : 02 553 43 00 – @ arbeidskaart@vlaanderen.be

Foreign Affairs – Tel : 02 488 86 93 - @ singlepermit@ibz.fgov.be

Representatives

Every enterprise can have 2 representatives to enter a request in Single Permit.

Both representatives can view each request and, if required, take action concerning any request related to the enterprise for which they have a mandate.

Start page

☰ **Single Permit** EN 👤 Goossens Nico Georges / Representative You are logged in as a representative Select the enterprise for which you wish to manage the requests here Search on enterprise number Search * 852093431 **1** Name: Marti Gutierrez, Alexandra Enterprise number: 852093431 Address : Clos des Cerisiers(P.E.) 6 7850 Enghien [Validate]	**1**: The CBE number of the enterprise for which the request is being made.

1: Dropdown screen: choice between Start page and go to new request.

2: Selected language: NL, FR, DE and EN.

3: Repeat Enterprise number and role plus "unsubscribe".

4: Repeat Enterprise and enterprise number

5: Search function

6: Go to new request

7: Table with drafts (Unfinished requests)

8: Table with submitted requests and their status

Screen 0 – BELGIAN ENTERPRISE

Single Permit

EN Kaisin Sandra
Representative

Enterprise   Bayer   404754571   Change enterprise

0 DETERMINE THE TYPE O...   1 REGION - WORKING PL...   2 REQUESTOR   3 ENTERPRISE   4 WC

0 DETERMINE THE TYPE OF PERMIT REQUEST

The Type determined for this Permit Request is: Reset

Renew request single permit fixed duration by Belgian employer   **1**   **2**

Does the person concerned live abroad?

○ Yes   ◉ No

Is the person concerned authorized to stay in Belgium for more than 90 days?

◉ Yes   ○ No

Is the person concerned authorized to stay in Belgium as a salaried worker?

◉ Yes   ○ No

Is this a renewal of an existing admission to work (the same employer)?

○ Yes   ◉ No

1 = The type of request is determined depending on your answers.

2 = RESET in order to be able to complete the questions again.

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BELGIAN ENTERPRISE

Does the person concerned live abroad ?

- Yes
  - Request for single permit fixed duration by Belgian employer

- No
  - **Is the person concerned authorized to stay in Belgium for more than 90 days?**
    - Yes
      - **Is the person concerned authorized to stay in Belgium as a salaried worker?**
        - Yes
          - **Is this a renewal of an existing admission to work (the same employer)?**
            - Yes
              - Renew request single permit fixed duration by Belgian employer
            - No
              - Renew request single permit fixed duration by Belgian employer
        - No
          - Request for single permit fixed duration by Belgian employer
    - No
      - Request for single permit fixed duration by Belgian employer

Screen 0 – FOREIGN ENTERPRISE

You are making a request as a Representative for a foreign enterprise :

If the contributions for this employment are paid in the Belgian social security system:

1 = The type of request is determined depending on your answers (list of questions)

2 = RESET in order to be able to complete the questions again..

Do contributions to this employment have to be paid in the Belgian social security system?

Yes

Does the person concerned live abroad?

Yes → Request single permit fixed duration by Belgian **employer**

No

Is the person concerned authorized to stay in Belgium for more than 90 days?

Yes

No → Request single permit fixed duration by Belgian employer

Is the person concerned authorized to stay in Belgium as a salaried worker?

Yes

No → Request single permit fixed duration by Belgian employer

Is this a renewal of an existing admission to work (the same employer)?

Yes → Renew request single permit fixed duration by Belgian employer

No → Renew request single permit fixed duration by Belgian employer

Screen 0 – FOREIGN ENTERPRISE

You are making a request as a Representative for a foreign enterprise :

If the contributions for this employment are <u>not</u> paid in the Belgian social security system:

1 = The type of request is determined depending on your answers (list of questions)

2 = RESET in order to be able to complete the questions again..

Do contributions to this employment have to be paid in the Belgian social security system?

No

Does the person concerned live abroad?

Yes → Request single permit fixed duration by foreign employer

No → Is the person concerned authorized to stay in Belgium for more than 90 days?

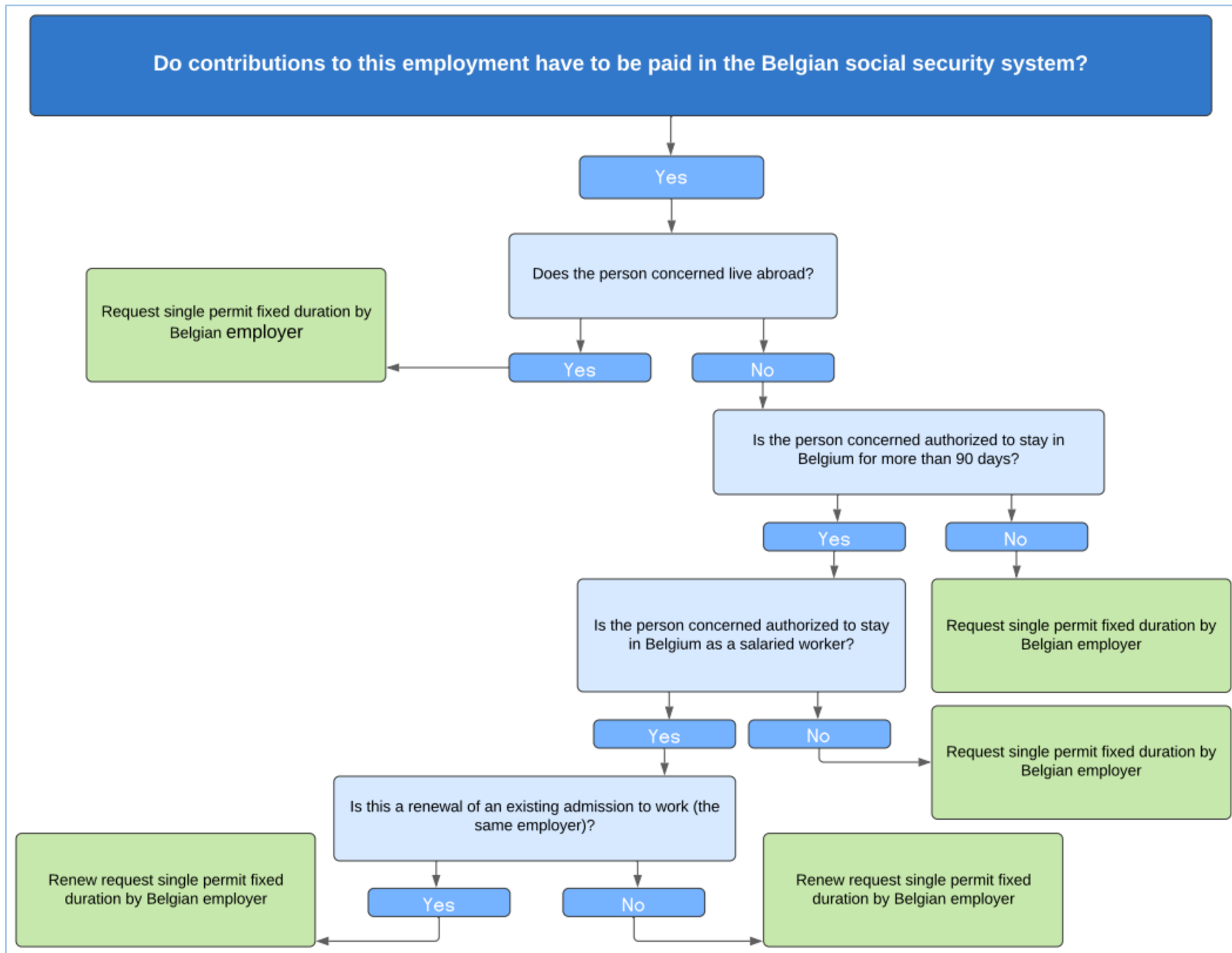Yes → Is the person concerned authorized to stay in Belgium as a salaried worker?

No → Request single permit fixed duration by foreign employer

Yes → Is this a renewal of an existing admission to work (the same employer)?

No → Request single permit fixed duration by foreign employer

Yes → Renew request single permit fixed duration by foreign employer

No → Renew request single permit fixed duration by foreign employer

Screen 1 - EMPLOYMENT REGION - LOCATION

① **REGION - WORKING PLACE** ⌄

IMPORTANT: THE LOCATION OF EMPLOYMENT DETERMINES THE COMPETENT REGION

Name of the Enterprise

Marti Gutierrez, Alexandra **1**

Enterprise of Occupation

Enterprise number

852093431

Name of the Enterprise

Marti Gutierrez, Alexandra

Type of Working Place*

Other place of work **2**

Post Code*   City

1000   Bruxelles

Street*   Number*   Box

Avenue de la Belle Alliance   10

Desired communication language*

◉ French   ○ Dutch

Region

The Brussels-Capital Region **3**

1: Name of the employer

2: Show employment location. If this is the Brussels-Capital Region, you must also select the desired communication language.

3: Show competent region, this is automatically determined based on the post code. This region will also handle the request.

Type of Working Place*

Head Office **4**

Enterprise Number	Establishment/Business unit number	Name of the Enterprise	Street	Number	Box	Postal code	City	Type of Working Place
852093431		Marti Gutierrez, Alexandra	Clos des Cerisiers(P.E.)	6		7850	Enghien	Head Office
								Other place of work
								100% Telework

4 = Select type location employment, choosing between: Registered office, other Business Units, other location and 100% telework.

Screen 2 – REQUESTOR

2 REQUESTOR ⌄

Name*

> Goossens **1**

Given Name*

> Nico , Georges

Social Security Identifier Number*

> 94122133526

Quality of the requestor*

> Employer on his own behalf ⌄

Phone number*

> 123456789

eMail Address Requestor*

> test@smals.be

General eMail address*

> test@smals.be

1 = The default requestor is the user whose details were used to log in. This can be changed by amending the social security identifier number. This will automatically change the name and surname. Telephone number and e-mails are mandatory fields.

Screen 3 – ENTERPRISE

3 ENTERPRISE ⌄

ENTERPRISE DATA

Name of the Enterprise

Marti Gutierrez, Alexandra **1**

Legal Form

Enterprise Number

852093431

Establishment/Business unit number

Street

Clos des Cerisiers(P.E.)

Number

6

Box

Post Code

7850

City

Enghien ⌄

1 = This is where details of the employer's registered office are shown.

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Screen 4 – WORKER

4 WORKER

WORKER DATA

National Registration Number or BIS Number*

Go to belgianID Pro **2**

76480906149 **1**

Family Name*
Jefferson

Given Name
Gertrude , KAZALI

Nationality
Afrique du Sud

Gender
F

Birthdate
09/08/1976

Place of birth

City
BOUSAADA

Country
Bahamas

Current place of residence*
Abroad **3**

Country
France

Edit   Save   Reset

Post Code
59100

City
ROUBAIX

Street
114 RUE DE FRANCE

Number

Box

Email*
test@smals.be

DIPLOMATIC POST DATA

Name of the Diplomatic Post*
Alicante **4**

Email*
alicante@diplobel.fed.be

1: These are the worker's details. The grey boxes will be completed automatically upon completing the social security information.

2: Link to belgianidpro.be. A NSSO number can be requested using this link.

3: You must complete the current place of residence and e-mail address yourself (please note, the worker's e-mail address must be included so that they receive the privacy notice).

4: In the case of a diplomatic post, the correct post must be chosen from the list.

Screen 5 – EMPLOYMENT

5 OCCUPATION ⌄

CATEGORY

Occupation Category*

| Highly qualified worker (RD 9/6/1999 art. 9, 6) ⌄ | **1**

PLACE

Type of Place of occupation

| Other place of work | **2**

☐ Temporary work by the end user

Enterprise Number

| 852093431 |

NSSO Number

| 127792067 |

Name of the Enterprise

| Marti Gutierrez, Alexandra |

Establishment /Business unit number

| |

Street

| willebroekkaai |

Number

| 38 |

Box

| |

Post Code

| 1000 |

City

| Bruxelles ⌄ |

1: Select the employment category, this will determine which annexes you must add in screen 6.

2: Details of the employment location, this section recalls the selection from screen 1.

DETAILS

Function*

CEO

as stated in the employment contract

ISCO-Code of the function*

11

Chief executives, senior officials and legislators

Type of Contract*

Permanent contract

3

☑ Start of the contract from the issuance of the work permit

Contract start date

Contract end date

Work schedule*

Full time

Number of effective hours per week*

38

Number of hours per week according to Joint Committee*

38

Gross salary (EUR)

Amount (EUR)*

100

per Hour

Joint commission number*

11   **4**

Has a job offer for the job in question been published or kept open?*

● Yes   ○ No

Job offer number*

123456789

3 = You must complete details about the worker's employment yourself. No end date is required in the case of indefinite employment. No date must be completed when choosing "Beginning of the contract…".

4 = The CN that applies to the worker's employment and according to which the remuneration will be arranged.

Screen 6 – ANNEXES

6 ANNEXES **1**

Copy of worker's passport*

Attach
A copy of the valid passport of the worker and, where applicable, a copy of the document covering the foreign national's stay in Belgium

Copy of employer's identity card*

Attach
A copy of the identity card of the employer or, if applicable, of the latter's representative

Payment of the fee*

Attach
Proof of payment of the fee ⧉

Extract from the criminal record*

Attach
An extract from the criminal record or an equivalent document, to the extent that the non-EU national is over 18 years of age

Medical Certificate*

Attach
Medical certificate ⧉ less than 6 months old certifying that the employer does not suffer from a disease that puts public health at risk

Proof of health insurance*

Attach
Proof that the non-EU national has health insurance ⧉ covering all risks in Belgium for him or herself and their family members.

Copy of the employment contract*

Attach
A copy of the employment contract referred to in titles I and III of the Law of 3 July 1978 on employment contracts, dated and signed by both parties, or, in the case of secondment, a copy of the employment contract between the employee and their employer established abroad, with a translation if necessary.

Copy of diploma*

Attach
A copy of the diplomas of higher education obtained by the person concerned, together with a translation by a sworn translator, where appropriate.

Copy of the residence permit

Attach
If the worker is staying in Belgium, a copy of the document covering the foreign national's stay in Belgium
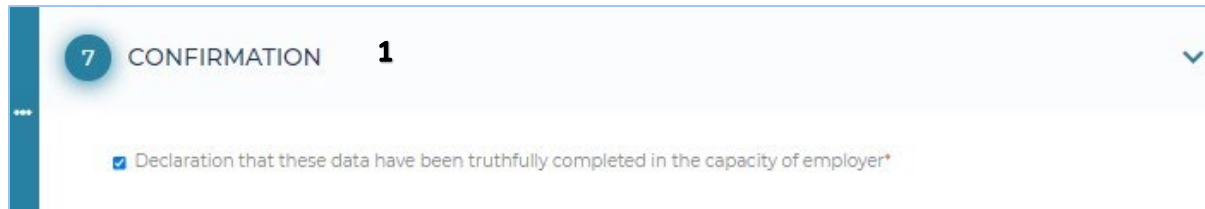
Document of proof if regulated professions

Attach
If the application pertains to the exercise of a regulated profession, the documents proving that the worker meets the conditions for exercising this profession

1 = The requested annexes (shown in red) must be attached here, there is also the option to add further annexes in optional annexes. Each annexe must have a different name. Also, there is a limit of 18MB for all annexes combined.
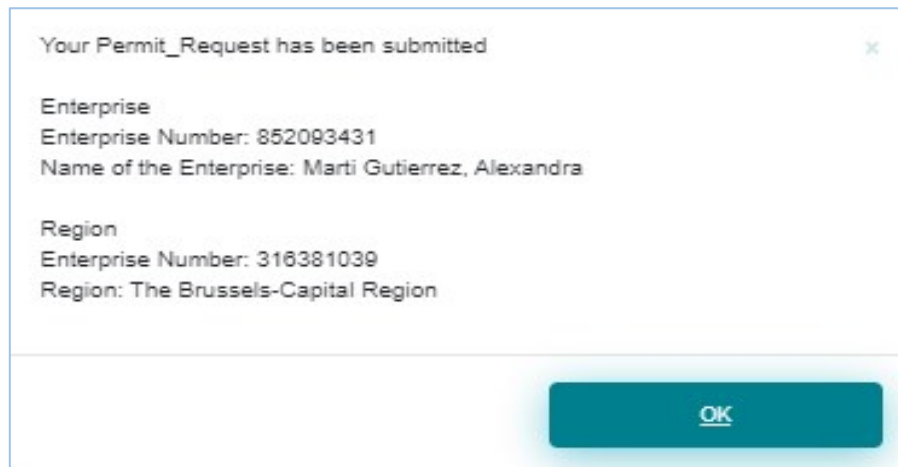
Screen 7 - CONFIRMATION

7 CONFIRMATION **1** ⌄ ••• ☑ Declaration that these data have been truthfully completed in the capacity of employer*	**1** = Confirming that the request has been filled in truthfully on behalf of the employer.

After the request has been sent

Your Permit_Request has been submitted ✕ Enterprise Enterprise Number: 852093431 Name of the Enterprise: Marti Gutierrez, Alexandra Region Enterprise Number: 316381039 Region: The Brussels-Capital Region **OK**	You will be sent a short confirmation that the request has been submitted. The request will now also be displayed on the start page under "Submitted requests". For every decision a notification will be sent to the requestor via e-Box.

Tracking the status of my request

The various statuses are:

- ✓ Newly submitted
- ✓ Ongoing at Region
- ✓ Eligible
- ✓ Extra information requested by Region
- ✓ Extra information provided by the requestor
- ✓ Positive decision employment
- ✓ Negative decision employment
- ✓ Not eligible
- ✓ Ongoing at IO
- ✓ Discontinued
- ✓ Payment of fee not OK
- ✓ Decision postponed
- ✓ Extra information requested by IO
- ✓ Negative decision Residence - Annex 48
- ✓ Positive decision Residence - Annex 46
- ✓ Positive decision Residence - Annex 47

e-Box

As already mentioned, you will always receive a notification in eBox if the status changes.

Open the message.

You can select the requestor's number and, using copy paste, search for the request using the search function in Single Permit.

Consult

☰ **Single Permit**	EN 👤 **Kaisin Sandra** Representative	

Enterprise Bayer 404754571 **Change enterprise**

‹ Back to overview

Request

Worker	**Gertrude , KAZALI JEFFERSON**
Type	**Request single permit fixed duration by Belgian employer**
Region	**Brussels-Capital**
Request number	**280006MZPQ0PZ**
Sending date	**26/05/2021**
Status	**Positive decision Residence - annex 46**

280006MZPQ0PZ.pdf

Attachments

Copy of employment contract
TEST 10.pdf
Proof of identity of employer/representative
TEST 1.pdf
International passport employee
TEST 2.pdf
Health insurance
TEST 3.pdf
Payment of the fee
TEST 5.pdf
Extract from the criminal record
TEST 6.pdf
Medical Certificate
TEST 7.pdf
Copy of diploma
TEST 9.pdf

Status	**Positive decision Residence - annex 46**
Status date	**26/05/2021**
Reasons / Explanations	**Dossier complet**
Annex	**TEST 9 SK.pdf**

History of decisions

You can consult your request and see the decision (Status).

History

Status date	Status	Infos on Decision / Event	Annexes
19/05/2021	In treatment by Region		
19/05/2021	Information requested by the Region	Document illisible	
19/05/2021	Further information provided by the requestor	Document demandé	TEST 2 SK.pdf
19/05/2021	Admissible		
19/05/2021	Positive decision Work		
19/05/2021	In treatment by Office		
19/05/2021	Information requested by the Office	Manque preuve de paiement de la redevance	
19/05/2021	Further information provided by the requestor	Comme demandé	TEST 3 SK.pdf
19/05/2021	Positive decision Residence - annex 46		TEST 5 SK.pdf

History of decisions and actions taken

You can consult the "decision history" at any time.

Further information and contact persons

Submitted requests

Worker	Region	Type	Request number	Sending date	Status	
Gertrude , KAZALI JEFFERSON	Wallonia	Request single permit fixed duration by Belgian employer	280006LGTKQQZ	23/03/2021	Newly submitted	...

Newly submitted request.

Submitted requests

Worker	Region	Type	Request number	Sending date	Status ↑	
Kingini KRIATIRAGONO	Wallonia	Request single permit fixed duration by Belgian employer	280006M88MHTZ	25/03/2021	Admissible	...

Decision of the region.

Additional infos asked

Status	**Information requested by the Region**
Status date	**19/05/2021**
Expected informations	**Doc A2 breekt**
Remarks / Explanations*	

Upload annex:

Choose File

Choose File

Choose File

+

Validate

Additional information requested by the region.

Request

Worker	**Kingini KRIATIRAGONO**
Type	**Renew request single permit fixed duration by Belgian employer**
Region	**Brussels-Capital**
Request number	**280006MZPPTGZ**
Sending date	**19/05/2021**
Status	**Information requested by the Region**

280006MZPPTGZ.pdf

History of decisions

Attachments

Proof of identity of employer/representative
TEST 1 SK.pdf
International passport employee
TEST 2 SK.pdf
Health insurance
TEST 3 SK.pdf
Proof of Belgian residence permit
TEST 4 SK.pdf
Pay slips
TEST 5 SK.pdf
Photocopy of individual account
TEST 6 SK.pdf
Copy of employment contract
TEST 7 SK.pdf
Optional annex
TEST 8 SK.pdf

Additional infos asked

Status	**Information requested by the Region**
Status date	**21/05/2021**
Expected informations	**extrait**
Remarks / Explanations*	

Upload annex:

Choose File

Choose File

Choose File

+

Validate

The region consults the additional information.

Request

Worker	**Kingini KRIATIRAGONO (50410215852)**
Employer	**Marti Gutierrez, Alexandra (852093431)**
Type	**Request single permit fixed duration by Belgian employer**
Region	**Brussels-Capital**
Request number	**280006PGKSRXZ**
Sending date	**28/05/2021**
Status	**Newly submitted**
Status date	**28/05/2021**

280006PGKSRXZ.pdf

[Mark as in treatment]

[Download all documents]

Attachments

International passport employee
TEST 1 SK.pdf
Health insurance
TEST 3 SK.pdf
Payment of the fee
TEST 4 SK.pdf
Extract from the criminal record
TEST 5 SK.pdf
Medical Certificate
TEST 6 SK.pdf
Copy of diploma
TEST 7 SK.pdf
Copy of employment contract
TEST 8 SK.pdf

The region makes a decision.

New decision

Select a decision*	Admissible ▾
Remarks / Explanations	
Upload annex	Choose File

[Validate]

Request for Additional infos

Remarks / Explanations*	OK

[Validate]

48

New decision

Select a decision*

Positive decision Residence - annex 46

Remarks / Explanations

OK

Upload annex*

Choose File

Validate

Foreign Affairs makes a decision.

For other users, the main contact addresses (which are also listed on the website "Working in Belgium") are:

A question about the accesses/rights:
Eranonova Contact Center - Tel: 02 511 51 51 - @ contactcenter@eranova.fgov.be

Help and declaration of mandates: idfr@onssrszlss.fgov.be

Need support on BelgianIDpro : ident@sigedis.fgov.be

For all further questions in connection with the follow-up of your request, you can contact the following persons:

Walloon Region – Tel : 081 33 43 92 (from 9.30 till 12.00) - @ permisdetravail@spw.wallonie.be

German Community – Tel : 087/876754 – @ arbeitserlaubnis@dgov.be

Brussels-Capital Region – Tel : 02 204 13 99 (from 9.00 till 12.00)

Flemish Region – Tel : 02 553 43 00 – @ arbeidskaart@vlaanderen.be

Foreign Affairs – Tel : 02 488 86 93 - @ singlepermit@ibz.fgov.be