



Documents to be provided to apply for a single employment permit (employment for more than 90 days)

Temporary intra-group transfer for manager or expert (Art. 9,1 Royal Decree 09/06/1999)

Initial application

1. A photocopy of the identity card of the agent
2. A photocopy of every page of the worker's current passport
3. A photocopy of the employment contract binding the worker to their employer abroad (at least six months old), to which will be attached the version translated by a sworn translator, where applicable
4. A copy of the document issued by the foreign social security institution stating that that country's social security legislation continues to apply during residence in Belgium where an international agreement on social security exists or, in the absence of such an international agreement, a document from the National Social Security Office in Belgium stating that the worker cannot be subject to Belgian social security
5. The proof that the business established in a third country and the host business are part of the same company or the same group of companies
6. A copy of the engagement letter, signed by the employer, specifying the duration of the transfer and the position held, as well as the working and payment conditions, to which will be attached the version translated by a sworn translator, where applicable
7. A photocopy of higher education diplomas attesting the successful completion of at least three years of post-secondary higher education, delivered by an institution recognised as an education establishment by the state in which it is established, to which will be attached the version translated by a sworn translator, where applicable (unless this is for long-term mobility)
8. Proof of payment of the fee (see the residency law of 15/12/1980)



9. If the worker is aged 18 or over, an extract of the police records or equivalent document, certified, issued by the country of origin or the country of last residence of the worker and dated less than six months ago, declaring that the worker has not been sentenced for crimes or common law offences.
This document must be drawn up in French, Dutch, German or English. Any translation must be carried out by a sworn translator. (see the residency law of 15/12/1980)
10. A medical certificate dated less than six months ago, showing that the worker is not suffering from any of the diseases listed in the appendix of the law of 15/15/1980 (see the residency law of 15/12/1980):
- diseases subject to quarantine as stated in the International Health Regulations of the World Health Organisation, signed in Geneva on 23 May 2005;
 - active or progressive tuberculosis of the respiratory tract;
 - other infectious diseases or contagious parasitic diseases if, in Belgium, they are the subject of protection provisions applying to nationals

A [template](#) is available on the Immigration Office website (*Guide to procedures/the medical certificate*).

11. Proof that the worker has health insurance covering all the risks in Belgium to themselves and members of their family (see the residency law of 15/12/1980)

In the event of long-term mobility (see Article 30/6 RD 09/06/1999)

12. The valid permit for a person undergoing a temporary inter-group transfer, issued by another Member State

Obligation to provide annual information in the event of work authorisation for more than one year

Every year, the employer provides Brussels Economy and Employment with the following documents, at the latest one month after the anniversary date of the start of validity of the work authorisation:

- A photocopy of all the pay slips for the entire period of work
- A photocopy of the individual account
- Proof of inscription on the Limosa register for the elapsed period of employment
- A copy of the document issued by the foreign social security institution stating that that country's social security legislation continues to apply during residence in Belgium where an international agreement on social security exists or, in the absence of such an international agreement, a document from the National Social Security Office in Belgium stating that the worker cannot be subject to Belgian social security



Renewal

1. A photocopy of the identity card of the agent
2. A photocopy of the first page of the worker's current passport
3. A photocopy of the document covering the worker's stay in Belgium
4. A copy of the engagement letter, signed by the employer, specifying the duration of the transfer and the position held, as well as the working and payment conditions, to which will be attached the version translated by a sworn translator, where applicable
5. A copy of the document issued by the foreign social security institution stating that that country's social security legislation continues to apply during residence in Belgium where an international agreement on social security exists or, in the absence of such an international agreement, a document from the National Social Security Office in Belgium stating that the worker cannot be subject to Belgian social security
6. A photocopy of all the pay slips for the entire period of the work permit that is expiring
7. A photocopy of the individual account after one full calendar year of work by the worker
8. Proof of inscription on the Limosa register for the elapsed period of employment
9. Proof that the worker has health insurance covering all the risks in Belgium to themselves and members of their family (see the residency law of 15/12/1980)

