



Documents to be provided to apply for a work permit type B (employment for a maximum of 90 days)

Secondment for a training not exceeding six months, dependent on a sales contract concluded with a Belgian company (Art. 9,10 Royal Decree 09/06/1999)

Initial application

1. The application form for an employment permit for maximum 90 days for a worker of foreign nationality (employer abroad): completed, signed and dated by the agent (natural person legally resident in Belgium)
2. A photocopy of the identity card of the agent
3. A photocopy of every page of the worker's current passport
4. A photocopy of the document covering the worker's stay, if they are in Belgium
5. A photocopy of the employment contract binding the worker to their employer abroad, to which will be attached the version translated by a sworn translator, where applicable
6. A copy of the training contract depending on the sales contract, mentioning the duration of the training as well as the employment and payment conditions during the training
7. A copy of the sales contract concluded between the Belgian company and the employer established abroad
8. 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. The application form for an employment permit for maximum 90 days for a worker of foreign nationality (employer abroad): completed, signed and dated by the agent (natural person legally resident in Belgium)
2. A photocopy of the identity card of the agent
3. A photocopy of the document covering the worker's stay in Belgium



4. A copy of the training contract depending on the sales contract, mentioning the duration of the training as well as the employment and payment conditions during the training
5. A copy of the sales contract concluded between the Belgian company and the employer established abroad
6. 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
7. A photocopy of all the pay slips for the entire period of the work permit that is expiring
8. Proof of inscription on the Limosa register for the past period
9. A photocopy of the worker's previous work permit

