



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

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

#### Initial application

1. The application form for authorisation to employ a worker of foreign nationality for a maximum of 90 days – **ICT - manager/expert** (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 medical certificate in accordance with Article 14 of the Royal Decree of 09/06/1999 (template in appendix). This document is valid for 3 months. If the certificate has been produced outside the European Economic Area, it must be drawn up by a doctor approved by the country's Belgian Embassy or Consulate.  
**If the person in question has been legally residing in Belgium for at least 2 years, this medical certificate is no longer required.**
5. 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
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. 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
8. 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 for the duration of the transfer, to which will be attached the version translated by a sworn translator, where applicable



9. 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).

### **Application for a renewal**

**If the total duration of the employment exceeds 90 days, refer to the document on applications via the unique procedure.**

1. The application form for authorisation to employ a worker of foreign nationality for a maximum of 90 days – **ICT - manager/expert** (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 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. 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 for the duration of the transfer, to which will be attached the version translated by a sworn translator, where applicable
6. A photocopy of all the pay slips for the entire period of the work permit that is expiring
7. Proof of inscription on the Limosa register for the elapsed period
8. A photocopy of the worker's previous work permit

