



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

### Highly qualified or executive position - Secondment (Art. 9,6 and 9,7 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 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.**
6. 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
7. A declaration signed by the employer specifying the duration of the secondment and the employment and payment conditions during the secondment
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
9. **For highly qualified staff** a copy of the higher education degrees the worker has obtained, to which will be attached the version translated by a sworn translator, where applicable



## 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 declaration signed by the employer specifying the duration of the secondment and the employment and payment conditions during the secondment
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. Proof of inscription on the Limosa register for the past period
8. A photocopy of the worker's previous work permit

