



Documents to be provided to apply for an employment permit with an exemption (single permit - employment for more than 90 days)

Executive or management staff employed by a registered office (Art. 2, 33° Royal Decree 09-06-1999)

Initial application

1. A photocopy of the identity card of the employer or his agent
2. A photocopy of every page of the worker's current passport
3. A photocopy of the document covering the worker's stay, if they are in Belgium
4. A photocopy of the employment contract in accordance with the law dated 3/7/1978, dated and signed by both parties, which provides for an annual compensation surpassing the amount provided for management staff (see payment amounts on our website)
5. A report submitted by an auditor included in the list of the Belgian Auditor Institute, certifying that the employer meets the legal requirements to be qualified as a registered office
6. Proof of payment of the fee (see the residency law of 15/12/1980)
7. 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)
8. 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*).

9. A commitment from the employer to have the worker and their family members join a recognised mutual insurance fund as soon as they have arrived in Belgium (see the residency law of 15/12/1980)

Renewal

1. A photocopy of the identity card of the employer or his 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 photocopy of the employment contract in accordance with the law dated 3/7/1978, dated and signed by both parties, which provides for an annual compensation surpassing the amount provided for management staff (see payment amounts on our website)
5. A photocopy of all the pay slips for the entire period of the work permit that is expiring
6. A photocopy of the individual account after one full calendar year of work by the worker
7. Proof that the worker and their family members have joined a recognised mutual insurance fund (see the residency law of 15/12/1980)

