

What are the conditions?

Any business wishing to operate a travel agency in the Brussels-Capital Region must have a [basic knowledge of business management](#), meet certain commitments and submit a licence application for this.

In order to obtain this licence, the following documents (attachments) are required:

1. An official identity document of the applicant if it concerns a natural person. If it is a legal person, an official identity document of the person(s) in charge of the day-to-day management of the company;
The interested party must share the contents of their electronic identity card or a copy of their passport or, failing that, a copy of any document considered to be an official identity document.
2. An extract from the record of convictions issued no more than three months ago in the name of the applicant for the licence and, if the applicant is a legal person, in the name of the person(s) responsible for the day-to-day management of the company;
The extract from the record of convictions may be replaced by any document issued by a competent authority of the State of origin certifying that the applicant or, where appropriate, the person(s) responsible for the day-to-day management of the company meet the requirement of good repute.
3. If the applicant is a legal person, the list of names of the directors, partners, majority shareholders of the company, managers, agents and, more generally, persons authorised to represent and bind the company in legal proceedings against third parties;
4. The provisions relating to the company or association for which the law requires publication in the annexes to the Belgian Official Gazette, in their most recent state.
The activity of a travel agent must be exercised as a principal occupation. The social objective will therefore only mention the activity of a travel agency.
5. Proof of the security deposit at a consignment office or of the guarantee by a joint and several guarantor with a financial institution or an insurance company.

[Download a model of the security agreement in French](#)

Security deposit according to the number of staff employed

0 – 2 members of staff	10,000 euros security
3 – 5 members of staff	15,000 euros security
6 – 10 members of staff	20,000 euros security

Security deposit according to the number of staff employed

> 10 members of staff	25,000 euros security, plus 7,500 euros per branch office.
> 20 members of staff	50,000 euros security, plus 25,000 euros per tranche of 10 staff members.

6. A copy of the insurance contracts. Every travel agency must take out the following two types of insurance and provide a copy of these;

- an insurance policy covering the civil and professional liability of the company;

- an insurance policy covering financial insolvency:

- Travel Guarantee Fund

- AMLIN

Commitments

The operator of a licensed travel agency must respect [these commitments](#) towards customers, suppliers and the Region.

Authorization request

1. Log into MyBEE.

If you don't have an account yet: create one.

[Watch the tutorial on creating a MyBEE account](#) (french or dutch only)

2. Complete the form "Demande d'autorisation" in MyBEE (french or dutch only)

[Submit your authorization request via MyBEE](#)

Are you aiming to set up a branch office for a travel agency or a temporary activity? Then please choose from:

- [Travel agency branch office](#)
- [Temporary activity](#)

- [Discover the premiums for companies](#)

Regulation

- [Edict of 22 April 2010 on the status of travel agencies](#)
- [Implementing order of 27 September 2012](#)
- [GDPR notice \(french\)](#)