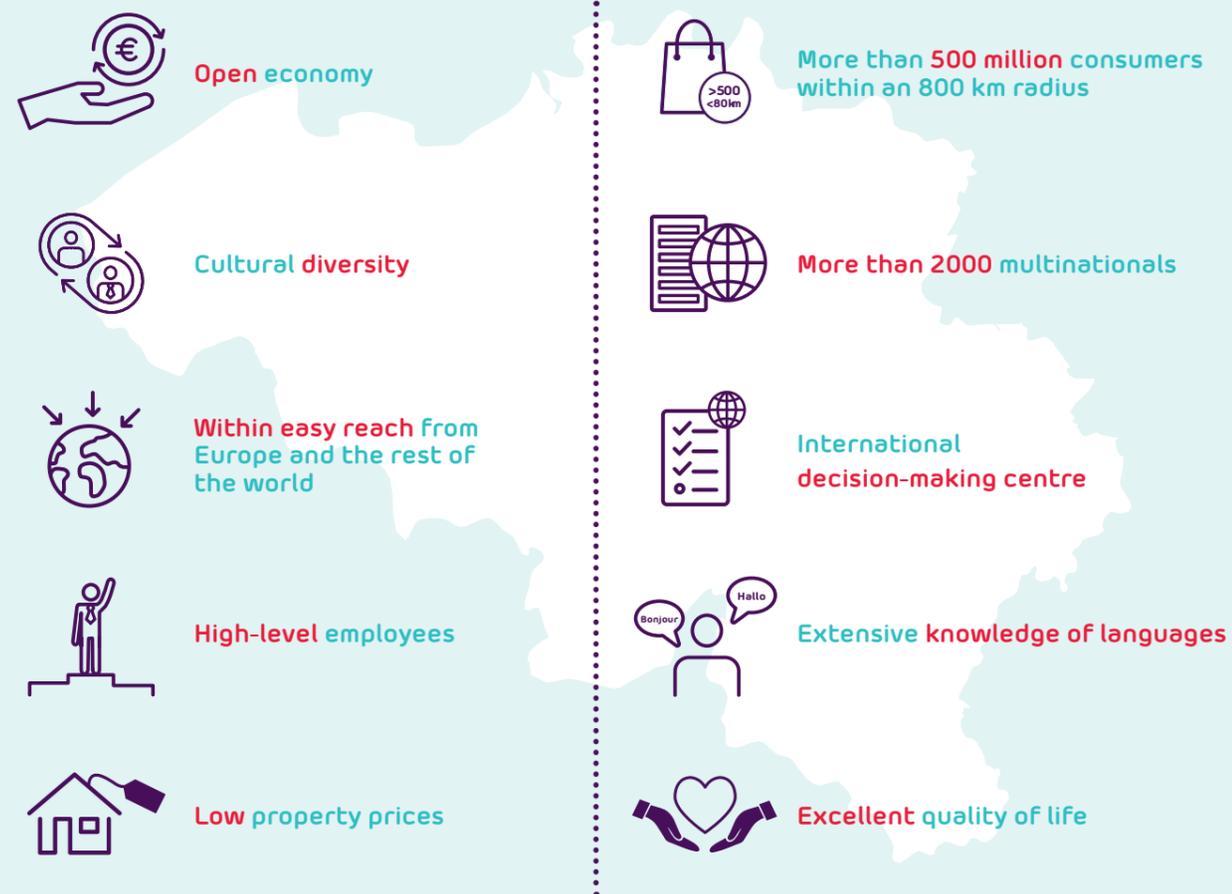


be.lance

Getting started in
Belgium as an employer

In the heart of Europe

You have chosen Belgium to set up or expand your business? An excellent choice! You're in the right place here. Belgium is in the heart of Europe, and Brussels is the political and economic hub of the European Union. So, it's the ideal place to give your business a boost. More than a thousand international, public, and private organisations have already found their way here and set up their head offices or permanent secretariats in Belgium.



Launch your business in Belgium with be.lance

Of course, there is always a lot involved in setting up a business. Launching a business in another country is even more complex. Meeting the legal obligations for setting up your business, applying for registration numbers (if necessary), obtaining authorisations and certificates, recruiting and employing staff, etc. Looking after all these matters and knowing exactly what you have to do is far from obvious. We would be delighted to help you with this so that you can focus entirely on getting your business up and running.

be.lance from Securex will help you launch your business in Belgium in no time.

be.lance helps businesses that want to set up in Belgium and recruit staff. A permanent contact will guide you through your company's entire start-up process. He will analyse your situation, look after the necessary administrative and legal obligations for your business and employees, and offer you the appropriate professional advice. For this service, you will pay a one-off fee of EUR 1,200 excluding VAT.

Ready in 6 steps

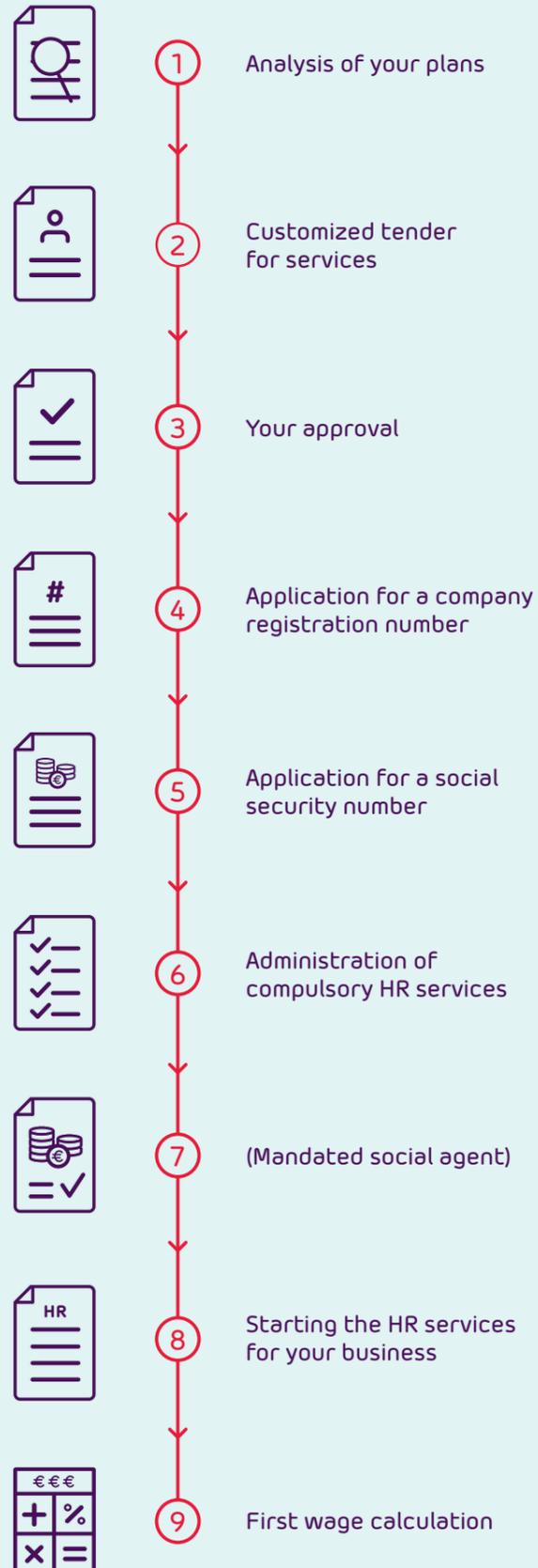
be.lance helps you to set up your business and staff in Belgium in just 6 steps.

- 1 Setting up a business:** We will register your business through the Securex business counter and arrange for a company number and VAT number if necessary. This includes the following services:
 - Registration of the business at the Crossroads Bank for Enterprises;
 - Checking civil-law and educational requirements (age, nationality, permits, entrepreneurial skills through qualification or practical experience, etc.);
 - Registration with a social insurance fund for self-employed individuals if necessary.
- 2 Application for a Belgian social security number:** All employers must notify the National Social Security Office (RSZ) when they employ staff for the first time for identification purposes. The RSZ will then assign a registration number.
- 3 Registration with the Securex social secretariat:** Belgian social legislation is complex. After all, it is different in every country! Staff administration, calculating wages and issuing monthly wage slips, declaring and paying social insurance contributions and payroll tax is a specialised business. A social secretariat will look after all this for you for a fixed monthly fee (*).
- 4 Registration with the Securex External Service for Prevention and Protection:** Belgian welfare legislation requires businesses to invest in a good and healthy workplace for their employees. The External Service for Prevention and Protection will look after these tasks for you. This includes health monitoring, safety at work, occupational medicine, ergonomics, company hygiene, and psychosocial well-being (*).
- 5 Registration with the Securex child benefit fund:** All employers must register with a child benefit fund. Child benefit funds manage and control the entitlements to child benefits and ensure the monthly payments to employees.
- 6 Taking out occupational accident insurance:** All Belgian employees must be insured against occupational accidents. Employers are obliged to take out this insurance (*). Your be.lance contact person will arrange this for you.

Only
€ 1,200
excluding VAT for all
be.lance services.

(* These services involve a monthly and/or annual cost price that is not included in be.lance. The cost price depends on the number of employees, the wage bill, the sector in which the business is active etc. be.lance only covers the start-up costs for these services. A separate quote will be provided for these services.

How do we work?



We will discuss your plans with you: When do you want to start, where do you want to start, what activities will you perform, how many employees will you have, etc.

You will then receive a **tailor-made proposal** for our services. After approval of our proposal, our business counter will contact you to apply for a company registration number and VAT number (if necessary).

Once you have received your company registration number, an **international client advisor** will look after the following steps with you:

- Application for a social security number;
- Registration with the social secretariat;
- Registration with the External Service for Prevention and Protection;
- Registration with the child benefit fund;
- Application and registration for occupational accident insurance;
- Formalities for the social mandate (if applicable).

Our international client advisor will prepare all these administrative documents and discuss them with you by telephone or at our office.

These documents need to be signed by you. Most documents can be signed remotely through **electronic signature**.

After this, we will effectively start up the various HR services.

As the final step, an international payroll advisor will contact you to prepare and carry out the **first wage calculations**.



Mandated social agent

Foreign businesses without Belgian legal personality (i.e. without a company registration number in Belgium) must designate a person who is a Belgian resident. This person will be the **official representative** of your business in Belgium for social obligations. Securex will fulfil this role for its foreign customers at a fixed monthly rate.

What does the social mandate involve?

- Receiving documents from the Belgian social security institutions and tax administrations.
- Retaining and keeping up to date social documents, until five years after a possible termination of the activities in Belgium.
- Informing the government of the acceptance of the mandate.



All the advantages of be.lance at a glance

- **All HR services under one roof:** Securex is a one-stop shop for all aspects relating to setting up a business and managing staff. Not five different service providers, but just one. It couldn't be simpler.
- **Smooth communication:** As we offer all services under one roof, the transfer of information is flawless and quick.
- **A central contact person:** You will have one contact person throughout the entire start-up process. Your international client advisor will call on a team of professional experts in the various HR fields so that you can access the most specialised information.
- **Cross-border employment:** Securex is specialised in cross-border employment, split payroll, and international wage calculations.
- **We speak your language:** Your contact can talk to you in English, French, and Dutch.

Payroll in
more than 20
European
countries



client case

be.lance through the eyes of a Canadian business

A Canadian firm has been doing business in Europe for some time, both via agents and directly from Canada. This way of doing business is simple as you do not need a branch or even necessarily a registration. However, this is not sufficient if you want to really get to know the European market, generate revenue and establish a growth scenario.

After some research, this Canadian firm decided to start operations from Belgium. Its central location, the multilingualism of its people and their willingness to travel really appealed to them. The fact that they loved the city of Ghent proved a great bonus. They contacted FIT (Flanders Investment & Trade) who put them in touch with Securex.

“ The contact person allocated to us informed us about the various obligations that employers have in Belgium. He also gave an indication of the associated costs.

As Securex was able to deal with these obligations for us, we could focus on our continued development in Europe without having to worry about the paperwork involved in setting up our Belgian branch. Our Securex client advisor first guided us to the business counter for registration in the Crossroads Bank for Enterprises. This also meant that we quickly received our company number. From then on, Securex dealt with all other compulsory registrations. Being able to have all the contacts in English is a big plus for us.

After a start-up period of around 6 weeks, we were ready to complete our first wage calculations. Securex' international team looked after the payroll services.

Securex inteHRnational

Entrepreneurship forms the basis of economic activity. Employees are the key to success in this. Securex supports entrepreneurs in the expansion and growth of their businesses and believes in an HR policy customised to the individual and focused on sustainable employability.

Securex is **one of the leading players** in the Belgian market when it comes to guiding entrepreneurs and businesses. This applies from the setting up to the shutting down of activities. We do this in the field of legal and administrative obligations, income insurance, HR administration and wage calculation, well-being and prevention, talent development, and international employment.

We also do this across borders. Securex provides a complete service for everything relating to payroll and HR for businesses in more than 20 European countries. We coordinate the payroll from our central hub, and your permanent contact person will communicate with you in English, French, or Dutch.

Would you prefer to work directly? This is also possible! Our offices in Belgium, the Netherlands, Luxemburg and France, and our own extensive network of partners ensure that we can support you in any European country.

We also offer **global reporting, legal and fiscal support.**



HIVE5

Are you looking for a suitable office space for permanent or occasional use? You will definitely find this at HIVE5. HIVE5 is located in Brussels, within a stone's throw from the European district, and is easy to reach by train and metro. You can use the open space, or you can rent private offices of various sizes. HIVE5 is the place to be for an inspiring community of freelancers, entrepreneurs, start-ups, and SMEs.

Be inspired.
Take a look at www.hive5.be now.

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