

Acces application form for foreign declaring contractors



 DECLARATION DE TRAVAUX

 CHECKIN AT WORK

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If you have a contract directly with a principal (client) as part of construction work on Belgian territory, you may have to make a declaration of works and/or record attendance. Management and consultation of these statements and registrations are done via online services « [Declaration of works](#) » and « [Checkinetwork](#) ». To use these services you need secure access to the Belgian social security portal. You can request access via this application form.

Identification of your company

Enter your business number

Belgian company N° : *

9999999999 or 9999.999.999

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If you do not have a CBE number, visit [Declaration of works](#).

After following the various steps, you will receive your CBE number by post within two weeks.



Confirmation of your business data

Fill in your company data and click "Next".

Belgian company N°: *

Naam: *

Street and number: *

Post code: *

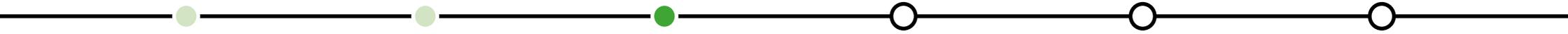
Country: *

Box:

Town: *

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Identification of Principal Access Manager

Access management for your business is entrusted to a Principal Access Manager.
Fill in the data for the person who will be responsible for access for your company.

National Identity N: * 999999 999 99 ou 9999999999-99 or 999999999999

Name: *

First name: *

This person is connected to my business in the following capacity:

Quality: *

May be contacted during office hours in the following ways:

Telephone: *

Gsm:

Fax:

Email: *

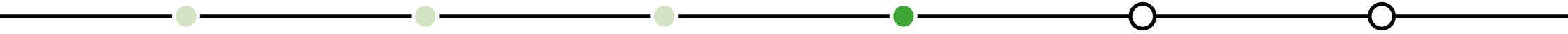
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If you do not have a National Identity Number, go to the site [Limosa - Create an account](#) to create a user account.

After creating your account, you can get your National Identity Number by [logging into your account](#) and going to the section "Your account data".



Identification of responsible company official

Secure access requests must be made by an officer of your company. Responsible means a person whose name appears in the articles of the company, with an active warrant and signing authority on behalf of the company.

National Identity N°: * 999999 999 99 ou 9999999999-99 or 999999999999

Name: *

First Name: *

This person is connected to my business in the following capacity:

Quality: *

May be contacted during office hours in the following ways :

Telephone: *

Gsm:

Fax:

Email: *

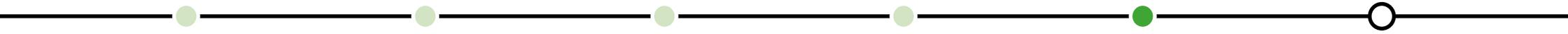
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If you do not have a National Identity Number, go to the site [Limosa - Create an account](#) to create a user account.

After creating your account, you can get your National Identity Number by [logging into your account](#) and going to the section “Your account data”.



Confirmation

Ensure that the information above is correct and complete.
If this is the case, check “Yes, I confirm” and click “Confirm”.

I confirm that the information is correct and complete. Furthermore, I hereby declare with regard to this request that I am aware of the provisions of the Act of 8 December 1992 on the protection of privacy in respect of personal data processing, and meet all the provisions of this Act. I will report immediately any changes concerning the service provider and/or the responsible access entity to the Eranova Contact Centre:

- by tel.: 02 511 51 51
- by email: accesspers@smals.be

Yes, I confirm

Signature:

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Completion of the request

You must print the form, sign it, attach the company document (Belgian Official Journal) and send it **(REQUIRED STEP)** to :

Eranova Contact Center
Smals
Avenue Fonsny 20
1060 Brussels

If you want to speed up the process, you can, in addition, scan the documents (signed form and company document) and send them to accesspers@smals.be with subject: "Foreigners Registration". **(OPTIONAL STEP)**

You will receive a letter with your access within two weeks.

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