Manual

Declaration of works Online Service



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Online Service Declaration of works

To use the online service 'Declaration of works', it is important for you to know your **role** in the **subcontracting chain**. We distinguish between a hiring contractor (**main contractor**) and a **subcontractor**. The main contractor enters directly into a contract with the client (customer) to carry out certain works at a certain price. A subcontractor concludes a contract with another company in the chain to carry out certain works. He does not have a direct contract with the client.

The **main contractor** has to use the online service to submit a declaration of works (contractual relationships). This is only possible in **secured mode** (see part 1 – submit/modify declaration as main contractor/main contractor).

The **subcontractor** doesn't have to take any actions in the online service 'Declaration of works'. However, he can consult whether he was declared as a subcontractor for a certain work. This is possible both in **secured and unsecured mode** (see part 2 - consult declaration as subcontractor, main contractor or client). The client can also consult the entire declaration for which he is the customer in secured and unsecured mode.

Part 1: Submitting/adapting a declaration as a hiring contractor/main contractor

Step 1 - Open the online service in secured mode

To open the online service Declaration of works, please visit the **Social Security portal** and navigate to **Declaration of works** or click on the following URL:

https://www.socialsecurity.be/site_nl/employer/applics/ddt/index.htm#

Once there, click on the button 'Aangifte van werken (beveiligd)' ('Declaration of Works (secured)') (see screenshot, red box).



If you don't have a **company number** in Belgium, you can't have secured access. You can request the company number by clicking the button 'I don't have any enterprise number (foreign company)' (see screenshot - orange sentence).

fr ien de ni	Contact
O DECLARATION OF WORKS	
Identification	
Your enterprise number (0)xoox.xox.xox or (0)xooxxxox or (0)xooxxxox or (0)xooxxxox or (0)xooxxxxox or (0)xooxxxxxx or (0)xooxxxxxx or (0)xxxxxxxx or (0)xxxxxxxxx or (0)xxxxxxxx or (0)xxxxxxxx or (0)xxxxxxxxx or (0)xxxxxxxx or (0)xxxxxxxxx or (0)xxxxxxxxxx or (0)xxxxxxxxxx or (0)xxxxxxxxxx or (0)xxxxxxxxxx or (0)xxxxxxxxxxx or (0)xxxxxxxxxxxxxx or (0)xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	
Ldo not have any enterprise number. (foreign.company) Validate	
@ 2014 Smals 2.2.	.5 (2023-01-19 16:17)

After a few days you will receive your company number (CBO number).

You will also receive the digital keys to authenticate yourself.

Next, in the **access management**, you have to set all accesses correctly (please refer to the manual <u>https://csam.be/en/documents/pdf/step-by-step-guide.pdf</u>).

You will then be able to use the online service 'Declaration of works'.

Step 2 - File a Declaration of works

You are logged in secured mode. You have to choose from 2 options:

- > Start a new declaration of works, or
- > Make an adjustment or addition to an existing declaration of works.

To proceed, you can switch to English (click on 'en' at the top left of the page).

fr <mark>en</mark> de ni	Contact
O DECLARATION OF WORKS	You are connected as
I wish to declare a work contract	4
I wish to consult, modify the declaration or I wish to add subcontractors/places of performance to the declaration	•
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If you choose option 1, that is start and submit a new declaration, you have to proceed and fill in all the screens and fields. Once completed, you can submit the declaration.

If you choose option 2, that is amend an existing declaration, you will have to make a 2nd choice as follows:

- > You wish to add an additional contract to this declaration, or
- > You wish to add a subcontractor to this declaration.

fr en l	Contact
O DECLARATION OF WORKS	
You are identified as - unsecured mode - charge	
1 wish to declare a work contract	•
1 wish to add subcontractors	•
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As soon as you have made the necessary choice, fill in all the fields and submit the change.

Part 2: Consult declaration as subcontractor, main contractor or client

Step 1 a - Open the online service 'Declaration of works' in secured mode

You can **consult** the declaration of works as soon as you have a role in the subcontracting chain. This can either be as **client, main contractor** or **subcontractor**. Consultation via secured mode is the most recommended method.

To open the secured mode, please refer to step 1/part 1 of this manual. As soon as you have logged in, you can consult the declared information (see below step 2: Consult the declaration).

Step 1 b - Open the online service in unsecured mode

If you don't have secured access, you can still consult the information in unsecured mode.

To open the online service in unsecured mode, please visit

<u>https://www.socialsecurity.be/site_nl/employer/applics/ddt/index.htm_</u>and click on the button 'Aangifte van werken (niet beveiligd) ('Declaration of works (unsecured)') (see screenshot - red box).

Comité voor het bouwbedrijf en tot vaststelling van het aantal leden ervan; Deze werken meldt u aan de Rijksdienst voor Sociale Zekerheid (RSZ), Constructiv en de Federale Overheidsdienst Werkgelegenheid, Arbeid en Sociaal Overleg. • Werken ' <u>30ter</u> ' die vallen onder het paritair comité voor bewakings- en/of toezichtsdiensten , en bedrijven die bepaalde activiteiten uitoefenen in de vleessector . Deze werken meldt u aan de Rijksdienst voor Sociale Zekerheid (RSZ). Aangifte 30bis via batch	angifte van werken	< <u>Aangifte van werken</u> Algemene info
Een gedetailleerde lijst van de werken vindt u in het Bericht aan de aannemers van sommige werken en aan de opdrachtgevers > Voordat u begint > Resultaat van een zending	 Werken '<u>30bis</u>': werken in onroerende staat, met uitzondering van bepaalde activiteiten uit de land-, tuin- en bosbouw die expliciet worden uitgesloten van het toepassingsgebied; de levering van stortklaar beton als bedoeld in artikel 1, a, vierde lid, achtentwintigste streepje van het koninklijk besluit van 4 maart 1975 tot oprichting en tot vaststelling van de benaming en van de bevoegdheid van het Paritair Comité voor het bouwbedrijf en tot vaststelling van het aantal leden ervan; Deze werken meldt u aan de Rijksdienst voor Sociale Zekerheid (RSZ), Constructiv en de Federale Overheidsdienst Werkgelegenheid, Arbeid en Sociaal Overleg. Werken '<u>30ter</u>' die vallen onder het paritair comité voor bewakings- en/of toezichtsdiensten, en bedrijven die bepaalde activiteiten uitoefenen in de vleessector. Deze werken meldt u aan de Rijksdienst voor Sociale Zekerheid (RSZ). 	 <u>Over 30ter</u> <u>Veel gestelde vragen</u> Aangifte 30bis / ter via Web <u>Handleiding 12</u> <u>Aangifte van werken (niet beveiligd)</u> <u>Aangifte van werken (beveiligd)</u> <u>Aangifte 30bis via batch</u> <u>Yoordat u begint</u>

fr en de ni	Contact
O DECLARATION OF WORKS	
Identification	
Your enterprise number (0)coc.coc or (0)cocccccc Temporary commercial company 7 2	
Ldo.not have any enterprise number (foreign.company) Validate	
© 2014 Smals 2.2	2.5 (2023-01-19 16:17)

To start the consultation, enter your company's identification number and click 'validate'.

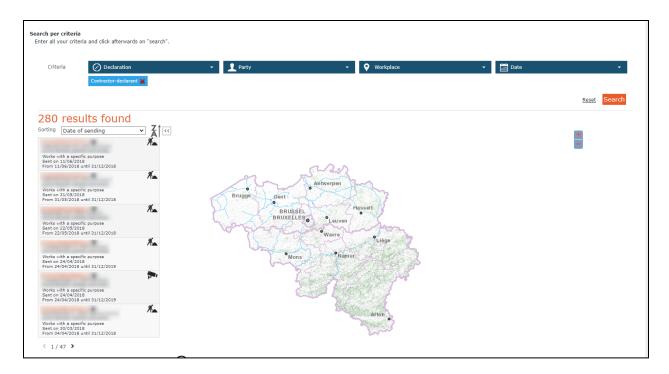
You are logged in the online service 'Declaration of works' in unsecured mode. To proceed, you can switch to English (click on 'en' at the top left of the page).

Step 2: Consult a declaration

fr <mark>en</mark> de ni	Contact
O DECLARATION OF WORKS	You are connected as
J wish to declare a work contract	4
I wish to consult, modify the declaration or I wish to add subcontractors/places of performance to the declaration	•
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You will now have to choose 'I wish to consult, modify or add subcontractors to a declaration' (see screenshot).

You will now get an overview of the works in order to consult them.



Questions?

If you have questions, check our <u>Contact page</u> and get in touch.



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