

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#](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).

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 <https://csam.be/en/documents/pdf/step-by-step-guide.pdf>).

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).

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.



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

[https://www.socialsecurity.be/site\\_nl/employer/applics/ddt/index.htm](https://www.socialsecurity.be/site_nl/employer/applics/ddt/index.htm) and click on the button 'Aangifte van werken (niet beveiligd)' ('Declaration of works (unsecured)') (see screenshot - red box).



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

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.

**Search per criteria**  
Enter all your criteria and click afterwards on "search".

Criteria: Declaration Party Workplace Date

Contractor-declarant Reset Search

**280 results found**

Sorting: Date of sending Z A <<

Works with a specific purpose  
Sent on 11/06/2018  
From 11/06/2018 until 31/12/2018

Works with a specific purpose  
Sent on 31/05/2018 until 31/12/2018


Works with a specific purpose  
Sent on 22/03/2018  
From 22/03/2018 until 31/12/2018

Works with a specific purpose  
Sent on 24/04/2018  
From 24/04/2018 until 31/12/2019

Works with a specific purpose  
Sent on 24/04/2018  
From 24/04/2018 until 31/12/2019

Works with a specific purpose  
Sent on 30/03/2018  
From 04/04/2018 until 31/12/2018

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## Questions?

If you have questions, check our [Contact page](#) and get in touch.



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