Manual

Wide online service

17/10/2024

Contents

Wide online service (secured version)

Before you start

What is Wide?

Any company wishing to employ staff in Belgium must register as an employer with the NSSO (National Social Security Office). This is done using the **Wide** online service. After registration, the employer is issued with an identification number: the NSSO number.

Use the secured version of Wide by preference

1 There are 2 versions of Wide, a **secured** and a **non-secured** version. As an employer and if your company's file is active and complete at the Crossroads Bank for Enterprises (see annex Répertoire des employeurs/Identification des employeurs (WIDE)/WIDE (socialsecurity.be) (in French), you should use the **secured version of Wide** in first instance, as described in this manual. Check when to use the secured and the non-secured version of Wide on the Social security enterprise portal (in French). Both versions use the same screenshots, only the method of connection is different.

How to connect to the secured version of Wide?

1. On the Wide page of the Social security enterprise portal (in French), click the **button** giving access to the **secured** ('Sécurisé' in French) version of the **Wide** online service for the **identification** of employers;
2. You might arrive on the intermediate page of the portal giving you an option to choose whether you are a citizen ('Citoyen' in French), an **enterprise** ('Entreprise' in French) or a professional (Professionnel' in French). Click on **Enterprise** ('Entreprise' in French).
3. You arrive on the Access page to the secure services on the Social security enterprise portal. Use your preferred login method to access the secured version of Wide.
4. You get access to the main screen of the secured Wide online service. It is called 'Werkgevers Identificatie/ion Des Employeurs – Demande d'identification en tant qu'employeur ONSS', or in English **Employer Identification – Request to be identified as an employer with the NSSO**:

What kind of employee do you want to engage?

The 4 types of employees

There are 4 types of employee options to choose from:

- **Only domestic staff (including servants)** ('uniquement des gens de maison (y compris des domestiques)' in the screenshot);
- **Both domestic staff (including servants) and other employees** ('à la fois des gens de maison (y compris des domestiques) et d'autres travailleurs' in the screenshot);
- **Only employees being declared within Dimona as DWD (Dimona without DmfA)** ('uniquement des travailleurs qui sont déclarés dans Dimona sous le type 'DWD' ('Dimona without DmfA') in the screenshot);
- **All other cases (including 'small statutes', 'Article 17' and 'Trainees – alternated learning from 1 September 2023 onwards')** ('toutes les autres situations (y compris les 'petits statuts' et 'Article 17', ainsi que 'formation en alternance' à partir de 1/09/2023)' in the screenshot).

Consult more detailed information via the [General (Obligations) page in the Administrative Instructions section of the Social security enterprise portal (in French)](#).

Employee type: All other cases

In this manual we explain the scenario in which you selected the last button **All other cases (including 'small statutes' and 'Article 17')** ('toutes les autres situations (y compris les 'petits statuts' et 'Article 17')' in the screenshot).

Click on **Next** ('Suivant' in the screenshot) to confirm.

Note: In case you have opted for one of the other three options, and you have questions on how to proceed, please check our Contact page and get in touch for further assistance.

Identify your enterprise

Enterprise number / NSSO identification number?

This screen gives 3 options:

- **I have an enterprise number** ('Je dispose d'un numéro d'entreprise' in the screenshot);
  Don't know what your enterprise number is? Search the Crossroads Bank for Enterprises (CBE);

- **I have an NSSO identification number (definite or provisional)** ('Je dispose d'un numéro ONSS (définitif ou provisoire)' in the screenshot);
  Don't know what your NSSO identification number is? Search the Directory of employers (in French);

- **I have neither an enterprise number nor a NSSO identification number** ('Je ne dispose ni d'un numéro d'entreprise, ni d'un numéro ONSS' in the screenshot).

In this manual we explain the scenario in which you selected **I have neither an enterprise number nor a NSSO identification number**)' ('Je ne dispose ni d'un numéro d'entreprise, ni d'un numéro ONSS' in the screenshot).

Click on **Next** ('Suivant' in the screenshot) to confirm or **Previous** ('Précédent' in the screenshot) to return to the previous screen.

Note: In case you have opted for one of the other two options, and you have questions on how to proceed please check our Contact page and get in touch for further assistance.

Enterprise type: legal or natural person?

Choose the type of enterprise you want to identify in the dropdown:

- **Legal person** ('Personne morale' in the screenshot);
- **Natural person** ('Personne physique' in the screenshot).

Click on **Register** ('Enregistrer' in the screenshot) to confirm.

Please note that all fields marked with a **red asterisk (*)** are mandatory.

Identify as a Legal person

In case you have opted for **Legal person** ('Personne morale' in French), fill out the fields in the screenshots below.

Identification data

Fill out the following identification data:

- **Type of enterprise** ('Type d'entreprise' in the screenshot): already prefilled to **Legal person** ('Personne morale' in the screenshot) since you have chosen this option in the previous step;
- **Legal form** ('Forme juridique' in the screenshot): on the screen below click on the little arrow next to **Choose** ('Choisir' in the screenshot), which is located next to **Legal form**. You see a long list of possible legal forms. The most important are listed in the table below the screenshot;
- **Name** ('Denomination' in the screenshot): enter the name of the company;
- **Date of establishment** ('Date de creation' in the screenshot): enter the date of establishment using the calendar or fill out the date in the format 'dd/mm/yyyy';
- **Reference to the deed of establishment in the Belgian Official Gazette** ('Références de l'acte de constitution au Moniteur belge' in the screenshot).

Consult the [Excel file Legal Data on the Table of codes page of the Federal Public Service Economy for a list of all legal enterprise forms](#).

Table with summary list of legal enterprise forms:

Description in French	Description in English
Société à responsabilité limitée	Private limited company
Société privée à responsabilité limitée	Private limited liability company
Entité étrangère	Foreign entity
Société anonyme	Public limited company
Association sans but lucratif	Non-profit organisation
Société en nom collectif	General partnership
Société en commandite	Limited partnership
Société en commandite simple	Ordinary limited partnership
Société ou association sans personnalité juridique	Company or association without legal personality
Société coopérative à responsabilité limitée	Cooperative society with limited liability

Registered office

Fill out the fields related to the address of the registered office:

1. **Street** ('Rue' in the screenshot);
2. **Number** ('N°' in the screenshot);
3. **Box** ('Bte' in the screenshot);
4. **Postal code** ('Code postal' in the screenshot);
5. **City** ('Commune' in the screenshot);
6. **Country** ('Pays' in the screenshot): choose if needed another country than Belgium ('Belgique' in the screenshot) by using the little arrow on the right of the field to open a dropdown with a list of all possible countries.

Please note! In case you select another country than Belgium in the field **Country** ('Pays' in the screenshot), then the fields above appear on the screen. Please fill out:

- **Enterprise number in the country of origin** ('Numéro d'entreprise dans le pays d'origine' in the screenshot);
- **VAT number in the country of origin** (Numéro de TVA dans le pays d'origine' in the screenshot).

Fill out the following additional data:

7. **Language** ('Rôle linguistique' in the screenshot): select the language of your choice. Click on the arrow next to **Choose** ('Choisir' in the screenshot) and choose between French, Dutch or German ('Français, Néerlandais, Allemand' in the screenshot);

8. **Does your company carry out commercial or artisan activities?** ('Etes-vous une entreprise exerçant des activités commerciales ou artisanales?' in the screenshot): click the button for **Yes** or **No** ('Oui/Non' in the screenshot);

9. **Do you or will you have stable establishment units in Belgium soon?** ('Avez-vous ou aurez-vous prochainement des unités d'établissement stables en Belgique?' in the screenshot): click the button for **Yes** or **No** ('Oui/Non' in the screenshot);

10. Do you have any **remarks for the NSSO identification service** ('Commentaires à destination du service d'identification de l'ONSS' in the screenshot): fill them out in the field below.

Click on **Register** ('Enregistrer' in the screenshot) to confirm.

Identify as a Natural person

In case you have opted for **Natural person** ('Personne physique' in French), fill out the fields in the screenshots below.

Identification data

Fill out the following identification data:

- **Type of enterprise** ('Type d'entreprise' in the screenshot): already prefilled to **Natural person** ('Personne physique' in the screenshot) since you have chosen this option in the previous step;
- **Name** ('Nom' in the screenshot);
- **First name** ('Prénom' in the screenshot);
- **Date of establishment** ('Date de creation' in the screenshot): enter the date of establishment using the calendar or fill out the date in the format 'dd/mm/yyyy';

Registered office

Fill out the fields related to the address of the registered office:

11. **Street** ('Rue' in the screenshot);
12. **Number** ('N°' in the screenshot);
13. **Box** ('Bte' in the screenshot);
14. **Postal code** ('Code postal' in the screenshot);
15. **City** ('Commune' in the screenshot);
16. **Country** ('Pays' in the screenshot): choose if needed another country than Belgium ('Belgique' in the screenshot) by using the little arrow on the right of the field to open a dropdown with a list of all possible countries.

Additional data

Fill out the following additional data:

- **Language** ('Rôle linguistique' in the screenshot): select the language of your choice. Click on the arrow next to **Choose** ('Choisir' in the screenshot)and choose between French, Dutch or German ('Français, Néerlandais, Allemand' in the screenshot);
- **Does your company carry out commercial or artisan activities?** ('Etes-vous une entreprise exerçant des activités commerciales ou artisanales?' in the screenshot): click the button for **Yes** or **No** ('Oui/Non' in the screenshot);

- **Do you or will you have stable establishment units in Belgium soon?** ('Avez-vous ou aurez-vous prochainement des unités d'établissement stables en Belgique?' in the screenshot): click the button for **Yes** or **No** ('Oui/Non' in the screenshot);
- Do you have any **remarks for the NSSO identification service** ('Commentaires à destination du service d'identification de l'ONSS' in the screenshot): fill them out in the field below.

Click on **Register** ('Enregistrer' in the screenshot) to confirm.

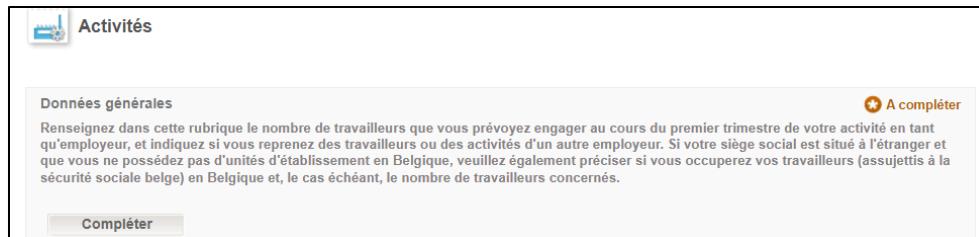## Overview of completed 'Enterprise identification' section

You now have submitted the first part of WIDE. On the top part of the screen, titled **Identification of the enterprise** ('Identification de l'entreprise' in the screenshot) some of the data you already submitted are shown. The little green arrow **Completed** ('Complété' in the sceenshot) indicates that you have finalised this part. In the above example we present the scenario of a company of the type Legal person ('Personne morale' in French).

Click on the button **Modify** ('Modifier' in the screenshot) to modify your data.

Activities
General data

In this section you need to enter the **number of workers** you plan to employ in the 1st quarter of your activity as an employer, and indicate if you are **transferring workers or activities from another employer**. If your **registered office is located abroad and you don't have any establishment units in Belgium**, please also indicate if you will employ your workers (subject to Belgian social security) in Belgium and, if so, provide the number of workers.
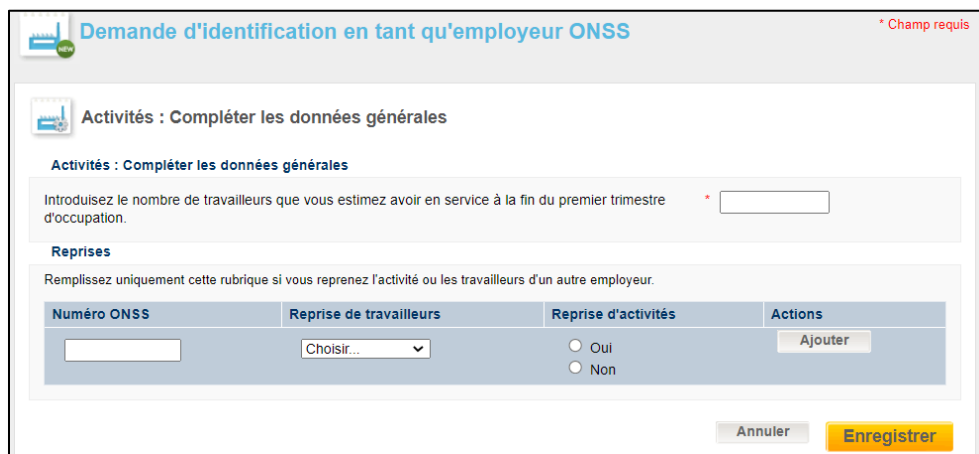

Click on **Complete** ('Compléter' in the screenshot) to open the next screen:

Enter the **Number of employees you expect to employ at the end of the first quarter of employment** ('Introduisez le nombre de travailleurs que vous estimez avoir en service à la fin du premier trimestre d'occupation' in the screenshot).

Please note!

- In case the legal form of your enterprise is foreign, and
- you answered **No** to the question in the previous section: **Do you or will you have stable establishment units in Belgium soon?** ('Avez-vous ou aurez-vous prochainement des unités d'établissement stables en Belgique?' in French), then
- the question below with Yes/No button appears: **Will you effectively employ your employees (subject to Belgian social security) in Belgium?** ('Occuperez-vous effectivement vos travailleurs (assujettis à la sécurité sociale belge) en Belgique?' in the screenshot);

- Click the **Yes** or **No** button ('Oui/Non' in the screenshot).

In case you are **taking over** ('Reprises' in the screenshot) activities or employees of other companies, fill out:

- **NSSO Number** (Numéro ONSS): the NSSO number of the company you are taking over.
- **Takeover of employees** ('Reprise de travailleurs' in the screenshot); click on the arrow to open a dropdown menu:
  - **No takeover** ('Pas de reprise' in French);
  - **Partial takeover** ('Reprise partielle' in French);
  - **Complete takeover** ('Reprise totale' in French);
- **Takeover of activities** ('Reprise d'activités' in the screenshot); click the **Yes** or **No** button ('Oui/Non' in the screenshot);
- **Actions**: click on **Add** ('Ajouter' in the screenshot) to confirm the date entered.

Click on **Register** ('Enregistrer' in the screenshot) to confirm or **Cancel** ('Annuler' in the screenshot) to cancel.

List of activities

In this section you need enter the activity or activities for which you intend to employ staff. This information will help determine exactly which contributions and, if applicable, which contribution reductions apply.

Click on **Add** ('Ajouter' in the screenshot).

Describe the main activities and the type and number of workers. If you carry out one or more additional activities with separately paid staff, also describe these activities and staff. Each activity should be described separately.

Fill out the following fields:

- **Branch of activity** ('Secteur d'activité' in the screenshot): give a precise description of the activity that your enterprise (not the staff) actually carries out (not the activities mentioned in the statutes) and for which salaried employees are engaged;
  - **Type of activity** ('Type d'activité' in the screenshot): click on the arrow next to **Choose** ('Choisir' in the screenshot) to open a dropdown showing following options:
    - **Manufacturing** ('Fabrication' in French);
    - **Installation** ('Placement in French);
    - **Repair** ('Réparation' in French);
    - **Retail** ('Commerce de détail' in French);
    - **Wholesale** ('Commerce de gros' in French);

- **Construction**;
- **Other** ('Autres' in French).
  - **More specifically** ('De' in the screenshot): give a more detailed description of the selected type of activity;
  - **Detailed description of activities** ('Description détaillée de l'activité' in the screenshot): provide any additional information to better describe your activity (link to website, additional details on the (main or secondary) activities, location of the worker(s) ...;
  - **Starting date of activities in the capacity of employer** ('Date de début de l'activité en tant qu'employeur' in the screenshot): fill out the date on the format dd/mm/yyyy or click on the calendar icon to pop-up a calendar you can select a date from.

Travailleurs concernés

Indiquez le nombre et le type de travailleurs qui seront occupés principalement par l'activité décrite ci-dessus.
Chaque type de travailleurs doit être renseigné séparément. Pour ce faire, remplissez les champs et cliquez sur le bouton "Ajouter".

Type de travailleur	Commission paritaire	Nombre	Actions
Ouvriers	112	20	Supprimer
Choisir...			Ajouter

Then fill out the following fields:

- **Employees involved** ('Travailleurs concernés' in the screenshot): indicate the **type** and **number** of employees who will be primarily engaged. Fill out the fields below:
  - **Type of worker** ('Type de travailleur' in the screenshot): each type of worker must be listed separately. Click on the arrow next to **Choose** ('Choisir' in the screenshot) to see a dropdown containing the following options:
    - **Blue-collar workers** ('Ouvriers' in the screenshot);
    - **White-collar employees** ('Employés' in the screenshot);
    - **Trainees – alternated learning** ('Apprentis – formation en alternance' in the screenshot);
    - **Students** ('Etudiants' in the screenshot);
    - **Small statuts** ('Petits statuts' in the screenshot);
    - **Article 17 workers** ('Travailleurs Article 17' in the screenshot);

    Consult more information on the different types of workers on the [Main data to be provided page in the Administrative Instructions section of the Social security enterprise portal (in French)](#).

  - Fill out the **Joint Committee** ('Commission paritaire' in the screenshot) for the type of worker you selected.
    - Consider the table below for the most used Joint Committees or consult the complete list. To do so, select the option 26 - joint Committees ('26 – Commissions Paritaires' in French) in the left menu of the [Annexes to administrative instructions part of the Social security website](#).

Table giving overview of Joint Committees, their code and description in English and French:

Joint Committee code	Description	Description in French
302	Joint Committee for the hotel industry	Commission paritaire de l'industrie hôtelière
200	Auxiliary Joint Committee for employees (not constituted, as the chairman, vice-chairman and members have not been appointed)	Commission paritaire auxiliaire pour employés (non constituées, étant donné que le président, le vice-président et les membres n'ont pas été nommés)
124	Joint Committee for the construction industry	Commission paritaire de la construction
201	Joint Committee for the Independent Retail Trade	Commission paritaire du commerce de détail indépendant
314	Joint Committee for hairdressing and beauty care	Commission paritaire de la coiffure et des soins de beauté
337	Joint Committee for the non-market sector	Commission paritaire auxiliaire pour le secteur non-marchand
145	Joint Committee for horticultural enterprises	Commission paritaire pour les entreprises horticoles
330	Joint Committee for health care institutions and services (not constituted, as the chairman, vice-chairman and members have not been appointed)	Commission paritaire des établissements et des services de santé (non constituées, étant donné que le président, le vice-président et les membres n'ont pas été nommés)
336	Joint Committee for the liberal professions	Commission paritaire pour les professions libérales
323	Joint Committee for building management and domestic workers	Commission paritaire pour la gestion d'immeubles et les travailleurs domestiques

- o Fill out the **Number** of staff members ('Nombre' in the screenshot) you want to list within this type and joint committee.
- o Under Actions click on **Add** ('Ajouter' in the screenshot) to submit this line of **Type of worker**, **Joint Committee** and **Number** of workers.

The line of data you registered appears on the screen under **Summary of activities already submitted** ('Résumé des activités déjà introduites' in the screenshot). Add as many lines as needed.

- When finished, click on **Register** ('Enregistrer' in the screenshot) to confirm or **Cancel** ('Annuler' in the screenshot) to cancel your entries.

- Click on **Modify** ('Modifier' in the screenshot) to modify your entry or on **Finalise** ('Terminer' in the screenshot) to complete your entry.

Overview of completed 'Activities' section

You return to the overview screen which now shows your entry. Click on **Modify** ('Modifier' in the screenshot) to modify or **Delete** ('Supprimer' in the screenshot) to delete your entry. Click on **Add** ('Ajouter' in the screenshot) to add information to the list of activities.

Responsibilities
Responsible persons

In this section you need to add the person(s) who is (are) responsible for your enterprise.

Click on **Add** ('Ajouter' in the screenshot) under **Responsible persons** ('Responsables' in the screenshot).

Click on the arrow next to **Type of responsible person** ('Type de responsable' in the screenshot) to open the dropdown menu and choose one of the following options:

- **Legal person** ('Personne morale' in the screenshot);
- **Natural person** ('Personne physique' in the screenshot).

Click on **Register** ('Enregistrer' in the screenshot) to confirm or **Cancel** ('Annuler' in the screenshot) to cancel.

Legal person

In case you chose **Legal person**, please add the following data in the fields that appear:

- **Details on the responsible person** ('Données du responsable' in the screenshot):
    - ○ **Type of responsible person** ('Type de responsable' in the screenshot) is already filled out with **Legal person** ('Personne morale' in the screenshot);
    - ○ **Legal form** ('Forme juriqique' in the screenshot): on the screen below click on the little arrow next to **Choose** ('Choisir' in the screenshot), which is located next to **Legal form**. You see a long list of possible legal forms. The most important are listed in the table below the screenshot;
    - ○ **Enterprise number** ('N° d'entreprise' in the screenshot); the company number as known by the Crossroads Bank of Enterprises;
    - ○ **Name** ('Denomination' in the screenshot): enter the name of the enterprise;
    - ○ **Reference to the deed of establishment in the Belgian Official Gazette** ('Références de l'acte de constitution au Moniteur belge' in the screenshot);
- **Address of responsible person** ('Adresse du responsible' in the screenshot):
    - ○ **Street** ('Rue' in the screenshot);
    - ○ **Number** ('N°' in the screenshot);
    - ○ **Box** ('Bte' in the screenshot);
    - ○ **Postal code** ('Code postal' in the screenshot);
    - ○ **City** ('Commune' in the screenshot);
    - ○ **Country** ('Pays' in the screenshot): choose if needed another country than Belgium ('Belgique' in the screenshot) with the arrow on the right to dropdown a list of all possible countries.

Click on **Register** ('Enregistrer' in the screenshot) to confirm or **Cancel** ('Annuler' in the screenshot) to cancel.

Table with summary list of legal enterprise forms:

Description in French	Description in English
Société à responsabilité limitée	Private limited company
Société privée à responsabilité limitée	Private limited liability company

Description in French	Description in English
Entité étrangère	Foreign entity
Société anonyme	Public limited company
Association sans but lucratif	Non-profit organisation
Société en nom collectif	General partnership
Société en commandite	Limited partnership
Société en commandite simple	Ordinary limited partnership
Société ou association sans personnalité juridique	Company or association without legal personality
Société coopérative à responsabilité limitée	Cooperative society with limited liability

Consult the [Excel file Legal Data on the Table of codes page of the Federal Public Service Economy for a list of all legal enterprise forms](#).

Natural person

In case you ticked **Natural person** ('Personne physique' in the screenshot), please answer the question **Do you know the SSIN** (Belgian Social Security Identification Number) **of the responsible person?** ('Connaissez-vous le NISS (Numéro d'Identification à la Sécurité Sociale) du responsable ?' in the screenshot) by clicking button **Yes** or **No** ('Oui/Non' in the screenshot).

I know the SSIN of the responsible person

In case you ticked the **Yes** button, fill out the **SSIN** in the field that appears ('NISS' in the screenshot).

Click on **Register** ('Enregistrer' in the screenshot) to confirm or **Cancel** ('Annuler' in the screenshot) to cancel.

I don't know the SSIN of the responsible person

In case you checked the **No** button, fill out the fields that appear on your screen (in the example below the fields are already filled out):

- **Details on the responsible person** ('Données du responsable' in the screenshot):
  - Name ('Nom' in the screenshot);
  - First Name ('Prénom' in the screenshot);
  - Sex ('Sexe' in the screenshot);
  - Birth date ('Date de naissance' in the screenshot);
  - Birth place ('Lieu de naissance' in the screenshot);
  - Nationality ('Nationalité' in the screenshot);
  - Country of Birth ('Pays de naissance' in the screenshot).
- **Address of responsible person** ('Adresse du responsable' in the screenshot):
  - **Street** ('Rue' in the screenshot);
  - **Number** ('N°' in the screenshot);
  - **Box** ('Bte' in the screenshot);
  - **Postal code** ('Code postal' in the screenshot);
  - **City** ('Commune' in the screenshot);
  - **Country** ('Pays' in the screenshot).

Click on **Register** ('Enregistrer' in the screenshot) to confirm or **Cancel** ('Annuler' in the screenshot) to cancel.

Legal representative

In this section you need to add the legal representative for your enterprise.
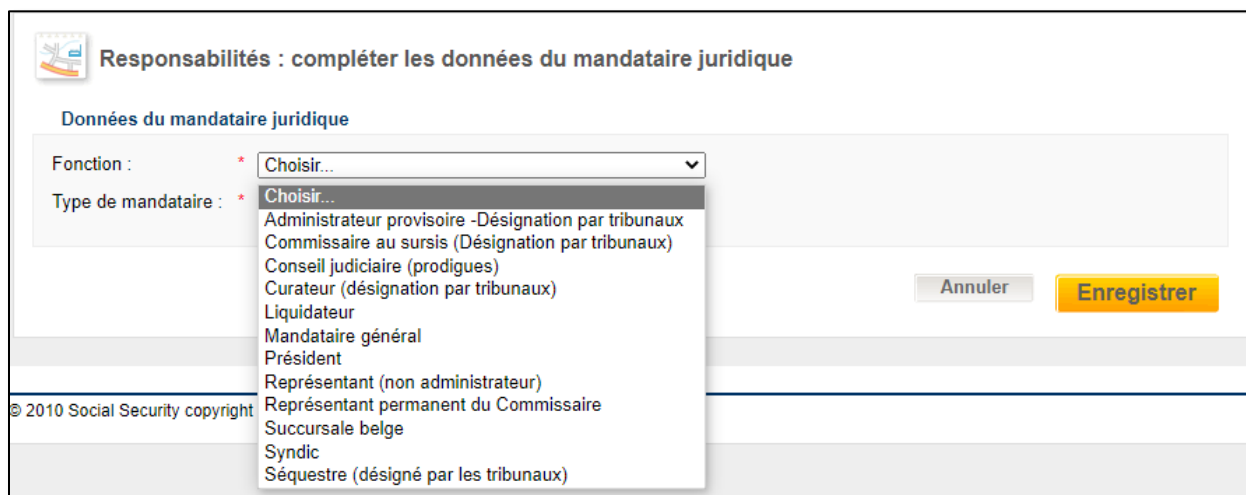
Enter the legal representative or, for foreign enterprises, the c/o in Belgium in this section.

Declare a legal representative if:

- You don't have the legal competence to sign the identification application (representative = guardian, liquidator, curator...);
- Your enterprise was established in a country other than Belgium and you wish to appoint a representative in Belgium as your domicile; in this case you must attach a declaration to the application in which the representative accepts the appointed mandate;
- If your enterprise has a branch in Belgium, the election of domicile will be this branch;
- If you have several branches in Belgium, you can choose between them by changing the address proposed to you.

Click on **Complete** ('Compléter' in the screenshot) under **Legal representative** ('Mandataire juridique' in the screenshot).

Fill out the following fields under **Details on the legal representative** ('Données du mandataire juridique' in the screenshot):

- **Function** ('Fonction' in the screenshot): click on the arrow next to **Choose** ('Choisir' in the screenshot) to open a dropdown. Choose one of the following options:
    - **Provisional administrator-Appointment by courts** ('Administrateur provisoire-Désignation par tribunaux' in the screenshot);

- o **Commissioner suspension** ('Commissaire au sursis (désignation par tribunaux)' in the screenshot);
- o **Judicial Counsel (Prodigal)** ('Conseil judiciaire (prodigue)' in the screenshot);
- o **Curator (court appointment)** ('Curateur (désignation par tribunaux)' in the screenshot);
- o **Liquidator** ('Liquidateur' in the screenshot);
- o **General representative** ('Mandataire général' in the screenshot);
- o **President** ('Président' in the screenshot);
- o **Representative (non administrator)** ('Représentant (non administrateur)' in the screenshot);
- o **Permanent Representative of the Commissioner** ('Représentant permanent du Commissaire' in the screenshot);
- o **Belgian branch** ('Succursale belge' in the screenshot);
- o **Building manager** ('Syndic' in the screenshot);
- o **Sequestrator (appointed by the courts)** ('Séquestre (désigné par les tribunaux)' in the screenshot).

- • Click on the arrow next to **Type of representative** ('Type de mandataire in the screenshot) to open the dropdown menu and choose one of the options:
  - o **Legal person** ('Personne morale' in the screenshot);
  - o **Natural person** ('Personne physique' in the screenshot).

Click on **Register** ('Enregistrer' in the screenshot) to confirm or **Cancel** ('Annuler' in the screenshot) to cancel.

Legal representative is a legal person

In case the legal representative is a **Legal person**, please add the following data in the fields that appear:
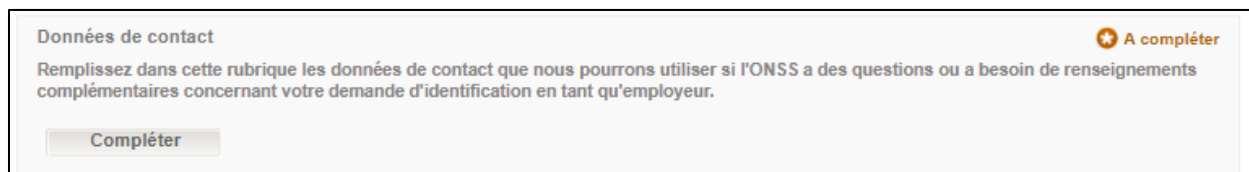
- **Details on the legal representative** ('Données du mandataire juridique' in the screenshot):
  - **Legal form** ('Forme juridique' in the screenshot): click on the little arrow next to **Choose** ('Choisir' in the screenshot), which is located next to **Legal form**. You see a long list of possible legal forms. The most important are listed in the table below the screenshot;
  - **Enterprise number** ('N° d'entreprise' in the screenshot): the company number as known by the Crossroads Bank of Enterprises;
  - **Name** ('Denomination' in the screenshot): enter the name of the enterprise.
- **Address** ('Adresse' in the screenshot):
  - **Street** ('Rue' in the screenshot);
  - **Number** ('N°' in the screenshot);
  - **Box** ('Bte' in the screenshot);
  - **Postal code** ('Code postal' in the screenshot);
  - **City** ('Commune' in the screenshot);
  - **Country** ('Pays' in the screenshot): this field has the value Belgium ('Belgique' in the screenshot) already filled out, as it is mandatory a legal representative is located in Belgium.
- **Contact details** ('Données de contact' in the screenshot):
  - **Telephone number** ('Tél.' In the screenhot);
  - **Mobile phone** ('GSM' in the screenshot);
  - **Fax**;
  - **E-mail**.

Click on **Register** ('Enregistrer' in the screenshot) to confirm or **Cancel** ('Annuler' in the screenshot) to cancel.

Table with summary list of legal enterprise forms:

Description in French	Description in English
Société à responsabilité limitée	Private limited company
Société privée à responsabilité limitée	Private limited liability company
Entité étrangère	Foreign entity
Société anonyme	Public limited company
Association sans but lucratif	Non-profit organisation
Société en nom collectif	General partnership
Société en commandite	Limited partnership
Société en commandite simple	Ordinary limited partnership
Société ou association sans personnalité juridique	Company or association without legal personality
Société coopérative à responsabilité limitée	Cooperative society with limited liability

Consult the [Excel file Legal Data on the Table of codes page of the Federal Public Service Economy for a list of all legal enterprise forms](#).

Legal representative is a natural person

In case the legal representative is a **Natural person**, please add the following data in the fields that appear:

- **Details on the legal representative** ('Données du mandataire juridique' in the screenshot):
  - **Name** ('Nom' in the screenshot);
  - **Given name** ('Prénom' in the screenshot).
- **Address** ('Adresse' in the screenshot):
  - **Street** ('Rue' in the screenshot);
  - **Number** ('N°' in the screenshot);
  - **Box** ('Bte' in the screenshot);
  - **Postal code** ('Code postal' in the screenshot);
  - **City** ('Commune' in the screenshot);
  - **Country** ('Pays' in the screenshot): this field has the value Belgium ('Belgique' in the screenshot) already filled out, as it is mandatory a legal representative is located in Belgium.
- **Contact details** ('Données de contact' in the screenshot):
  - **Telephone number** ('Tél.' In the screenhot);
  - **Mobile phone** ('GSM' in the screenshot);
  - **Fax**;
  - **E-mail**.

Click on **Register** ('Enregistrer' in the screenshot) to confirm or **Cancel** ('Annuler' in the screenshot) to cancel.

Contact Data

In this section, you need to fill in the contact details which the NSSO can use in case they have questions or need additional information about your identification request as an employer.

Click on **Complete** ('Compléter' in the screenshot) under **Contact details** ('Données de contact' in the screenshot).

Fill out the following data in the screen that appears:

- **Contact person** ('Personne de contact' in the screenshot):
  - **Name** ('Nom' in the screenshot);
  - **Given name** ('Prénom' in the screenshot).
- **Contact details** ('Données de contact' in the screenshot):
  - **Telephone number** ('Tél.' In the screenhot);
  - **Mobile phone** ('GSM' in the screenshot);
  - **Fax**;
  - **E-mail**.

Click on **Register** ('Enregistrer' in the screenshot) to confirm or **Cancel** ('Annuler' in the screenshot) to cancel.

Overview of completed Responsibilities section

The overview screen shows all sections under **Responsibilities** ('Responsabilités' in the screenshot). Use the following commands if needed:

- **Add** ('Ajouter' in the screenshot) to add information;
- **Modify** ('Modifier' in the screenshot) to modify information;
- **Delete** ('Supprimer' in the screenshot) to delete information.

Establishment units

Please note: only in case you answered the question **Do you or will you have stable establishment units in Belgium soon?** ('Avez-vous ou aurez-vous prochainement des unités d'établissement stables en Belgique?' in French) with **Yes** ('Oui' in French) in a previous section (see chapter on [Additional data](#)), then you will also be asked to fill out this section.
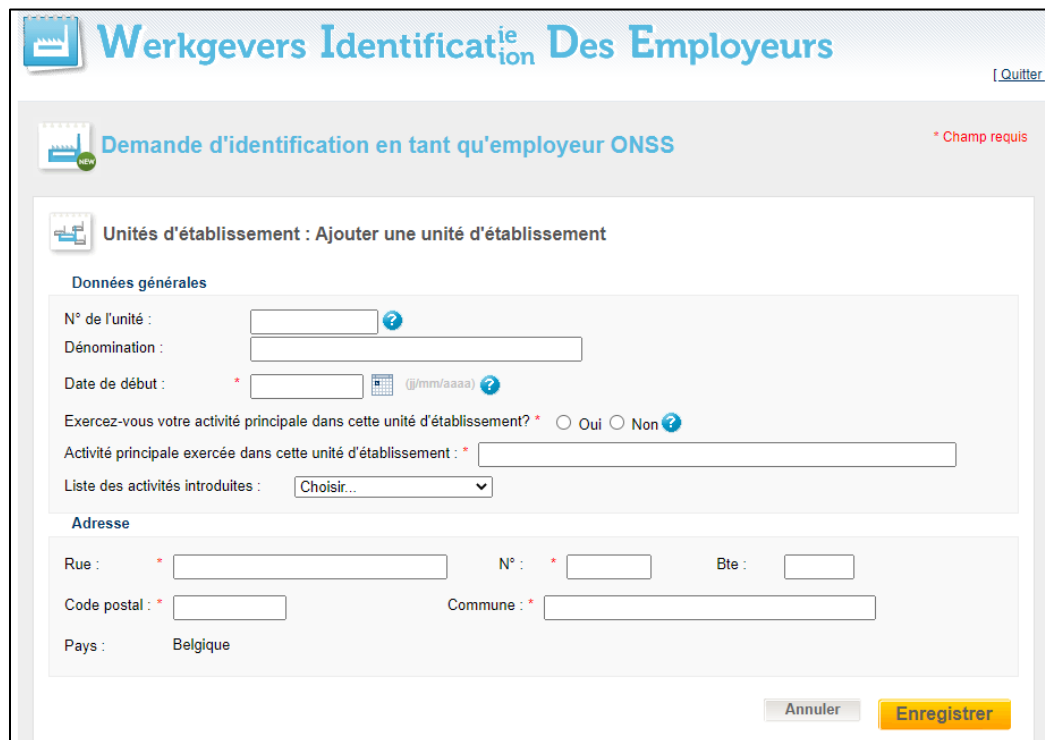
It requires you to complete a list of establishment units for your enterprise.

Click on **Add** ('Ajouter' in the screenshot).

List of establishment units

Fill out the following fields:

- **General data** ('Données générales' in the screenshot):
  - o **Establishment unit number** ('N° de l'unité' in the screenshot): this is a unique identification number for each location where your enterprise carries out an activity. It is transferable from one company to another (e.g. in the case of a merger or takeover);
  - o **Name** ('Dénomination' in the screenshot);
  - o **Starting date** ('Date de début' in the screenshot): date of establishment of this unit;
  - o **Do you carry out your main activity in this establishment unit?** ('Exercez-vous votre activité principale dans cette unité d'établissement?' in the screenshot):
    - ▪ Check the button **Yes** or **No** ('Oui/Non' in the screenshot);
  - o **Main activity carried out in this unit** ('Activité principale exercée dans cette unité d'établissement' in the screenshot);
  - o **List of activities** ('Liste des activités introduites' in the screenshot): click on the arrow next to **Choose** ('Choisir' in the screenshot) to see a dropdown containing all options you filled out earlier in the registration.
- **Address** ('Adresse' in the screenshot) :
  - o **Street** ('Rue' in the screenshot);
  - o **Number** ('N°' in the screenshot);
  - o **Box** ('Bte' in the screenshot);
  - o **Postal code** ('Code postal' in the screenshot);
  - o **City** ('Commune' in the screenshot);
  - o **Country** ('Pays' in the screenshot): this field has the value Belgium ('Belgique' in the screenshot) already filled out, as it is mandatory that a legal representative is located in Belgium.

Click on **Register** ('Enregistrer' in the screenshot) to confirm or **Cancel** ('Annuler' in the screenshot) to cancel.

Résumé des unités d'établissement déjà introduites

N° de l'unité	Dénomination	Commune	Activité principale?	Actions
		Leuven	Non	Modifier
		Leuven	Non	Modifier

Terminer

You can add as many establishment units as needed. After clicking on **Register** a summary screen is added to the bottom of the screen, showing the result of your entry/entries.
Click on **Modifier** ('Modify' in the screenshot) next to the entry you want to change. If you have completed all entries for all establishment units, click **Finalise** ('Terminer' in the screenshot) to confirm all entries made.

Overview of completed 'Establishment units' section

Check the overview screen after filling out all **Establishment units** ('Unités d'établissement' in the screenshot).

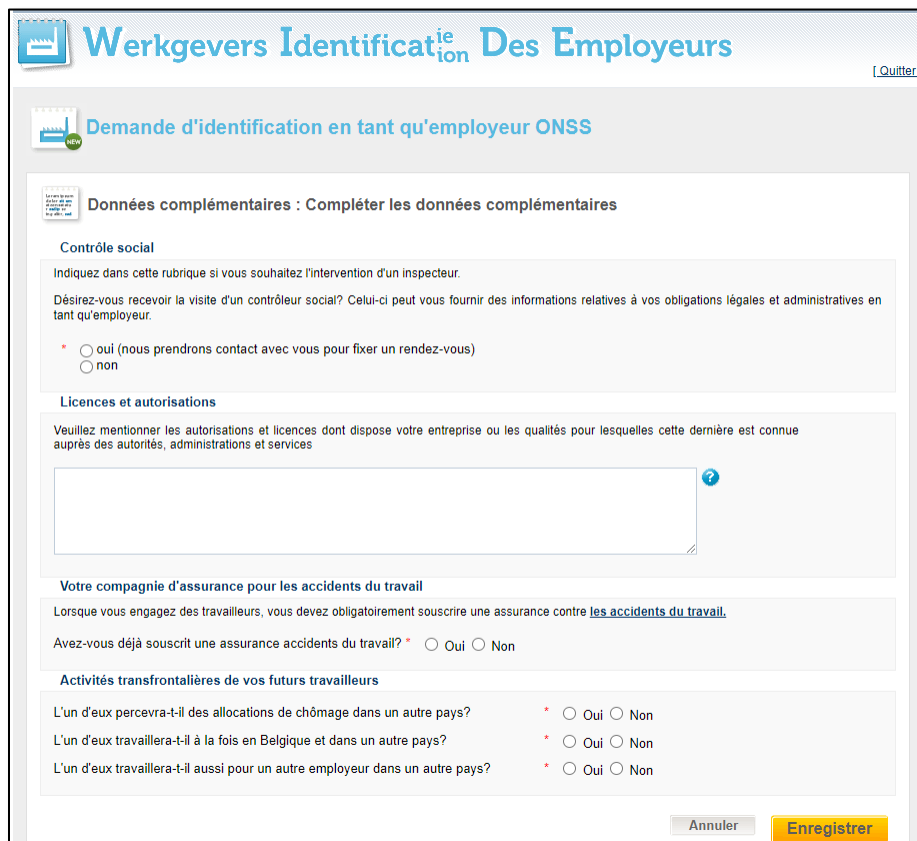- Clik on **Add** ('Ajouter' in the screenshot) to add information;
- Clik on **Modify** ('Modifier' in the screenshot) to modify information;
- Clik on **Delete** ('Supprimer' in the screenshot) to delete information.

Additional information

In this section you should list your licences and permits. Fill in details about your workplace accident insurance company and indicate whether your (future) employees carry out cross-border activities.
Click on **Complete** ('Compléter' in the screenshot) to open the next screenshot.

Data on social inspection, licences, insurance and cross-border activities

Fill out the following fields:
- **Social inspection** ('Contrôle social' in the screenshot):
  Indicate in this section **whether you want the intervention of an inspector. A social inspector can inform you on your legal and administrative obligations as an employer** ('Désirez-vous recevoir la visite d'un contrôleur social? Celui-ci peut vous fournir des informations relatives à vos obligations légales et administratives en tant qu'employeur' in the screenshot):
  - o   Click on **Yes** ('Oui' in the screenshot): in that case you will be contacted to fix an appointment;
  - o   Click on **No** ('Non' in the screenshot) if you don't require the visit of a social inspector.

- **Licences and permits** ('Licences et autorisations' in the screenshot):
  List the permits and licences your enterprise holds or the qualities for which it is known to the authorities, administrations and services. Permits and licences include:
    - Accreditations, licences, authorisations, affiliations, registrations... that may be issued by an administration to carry out these activities within the enterprise or within a specific branch unit;
    - The capacities under which the enterprise is known to the federal government, e.g. 'subject to VAT' or 'employer'.
- **Your workplace accident insurance company** ('Votre compagnie d'assurance pour les accidents du travail' in the screenshot):
  If you engage employees, a work accident insurance is mandatory. Read more about this mandatory insurance on the Insurance pages of the Fedris website (in French).
    - **Have you already taken out work accident insurance?** ('Avez-vous déjà souscrit une assurance accidents du travail?' in the screenshot): check the button **Yes** or **No** ('Oui/Non' in the screenshot);
    - **Name of the insurance compan**y ('Dénomination de la compagnie d'assurance' in the screenshot)
- **Cross-border activities of your future employees** ('Activités transfrontalières de vos futurs travailleurs' in the screenshot): answer the 3 questions below with **Yes** or **No** ('Oui/Non' in the screenshot) :
    - **Do any of your employees receive unemployment benefits in another country** ('L'un d'eux percevra-t-il des allocations de chômage dans un autre pays?' in the screenshot);
    - **Does one of your employees work alternately in Belgium and abroad** ('L'un d'eux travaillera-t-il à la fois en Belgique et dans un autre pays?' in the screenshot);
    - **Do any of your employees work for another employer in another country** ('L'un d'eux travaillera-t-il aussi pour un autre employeur dans un autre pays?' in the screenshot):

Click on **Register** ('Enregistrer' in the screenshot) to confirm or **Cancel** ('Annuler' in the screenshot) to cancel.

Overview of completed 'Additional information' section

Check the overview screen after filling out all Additional information ('Données complémentaires' in the screenshot).

Click on **Modify** ('Modifier' in the screenshot) to modify information.

Ready to proceed: send

You have now completed all sections, and get redirected to the central screen for a summary overview.

Add, **Modify**, **Delete** or **Complete** where possible ('Ajouter, Modifier, Supprimer, Compléter' in French) or proceed your request for further processing by clicking on **Send** ('Envoyer' in the screenshot), at the bottom of the screen.

Confirmation

After completion you receive a confirmation of your sent request for identification as an employer, as in the screen below.

If you have used the secured version, you receive a confirmation of your sent request for identification as an employer, as in the screen below:

Preliminary NSSO number

The message given is:

- Your application has been registered.
- The provisional NSSO number assigned to you is 00000000-00 (51292299-22 as an example below).
- Do not forget to complete the mandatory additional formalities to complete your application (only if the application was submitted via the unsecured version).

Or in French:

> Votre demande a bien été enregistrée.
> Le numéro ONSS provisoire qui vous a été attribué est le 51292299-22
> N'oubliez pas de remplir les formalités complémentaires obligatoires pour achever votre demande.

Additional mandatory formalities (only if the application was submitted via the unsecured version).

Please note! You need to comply with some additional formalities in order to complete your request and receive a definitive NSSO number (see orange rectangle in the screenshot):

- **Additional formalities with regard to the NSSO** ('Formalités complémentaires obligatoires à l'égard de l'ONSS' in the screenshot):
    - o In order to finalise your application and thus obtain a definitive NSSO number, you should send the following document(s) to:

        National Social Security Office - Identification Department
        Place Victor Horta 11
        1060 Brussels
      Your request for identification as an employer signed by a manager of your company.
      Please note! You can print out your request by clicking on the link to the pdf.

        🖨 imprimez votre demande d'identification (.pdf)

- **As soon as the NSSO has processed this/these document(s), you will receive:**
    - o Your definitive NSSO number;
    - o Your NACE code (Nomenclature of Economic Activities ('Classification des Activités Economiques in French) qualifying your entreprise's activities;
    - o The employer category(ies) assigned to you.

Formalités complémentaires obligatoires à l'égard de l'ONSS

Pour achever votre demande d'identification et obtenir un numéro ONSS définitif, veuillez envoyer le(s) document(s) suivant(s) à :

Office National de Sécurité Sociale - Direction Identification
Place Victor Horta 11
1060 Bruxelles

➢ Votre demande d'identification comme employeur signée par un responsable de votre entreprise.
🖨 imprimez votre demande d'identification (.pdf)

Dès que l'ONSS aura traité ce(s) document(s) , vous recevrez :

➢ Votre numéro ONSS définitif.
➢ Votre code Nace (nomenclature générale des activités économiques dans la Communauté Européenne) qualifiant les activités de votre entreprise.
➢ La/les catégorie(s) d'employeur qui lui a/ont été attribuée(s).

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