

New legislation for self-employed professional activities by foreign nationals: documents for first applications as of 1/01/2022

| Type of document | Innovative added value | Economic value (classic business) | Sporting added value | Cultural/artistic added value |
|--|------------------------|-----------------------------------|----------------------|-------------------------------|
| Mandatory for all applications | | | | |
| Financial plan with a liquidity prognosis: expected profit and loss for the next 2 years (template available on the website) | X | X | X | X |
| Proof of salary that will be paid to yourself (or contained in financial plan) | X | X | X | X |
| Copy of valid passport or equivalent travel document | X | X | X | X |
| Copy of legal residence in Belgium | X | X | X | X |
| Extract from the criminal record (no older than 6 months) | X | X | X | X |
| Proof of secondary education level (VKS4) or higher | X | X | X | X |
| Proof of income achieved (at least 120% of income support) during past 12 months (salary slips, deposits on bank account) | X | X | X | X |
| Mandatory according to category | | | | |
| Proof of fulfilling at least 1 of the following criteria: <ol style="list-style-type: none"> 1. Development of new products, services or processes that bring added value 2. Application of new or improved technologies (to existing products, services or processes) which are converted into added value 3. Collaboration with an incubator/accelerator (a list approved by the Minister posted on the website) or an organisation for research and knowledge dispersion | X | - | - | - |
| Complete business plan (including the financial plan, as well as price structure, organisation, market analysis, marketing plan, info on investments and labour creation) | X | X | - | - |
| Proof of starting capital of 18600 euro on a financial account in name of the applicant | - | X | - | - |
| Proof of fulfilling at least 1 of the following criteria: <ol style="list-style-type: none"> 1. Job creation AND investments (or contained in the financial plan) | - | X | - | - |

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| 2. Favourable effect on existing economic fabric (or contained in the financial plan) | | | | |
| Proof that activity is included on the sports disciplines list | - | - | X | - |
| Proof of affiliation with sports club, recognised by a Flanders sports federation | - | - | X | - |
| Detailed description of independent sport activity (method of guiding athletes, ages and level of athletes, use of (multi-)annual plan) | - | - | X | - |
| Qualification from the Flanders Trainers School (if you do not have this yet: must be obtained within 12 months after application and submitted to our service) | - | - | X | - |
| CV or a portfolio from which can be inferred an affinity with cultural or artistic field | - | - | - | X |
| Proof of (future) collaboration with an organisation from the Flanders cultural or artistic sector | - | - | - | X |
| Mandatory according to legal form and status | | | | |
| (Provisional) deed of incorporation (or bye-laws) | If not one-man business | If not one-man business | If not one-man business | If not one-man business |
| Deed of your appointment within the company (or included in the deed of incorporation/bye-laws) | If not one-man business | If not one-man business | If not one-man business | If not one-man business |
| Signed shareholders register or UBO (Ultimate Beneficial Owners) | If not one-man business | If not one-man business | If not one-man business | If not one-man business |
| Valid work permit for main occupation (min. 50%) if self-employed in a secondary occupation | If secondary occupation | If secondary occupation | If secondary occupation | If secondary occupation |
| Solemn declaration by the director about appointment as self-employed helper in a one-man business | If self-employed helper | If self-employed helper | If self-employed helper | If self-employed helper |
| Solemn declaration by the director about appointment as working partner in a partnership | If working partner | If working partner | If working partner | If working partner |
| Registration certificate at accredited Belgian university or university college | If student | If student | If student | If student |
| Valid declaration of arrival in Belgium (annex 3) AND proof of status of long-term residency as third-country national (LRT) in another EU country | If LRT in another EU country | If LRT in another EU country | If LRT in another EU country | If LRT in another EU country |
| Optional documents (non-exhaustive list) | | | | |
| Proof of opening of a professional bank account in name of business | | | | |
| Signed agreement with an agency, a practice, partners, a client, a supplier | | | | |

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| CV | | | | |
| Letter of recommendation | | | | |