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| LOGO_LEEUW_CS5 | **Department of Work and Social Economy****Service Cheques and Temporary Employment Service** | *http://werk.be/uitzendbureaus**e-mail:arbeidsbemiddeling@vlaanderen.be* *35 Koning Albert II Laan, box 20, 1030 Brussels**tel.:+32 2 553 43 08* |

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| **APPLICATION FOR RECOGNITION AS A TEMPORARY EMPLOYMENT AGENCY IN THE FLEMISH REGION [[1]](#footnote-1)1** |

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| 1. Who is applying for the recognition? |

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|  *the undersigned* *(natural person)* *registered office*  | surname first name            ……………………………………………………………….……………………………………………………………… [ ]  in own name [ ]  on behalf of a legal personname legal form              ………………………………………………………………………………………………………………………street house number box                 ……………………………………………………………………………………………………………………………………postal code municipality            ……………………………………………………………………………………………………………………………………telephone number e-mail            ……………………………………………………………………………………………………………………………………country       ……………………………………………………………………………………………………………………………………VAT number NSSO number           …………………………………………………………………………………………………………………………………… |

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|  *Select one or more activities* |  [ ]  Temp agency activities in all sectors with the exception of the construction and artistic sectors (U) [ ]  Temp agency activities in the artistic sector (P) [ ]  Temp agency activities in the construction sector (C) |

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| 2. For foreign temporary employment agencies, the contact person in Belgium (optional): |
|  | surname first name            ………………………………………………………………………………………………………………………………..…street house number/ box             …………………………………………………………………………………………………………………………………..postal code municipality           …………………………………………………………………………………………………………………………………..telephone e-mail              ………………………………………………………………………………………………………………………………….. |

***If applicant = natural person > go to point 4***

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| 3. The authorised representative(s) of the legal person is (are): |

 *these persons must include their certificates of good conduct.*

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| surname first name            ………………………...…………………………………………………………….street no.            ………………………...…………………………………………………………….postal code municipality           ………………………...…………………………………………………………….country nationality           ………………………...……………………………………………………………. | surname first name            ………………………...…………………………………………………………….street no.            ………………………...…………………………………………………………….postal code municipality           ………………………...…………………………………………………………….country nationality           ………………………...…………………………………………………………….  |

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| 4. The professional manager(s) of the agency is (are): |

 *these persons must include their CVs with supporting documents (qualifications, employment certificates, etc.).*

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| surname first name            ………………………...…………………………………………………………….street no.            ………………………...…………………………………………………………….postal code municipality           ………………………...…………………………………………………………….country nationality           ………………………...……………………………………………………………. | surname first name            ………………………...…………………………………………………………….street no.            ………………………...…………………………………………………………….postal code municipality           ………………………...…………………………………………………………….country nationality           ………………………...……………………………………………………………. |

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| 5. Is the agency recognised as a temporary employment agency in the Flemish Region? |
|  | [ ]  No [ ]  Yes, recognised with number VG.         |

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| 6. Is the agency recognised as a temporary employment agency in the Brussels-Capital Region, the Walloon Region, the German-speaking Community, or in another Member State of the European Economic Area? |
|  | [ ]  No [ ]  Yes       ……………………………………………………………………………… [ ]  in the Brussels-Capital Region [ ]  in the Walloon Region [ ]  in the German-speaking Community [ ]  in the Member State: ………………………...…………………………………………………… [ ]  recognition period. From      to       ………………………………………..…………………………………………………………… Number(s): ………………………...…………………………………………………… |

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| 7. Documents to be included as **attachment**:  |

 Indicate the included attachments:

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|  *You can find more details about the attachments to be included on our website:* <http://werk.be/uitzendbureaus> | [ ]  In the case of a legal person, the coordinated articles of association that state, as indicated in the articles of association, that the activity consists of operating an agency;  ***attachment 1***[ ]  one or more certificates of good conduct of the business manager(s) and the authorised representative(s) of the agency; ***attachment 2*** [ ]  the Curriculum Vitae and the documents proving that the conditions of professional expertise referred to in Article 5 have been met; ***attachment 3***[ ]  a certificate from the tax authorities certifying that the applicant is not in arrears with any overdue tax, fines or interest of any kind (= certificate "276 C2") when he files his application ***attachment 4***  [ ]  a certificate from the National Social Security Office stating that the applicant is not in arrears with contributions, fines or interest when he files his application ***attachment 5*** [ ]  proof  showing that no overdue sums, fines or interest are owed to the Fund for Subsistence; ***attachment 6***[ ]  proof that the applicant has paid a surety to the Social Fund fund for Temporary Workers; ***attachment 7***-[ ]  a list of all the place(s) of business of the temporary employment agency; ***attachment 8*** |

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| 8. The applicant confirms the that the aforementioned information is correct.  |
|  | surname first name            …………………………………………………………………………………………...…………………………………date signature             |

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| 9. What is the next step for this application? |

Send this fully completed application form with the requested attachments to:

Department of Work and Social Economy

Employment and Competencies Division

Service Cheques and Temporary Employment Service

35 Koning Albert II Laan, box 20, 1030 Brussels

Receipt of your application will be confirmed in writing.

If the file is complete, it will be forwarded to the Advisory Committee as soon as possible and at the latest within 30 calendar days.

An incomplete file cannot be submitted to the Advisory Committee.

1. 1 In accordance with the Decree of 10 December 2010 on private job placement services and the Government of Flanders Order of 10 December 2010 implementing said decree.
 [↑](#footnote-ref-1)