# **First application Professional card**

Please provide answers in the same language as the application form

## **Personal data**

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| **Identity** |  |
| First name \*: Klik of tik om tekst in te voeren. | Surname \*: |
| National register number / BIS number \*: Klik of tik om tekst in te voeren. |  |
| Place of birth \*: Klik of tik om tekst in te voeren. | Date of birth:\* Klik of tik om een datum in te voeren. |
| Sex\*: Kies een item. | Nationality\*: Klik of tik om tekst in te voeren. |
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| **Contact details** |  |
| Street\*: Klik of tik om tekst in te voeren. | House number\*: Klik of tik om tekst in te voeren. |
| Box: Klik of tik om tekst in te voeren. |  |
| Town/city\*: Klik of tik om tekst in te voeren. | Postal code\*: Klik of tik om tekst in te voeren. |
| Province\*: Klik of tik om tekst in te voeren. | Country\*: Klik of tik om tekst in te voeren. |
| Telephone number\*: Klik of tik om tekst in te voeren. |  |
| E-mail address\*: Klik of tik om tekst in te voeren. | |
| Repeat e-mail address\*: Klik of tik om tekst in te voeren. | |
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| **Residence information** |  |
| Nature of the residence permit\*: Kies een item. | |
| Start date of right to reside : Klik of tik om een datum in te voeren. | Expire date of right to reside : Klik of tik om een datum in te voeren. |
| Are you currently studying in Belgium?  yes  No |  |
| I would like to receive emails from the WSE department as part of my professional card\*. | |

## **Information on the professional activity**

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| **Information on the professional activity** | |
| Are you collaborating with an incubator/accelerator or an organisation for research and knowledge dispersion\*?  Yes  No | |
| Does your self-employed activity focus on the development of new products, services or processes? Or do they apply new or improved technologies to existing products, services or processes and convert these into added value?\*  Yes  No | |
| In which of the following sectors does your self-employed activity take place\*? (Indicate max 1)  Sports sector  Cultural/artistic sector  Architecture  Innovative sector  Other (classic business) | |
| Accurate description of the activity\*: | |
| Regulations\*:  Self-employed in main occupation  Self-employed in secondary occupation (min. 50% in main occupation) | |
| I want to apply for a professional card for \*:  a one-man business  a company | |
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| **Information on one-man business**  Only complete if you opted for a professional card as a one-man business. | |
| Am I going to perform a special job\*?  Yes, as self-employed helper  Yes, as working spouse, legally cohabiting partner  No | |
| Nature of the business: \*:  New business  Joining an existing business  Acquiring an existing business  As representative of a branch of a foreign business | |
|  | |
| **If you chose a new business, joining an existing business, or acquiring an existing business:** | **If you chose to start as a representative of a branch of a foreign business:** |
| name of the business\*:  Klik of tik om tekst in te voeren. | Name of the existing foreign head office\*: Klik of tik om tekst in te voeren. |
| Business no. business in start-up or existing business: Klik of tik om tekst in te voeren. | Name of branch\*:  Klik of tik om tekst in te voeren. |
|  | Business no. of branch: Klik of tik om tekst in te voeren. |

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| **Operational address belgian business or branch\***  Mandatory completion | |
| Street\*: Klik of tik om tekst in te voeren. | House number\*: Klik of tik om tekst in te voeren. |
| Box: Klik of tik om tekst in te voeren. |  |
| Town/city\*: Klik of tik om tekst in te voeren. | Postal code\*: Klik of tik om tekst in te voeren. |
| Province\*: Klik of tik om tekst in te voeren. | Country\*: Klik of tik om tekst in te voeren. |
| **Registered office of the already existing foreign business**  Only complete if you opted for a professional card “as a representative of a branch of a foreign business” | |
| Street\*: Klik of tik om tekst in te voeren. | House number\*: Klik of tik om tekst in te voeren. |
| Box: Klik of tik om tekst in te voeren. |  |
| Town/city\*: Klik of tik om tekst in te voeren. | Postal code\*: Klik of tik om tekst in te voeren. |
| Province\*: Klik of tik om tekst in te voeren. | Country\*: Klik of tik om tekst in te voeren. |

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| **Company information**  Only complete if you opted for a professional card as a company. | |
| Legal form \*: Kies een item. | |
| Position \*: Kies een item. | |
| Nature of the business: \*:  New business  Joining an existing business  Acquiring an existing business  As representative of a branch of a foreign business | |
|  | |
| **If you chose a new business, joining an existing business, or acquiring an existing business:** | **If you chose to start as a representative of a branch of a foreign business:** |
| name of the business\*:  Klik of tik om tekst in te voeren. | Name of the existing foreign head office\*: Klik of tik om tekst in te voeren. |
| Business no. business in start-up or existing business: Klik of tik om tekst in te voeren. | Name of branch\*:  Klik of tik om tekst in te voeren. |
|  | Business no. of branch: Klik of tik om tekst in te voeren. |
| **Operational address belgian business or branch\***  Mandatory completion | |
| Street\*: Klik of tik om tekst in te voeren. | House number\*: Klik of tik om tekst in te voeren. |
| Box: Klik of tik om tekst in te voeren. |  |
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| Province\*: Klik of tik om tekst in te voeren. | Country\*: Klik of tik om tekst in te voeren. |
|  |  |
| **Registered office of the already existing foreign business**  Only complete if you opted for a professional card “as a representative of a branch of a foreign business” | |
| Street\*: Klik of tik om tekst in te voeren. | House number\*: Klik of tik om tekst in te voeren. |
| Box: Klik of tik om tekst in te voeren. |  |
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| Province\*: Klik of tik om tekst in te voeren. | Country\*: Klik of tik om tekst in te voeren. |

## **Attachments**

All attachments must be submitted in NL, FR or ENG.

All documents provided by official institutions (authorities, banks, educational bodies, etc.) must be translated by a sworn translator. Is the translation handled by a foreign sworn translator? Then the translation must also be legalised or bear an apostille stamp of the competent authority in the issuing country..

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| List of mandatory attachments: | |  | |
| Copy of valid passport or equivalent travel document | | | |
| Copy legal residence | |  | |
| Extract from the criminal record (no older than 6 m) | | | |
| Certificate VKS4 (sec. education) or higher | |  | |
| Proof that at least 120% of income support is achieved | | | |
| Financial plan, incl. liquidity prognosis | | | |
| Mandatory attachments for a one-man business: | |  | |
| If you include a special function: Solemn declaration by the business manager of the self-employed helper, working associate, working spouse/partner | | | |
| Mandatory attachments for a business: | |  | |
| Signed shareholders register | |  | |
| (provisional) signed deed of incorporation | |  | |
| Proof of job appointment | |  | |
| Mandatory attachments for a student: | |  | |
| Registration certificate at recognized Belgian university or university college | | | |
| Mandatory attachments for self-employed in secondary occupation | | | |
| Proof of at least 50% of employment in main occupation) | | | |
| Mandatory attachments for a classic business: | |  | |
| Proof of salary paid out to themselves | | | |
| Proof of start capital of 18600 euro | |  | |
| Proof that can demonstrate that jobs will be created | | | |
| Proof that can demonstrate that investments are being made | | | |
| Proof that can demonstrate that activity has a favorable effect on existing economic fabric | | | |
| Mandatory attachments for the innovative sector: | |  | |
| Certificate of higher education diploma | |  | |
| Demonstrate that 1 of the following conditions are met   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 and these are converted into added value | | | |
| OR  Demonstrate that there is collaboration with an incubator/accelerator or an organisation for research and knowledge dispersion | | | |
| Mandatory attachments for architects: | |  | |
| proof of achieved performances, portfolio | |  | |
| Mandatory attachments for the cultural/ artistic sector: | | | |
| Demonstrate that there is or will be collaboration with an organization from the Flanders cultural or artistic sector | | | |
| CV or a portfolio from which can be inferred a particular affinity with the cultural or artistic field | | | |
| Mandatory attachments for the sports sector: | |  | |
| Proof that the activity that you perform is included on the sports task list(i). | | (i) You can find the list of sports tasks [here](https://kics.sport.vlaanderen/Regelgeving/Gedeelde%20%20documenten/Sportfederaties/160916_BVR_Algemeen_besluit_georganiseerde_sportsector.pdf). | |
| Proof of affiliation with a sports club, recognised by a Flanders sports federation (i) | | (i) you can search the club in recognized sports federations on [this website](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.sport.vlaanderen%2Fwaar-sporten%2Fvind-een-sportorganisatie%2F&data=04%7C01%7Ckato.coppens%40vlaanderen.be%7Cbd28840b58854398d93708d98ca00ac3%7C0c0338a695614ee8b8d64e89cbd520a0%7C0%7C0%7C637695441258954772%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=cJtoOeWs9LlEh9kWa7JQq3IqE2wjEsZggbBOyb7hg68%3D&reserved=0) by entering ‘sportclub (Lid erkende Vlaamse sportfederatie) [member of recognised Flanders sports federation] ' > Search > You can also search on abbreviations or name of the club | |
| Detailed description of the self-employed sporting activity (i) | | (i) If possible, add here the description of the way in which you support athlete(s), the age and the level of the athlete(s) in question, the use of an annual or multi-year plan with associated explanation. | |
| Qualification from the Flanders Trainers School (i) | | (i) duplicate can be downloaded on [this website](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.sport.vlaanderen%2Faanmelden%3FtargetLogin%3D%2Ftrainers-en-sportbegeleiders%2Fmijn-vts%2F&data=04%7C01%7Ckato.coppens%40vlaanderen.be%7Cbd28840b58854398d93708d98ca00ac3%7C0c0338a695614ee8b8d64e89cbd520a0%7C0%7C0%7C637695441258974761%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=OjTM%2FNuLSjHI1UkWgdRqfmNiwJG5689UKoWpXpWzBEE%3D&reserved=0). | |
| Optional attachments: | |  | |
| Opening account in name of company | |  | |
| Proof of collaboration with office (architects) | |  | |
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| **I confirm that the data in this application are correct and complete and I declare I am aware of the requirements for a professional card.** | | | |