**Professional card renewal**

Please formulate answers in the same language as the application form.

**Personal details**

**Identity**

First name:

Surname:

National registration number:

**Contact details**

Street:

House number: Bus:

City: Postcode:

Phone number:

Email address:

Repeat email address:

**Residence information**

Type of residence permit:

Start date of right of residence:

Expiry date of the right of residence:

Are you currently studying in Belgium?

* Yes ☐ No

☒ I wish to receive e-mails sent by the Department of Work and Social Economy as part of my professional card.

**Information on professional activity**

Do you work with an incubator/accelerator or research and knowledge dissemination organisation?

☐ Yes ☐ No

Does your self-employed activity focus on developing new products, services or processes?

☐ Yes ☐ No

Or does it apply new or improved technologies to existing products, services or processes and convert them into added value?

☐ Yes ☐ No

In which of the following sectors does your self-employed activity take place?

(please indicate max 1)

* Sporting sector
* Cultural/artistic sector
* Innovative sector
* Economic sector

Precise description of the activity:

Status:

☐ Self-employed in main profession

☐ Self-employed in secondary profession (min 50% employee in main profession)

I wish to apply for a professional card as:

☐ one-man business ☐ partnership

**Information for one-man business**

Only fill in if you opted for a professional card as one-man business

Will I hold a special position?

* Yes, as a self-employed helper
* No

Nature of business:

☐ Same enterprise as on current professional card

☐ New company

☐ Entry into an existing company

☐ Takeover of an existing company

☐ As representative of a branch of a foreign company

Name of the new or already existing company:

Company number:

Branch address:

Street:

House number: Bus:

City: Postcode:

Province: Click or tap to enter text.

**Company information**

Only to be completed if you chose a professional card as a company

Legal form:

Function within the company:

Nature of company:

☐ The same company as on the current professional card

☐ New company

☐ Entry into an existing company

☐ Takeover of an existing company

☐ As representative of a branch of a foreign company

Name of the new or already existing company:

Company number:

Branch address:

Street:

House number:. Bus:

City: Postcode:

Province:

**Attachments**

All attachments must be submitted in **Dutch, English or French.**

All documents provided by official institutions (authorities, banks, educational institutions, etc.) must be translated by a sworn translator. Is the translation done by a translator who is sworn abroad? Then the translations must also be legalised or bear an apostille stamp from the competent authority in the issuing country.

List of **mandatory annexes:**

☐ Copy of legal residence/identity card (Belgian document)

* Extract from criminal record (max. 6 months old)

☐ A certificate issued by the collector of direct taxes proving that you have complied with this obligation and that you are not in arrears (personal income tax: model 276 C2)

☐ A certificate issued by your social insurance fund showing when you joined and showing that you have paid all contributions (i.e. an instalment agreement)

* Proof of 120% living wage earned over the past 12 months (pay slips, bank deposits)
* Proof of salary that will be paid to yourself
* Recent balance sheet and income statement + social balance
* Proof of VAT returns over the past 2 years OR proof that you are exempt from VAT returns

☐ Proof of projects carried out by means of invoices, contracts, collaboration agreements, etc.

* Proof of future projects by means of invoices, contracts, collaboration agreements, ... . .

Mandatory attachment **for a student**:

☐ Certificate of enrolment at recognised Belgian college or university

Compulsory for a self-employed person in **a secondary occupation**:

☐ Proof of activity as an employee in main profession (min. 50%)

Compulsory for a **sports company**:

☐ Proof of affiliation to a sports club recognised by the Flemish Sports Federation

Copy of your diploma from the Flemish Trainer's School

☐ **I confirm that the details provided in this application are correct and complete, and I declare that I am aware of the conditions provided for a professional card.**