

# ITECS Belgium Local Registration Document



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Introduction	3
Legal Requirements for Registration in Belgium on Gibraltar Social Security	3
Registration on DIMONA	3
Registration in Person	4
Registration at the Commune	4
<i>Communes in Belgium</i>	5
You can find a list of all communes here.	5
Visiting the Mutuality	5
<i>Reclaiming medical costs already incurred</i>	5
<i>Questions?</i>	5
<i>Mutuality offices in Belgium</i>	5
Contact Us	6

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## Introduction

All Parker Woods (International) Ltd. t/a ITECS contractors working in Belgium are employees of the following company:

Parker Woods (International) Ltd. t/a ITECS  
Suite 4, 1st Floor,  
23 Engineer Lane,  
Gibraltar

Whenever you are asked who your employer is, please give the above information. Before leaving your home country, it is a good idea to gather together all the documents and other paperwork you will need in Belgium. A list of these documents are given in this document.

Within the first week or so of your stay in Belgium, there are several formalities that need to be carried out. These are summarised below. Each procedure is then explained in detail. If you have any specific questions about the registration process in Belgium, or if you encounter any problems, please contact our Customer Care Team on 00 31 10 205 1660 or by e-mail: [cc@itecs.nl](mailto:cc@itecs.nl).

## Legal Requirements for Registration in Belgium on Gibraltar Social Security

In January 2003, the Belgian government introduced a new system for social security and tax, known as the DIMONA system. This is a computerised system upon which every person working in Belgium has to be registered. DIMONA is available to both the tax and the social security departments.

## Registration on DIMONA

Parker Woods (International) Ltd. t/a ITECS registers each new employee on the DIMONA system. In order to register you on DIMONA in good time, ITECS needs the following documentation BEFORE you start working in Belgium:

- Photocopy of the photograph page in your passport (preferably a scanned copy but a faxed copy is acceptable as long as the photograph is discernible)
- A fully completed ITECS application form

Please ensure that you send both documents to [cc@itecs.nl](mailto:cc@itecs.nl) or by fax to 00 32 (0)3 400 6364 (Belgian number).

# ITECS Belgium Local Registration Document

## Registration in Person

As part of the DIMONA system, you will also need to:

- Visit the commune in the area in which you live to register.
- Once you have received your E101/EHIC forms from ITECS (around 8-12 weeks after you start work), visit a mutuality office (mutualiteit or mutualité) in order to gain access to the Belgian healthcare system.

## Registration at the Commune

Under the DIMONA system, you need to register at the local commune (usually based at the local town hall) in the area where you live as soon as you have a permanent address in Belgium (i.e. as soon as you move out of hotel/temporary accommodation into an apartment).

Please note that, under the DIMONA system, registration at the commune is compulsory for both EU and non-EU nationals.

IMPORTANT: Please inform the commune that your employer, Parker Woods (International) Ltd. t/a ITECS, is registering you on the DIMONA system.

Before visiting your local commune, ring the commune in the morning and ask for an appointment to register. A link with a list of communes is below. If you require assistance, please contact [cc@itecs.nl](mailto:cc@itecs.nl) for help with finding your nearest commune.

You will need to take the following items along with you to your appointment at the commune:

- Your passport (and a photocopy of this)
- Six passport photos
- Your birth certificate (sometimes required)
- A copy of your Belgian rental agreement
- A copy of the Dutch version ('Overeenkomst') of your employment contract with Parker Woods (International) Ltd. t/a ITECS (not your consultancy agreement)
- A completed 'werkgevers attest' or 'attestation patronale' (employer's attestation) – if you have not already received this document in your sign-up pack, please request it from our Customer Care Team [cc@itecs.nl](mailto:cc@itecs.nl).

The registration fee of around € 50 (this varies from commune to commune).

If you have brought family members with you to Belgium, they will also need to accompany you on your visit to the commune. Their passports and four to six passport photographs each will also be required.

Following the appointment at the commune, a further appointment may be made for an official to visit you at your home in the local area.

# ITECS Belgium Local Registration Document

## Communes in Belgium

You can find a list of all communes [here](#).

## Visiting the Mutuality

As you will be paying Gibraltar Social Security contributions whilst working in Belgium, ITECS applies for an E101 form and a European Health Insurance Card (EHIC) from the contributions agency in Gibraltar on your behalf. The E101 form is proof that you are continuing to pay Gibraltar social security contributions whilst working abroad while the EHIC shows that you are entitled to receive healthcare treatment in the country in which you are working.

ITECS applies for the E101 and EHIC soon after your sign-up meeting. The contributions agency takes approximately 6 to 8 weeks to issue the forms, which we then sent to your Belgian address. The EHIC does not automatically give you access to the Belgian healthcare system. You first need to take the EHIC to a mutuality (health insurance) office, together with your passport.

**IMPORTANT:** Please state clearly that you are continuing to pay Gibraltar social security contributions whilst working in Belgium and that you would like to register on this basis. **DO NOT** register on the basis that you are paying Belgian social security, as this will mean you are liable to pay those contributions as well as your Gibraltar social security contributions.

The contact details of some mutalities are attached to this letter. If you have problems finding a mutuality, ask your colleagues which mutuality they would recommend or contact [cc@itecs.nl](mailto:cc@itecs.nl).

## Reclaiming medical costs already incurred

If you require medical treatment in Belgium before you receive your E101 and EHIC forms and you pay for the treatment yourself, please ask for an official receipt. You can then take this receipt to the mutuality with your E101, EHIC and passport to be reimbursed under the Belgian healthcare system.

## Questions?

If you have any questions on the E101 form, EHIC or any aspect of gaining access to the healthcare system in Belgium, please email [cc@itecs.nl](mailto:cc@itecs.nl) or phone the office on the numbers on the 'Contact Us' page.

## Mutuality offices in Belgium

You can find a list of all mutuality offices [here](#).

# ITECS Belgium Local Registration Document

## Contact Us

**Telephone:** 0031 10 205 1660  
0044 208 863 258  
0032 3 400 636  
0035 31 617 0334

**Facsimile:** 0031 10 205 5168  
0031 10 205 5116 (Time sheets)

**Address:** ITECS  
World Trade Center  
PO Box 30088  
3001 DB Rotterdam  
The Netherlands

**Website:** [www.itecs.eu](http://www.itecs.eu)