Contact us

Are you considering setting up a company in Belgium and would you like to know more about the incorporation process? Don't hesitate to contact our dedicated team and set up a meeting to discuss your foreign investment ambitions:

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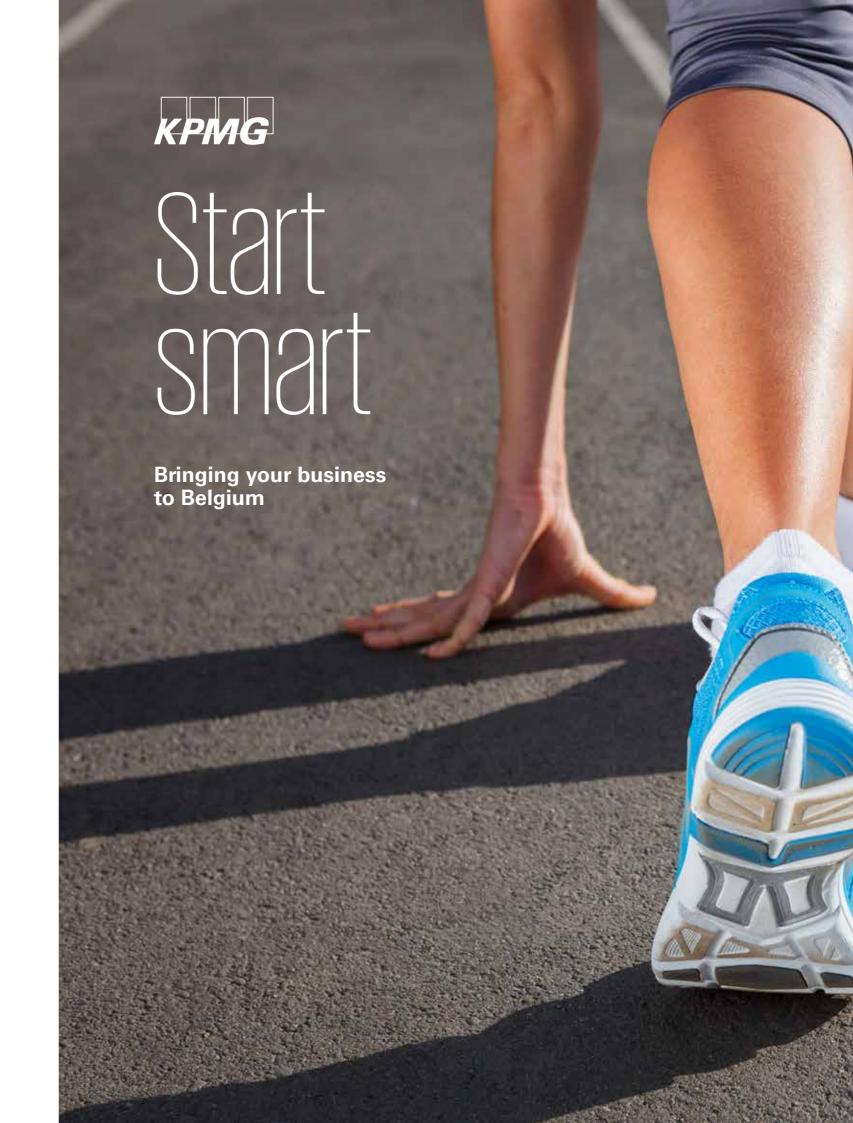








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Incorporating your business in Belgium

When looking to expand your business internationally, the robust economic environment for foreign investment in Belgium can prove very attractive.

However, to take full advantage of these investment opportunities, aspiring investors must be aware of the many practical aspects involved in starting up a business abroad. Our specialized team understands both the Belgian as well as the Chinese system and is ready to facilitate your transition abroad.

Below you can find a graphical overview of the incorporation process for a Belgian limited liability company (public or private). Please bear in mind that in case you want to send Chinese individuals to work in Belgium for a period exceeding 90 days, you first need to obtain a Belgian Single Permit for these employees and/or a Belgian Professional Card for the self-employed (e.g. company directors). The Single Permit and/or Professional Card are needed to exercise professional activities in Belgium. Furthermore, a visa will need to be obtained prior to coming to Belgium to allow legal entry on the Belgian territory.

Incorporation Process

Providing information on the corporate name, registered office, object, share capital/adequate initial equity, shareholders directors statutory auditor etc. of the company.

First Work Permit

Collect documents for Single Permit:

- Valid international passport
- Passport photos
- Proof of payment of contribution
- Determine social security position and provide proof
- Chinese employment contract and assignment letter or Belgian employment contract
- Meet minimum salary requirements
- Medical certificate
- Legalized certificate of good conduct not older than 6 months with sworn translation
- Highest obtained degree and translation
- Proof of travel health care insurance covering at least EUR

First Professional Card

Collect documents for Professional Card:

- Valid international passport
- Curriculum vitae and evidence of
- relevant professional experience
- Passport photos
- Determine social security position and provide proof
- Legalized certificate of family composition
- Certified highest obtained degree and sworn translation
- A job title and description of the
- Proof of economic value to Belgium and the Region of investment: business plan, proof of incorporation of Belgian company (if applicable), proof of nomination as director (if applicable), rental or purchase contract for business premises in Belgium (if applicable), annual report (if applicable), proof of registration with the CBE (if applicable), proof of future job creation, professional references and letter(s) of
- recommendation etc. Proof of income of the last 12 months and bank statements of savings accounts showing all transactions of the past 3 months
- Supporting documents proving enough liquid assets to make investments and maintain livelihood
- Notarized and legalized certificate of good conduct not older than 6 months and covering the past year with sworn translation
- Complete application form for the Professional Card
- Application fee

the first two years of operations. This competent authorities in Belgium. with competent Belgian Embassy/ budget forecast should be delivered to Consulate in China and apply for long the notary on the date of execution of term residence visa. the incorporation deed (at the latest). Signing of the necessary prox(y)(ies) Application is sent to Belgium for in order to represent the founder(s) at the meeting with the notary public, as the case may be. Incorporation of the company before Belgian authorities can ask for In standard cases, a Professional Card/ the notary public. The following additional information long term visa is delivered 6 to 10 documents need to be provided: months after application Bank certificate; Budget forecast; Prox(y)(ies) (if applicable); ID card(s) of the person(s) to be appointed as director Excerpts of the commercial register of foreign founders-legal entities. The notary public takes care of the Approval of Single Permit by competent Belgian Embassy/ filing of the incorporation deed at the clerk's office of the competent Consulate in China enterprise court The publication of an excerpt of the Apply for long term visa type D incorporation deed will appear in the at competent Belgian Embassy/ Annexes to the Belgian Official Consulate in China Gazette within 10 days after the filing of the incorporation deed Drawing up the shares' register and In standard cases, a long term registration of the founder(s) in the visa is delivered 1 to 2 weeks after shares' register application Registration of the establishment Individual(s) can come to Belgium Individual(s) can come to Belgium unit(s) with the CBE(*) Registration of the company with the VAT authorities (if applicable) Registration of the company with a social insurance fund

File Single Permit application with

File Professional Card application

Preparation of a budget forecast for

(*)Each small and medium-sized company exercising commercial activities in Brussels or the Walloon Region needs to prove the basic management knowledge. If, however, one or more partners/ shareholders, which represent more than 25% of the shares in the company's capital (or the voting rights connected therewith) meet at least one of the following criteria: (i) The annual average number of the partner's/shareholder's employees exceeds 50, (ii) The annual turnover of the partner/shareholder exceeds EUR 7,000,000.00 or the total of the balance sheet exceeds EUR 5,000,000.00, the company to be incorporated could be considered as a large company and therefore does not need to prove the basic management knowledge. If the company is to be considered as a small and medium-sized company, the basic management knowledge has to be proven by diploma of one of the managers/ (managing) directors or by experience. Before proving the basic management knowledge, it will be verified whether those managers/(managing) directors need to obtain

their Professional Card in advance. This obligation does not exist for companies incorporated in the Flemish Region Timeline incorporation process:

	2-4 Week3
Timeline incorporation process, Belgian Single Permit and visa:	Z-4 WEEKS
Timeline incorporation process,	2.4
Belgian Professional Card and visa:	2-4 weeks 6-10 months
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Beigian Single Permit, Beigian	2-4 weeks
	3-4 months

Preparation of the draft incorporation

- Opening of a special Belgian bank account in the name of the company to be incorporated
- Wiring of the amount of the share capital/adequate initial equity
- Bank will issue a bank certificate