



LOYENS & LOEFF

June 2019

Step-by-step **guide** to allow
Loyens & Loeff to file the
Corporate Income Tax return
on behalf of the company in
Belgium and/or to register the
UBO in the **Belgian UBO-**
register

1 Introduction

The legal representative of the company¹ can grant a mandate to Loyens & Loeff if a Belgian identity card with an electronic chip (eID) is available.² The procedure can be found below.

If you, as a legal representative of the entity, do not have a Belgian eID, you can always contact us via your usual Loyens & Loeff contact person(s) to discuss the possibilities.

2 Creating a mandate for Loyens & Loeff

Loyens & Loeff can only file the Corporate Income Tax return (CIT return) on behalf of the company and/or register the UBO in the Belgian UBO register, if the legal representative of the company grants a mandate to Loyens & Loeff. Please follow the steps below for granting such a mandate.

2.1 Go to the website

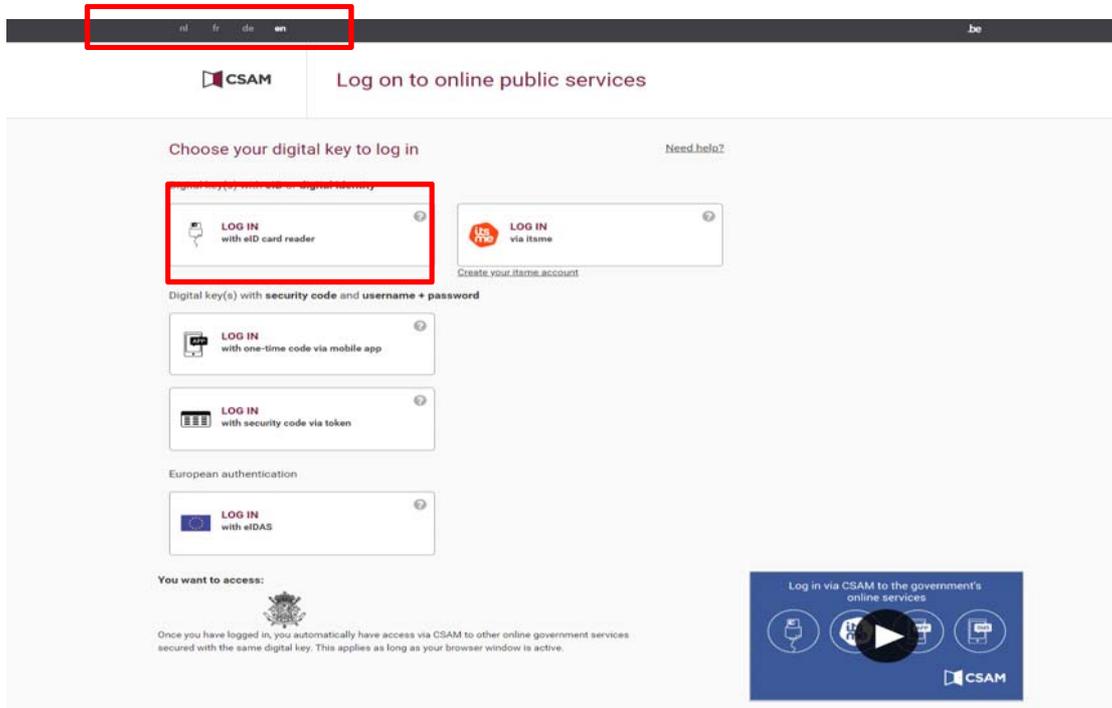
Go to the following website of the FPS Finance: <https://financien.belgium.be/nl/E-services/mandaten> (this website is only available in Dutch or French) and select "Mandaten" (NL) / "Mandats" (FR) in the righthand column of the page. You will now be redirected to the CSAM website where you can choose your language at the top of the page. You will now need to login.

or

Go directly to the website of CSAM (www.csam.be) and choose your language. Go to "Management of mandates" - select "Get started". Select "Manage my fiscal mandates". You will now need to login.

¹ The legal representative is a natural person who represents the company (legal person) and is authorised to act on behalf of that company. The most common functions are manager, (managing) director and the person in charge of the daily management or the permanent representative. The legal representative is (one of) the person(s) mentioned for the company on the Belgian Crossroads Bank for Enterprises. To review this, go to the following website: <https://kbopub.economie.fgov.be/kbopub/zoeknummerform.html;jsessionid=1DCAD3AD80F1A532AA3463F121D7E757.worker4a?lang=en>. Insert the enterprise number of the company and select "search". Data of the company will appear and the legal representative(s) can be viewed under 'function'.

² If the legal representative has appointed an employee with Belgian EID as mandator, this person may also grant a mandate. To this end, it is required that this employee has been assigned the role of FODFIN Mandator. If you would like more information about this, please contact your usual Loyens & Loeff contact person(s).



2.2 Log in with eID

Step 1: Install the eID-software if not already installed. Please follow the procedure described in section 3.

Step 2: Connect your eID card reader to your computer.

Step 3: Insert the eID of the legal representative of the company into the card reader.

Step 4: Select 'Login with eID card reader' and select "login".

Step 5: Confirm with "OK".

Step 6: Enter the PIN of the eID.

Remark: Logging in is also possible via itsme, via the mobile app or a token. Please do not hesitate to contact us via your usual Loyens & Loeff contact person(s) should you have any questions.

2.3 Grant a mandate to Loyens & Loeff

Step 1: Select “in the name of the company” and then click “next”.

Step 2: Select the company for which you want to grant a mandate and confirm with "OK".

Step 3: Select "Create" on the "My Mandates" page.

Step 4: Define the mandate parameters and choose a mandate.

- “Start date: the current date. You do not need to change this date.
- “End date”: Only complete this box if you want to mandate for a limited period of time.
- “Mandate reference”: you can leave this blank

If you would like Loyens & Loeff to file the CIT return, please select “Biztax”

If you would like Loyens & Loeff to register the UBO in the Belgian register, please select “Register UBO”

Step 5: "Roll choice" – select the entity as "mandate giver".

Step 6: "Mandate receiver" - select "Search".

Step 7: Insert the identification number 0821.233.870 (LOYENS & LOEFF ADVOCATEN-AVOCATS BV CVBA); Select "Search" and Select "Validate" if Loyens & Loeff identification data appear.

Enterprise

enterprise number

Name

Search

LOYENS & LOEFF ADVOCATEN-AVOCATS

Tervurenlaan 2
1040 Etterbeek

Entreprise number : 0821233870

[Close](#) [Validate](#)

Step 8: Select "Next".

Step 9: Accept the terms and conditions by selecting "I have read and agree to these terms".

Step 10: Notify the other participant" - enter your e-mail address and the e-mail address of your Loyens & Loeff contact person ([first name].[last name]@loyensloeff.com).

Step 11: Select "confirm" (at the bottom of the page).

3 Installation of eID-software

Step 1: Go to the website www.eID.belgium.be.

Step 2: Choose your language.

Step 3: Select “free download”.

Step 4: Select “Accept and download”.

Step 5: Select “Continue” – “Install” – “Continue”.

The software is installed on your computer. You can now use the eID card reader and proceed with the steps described under 2.2.
