**LIMOSA REGISTRATION FOR EMPLOYEES OF FOREIGN COMPANIES**

All employees of foreign companies, including employees with Belgian nationality working for foreign

companies, must be registered in the Belgian government’s Limosa database. The registration must be done by

the company concerned. There are two ways of carrying out the required Limosa 1 registration:

* Normal Limosa 1 registration: companies registering their employees with the Limosa database

must enter the employment period and place of employment for each employee.

Documents that mention a different address (other than an electrabelsite) will not be accepted.

* Simplified Limosa 1 registration: applies to companies/employees whose activities are carried out

on a regular basis in different countries, including Belgium to a large extent. This type of registration is valid for a maximum period of 12 months. In this case no place of employment has to be mentioned.

Once the employee has been registered in the Limosa database, a Limosa 1 registration document will be printed out. Employees must have this registration document in their possession at all times when working at the power station.

A copy of the Limosa 1 registration has to be delivered on time (min. 24 hours in advance) together with the verification document and a copy of the passport / identity. These documents need to be delivered to the Electrabel guard (email: portier**plantname**@electrabel.com for example: portiersrodenhuize@electrabel.com) .

The guard will check if there’s a valid Limosa 1 registration. If a valid Limosa 1 document is not held, then no admission will be granted.

The guard is able to carry out the registration, but only if the access to the power plant is urgent and necessary. If such urgent access is necessary outside normal working hours, then in addition the Guard Role operation must give explicit permission for access without prior Limosa registration. However, this procedure must be avoided as much as possible: companies are legally bound to obtain Limosa registration beforehand themselves.

If the validity period of the Limosa 1 registration form has expired, the access badge will automatically become invalid. Access to the power station will only be restored if a new Limosa 1 registration form with a new validity date can be presented.

Companies can obtain information on the Limosa registration on the following websites, where they can also register their employees in accordance with the legislation:

https://www.socialsecurity.be/foreign/nl/employer\_limosa/home.html = Dutch

https://www.socialsecurity.be/foreign/fr/employer\_limosa/home.html = French

https://www.socialsecurity.be/foreign/en/employer\_limosa/home.html = English

https://www.socialsecurity.be/foreign/de/employer\_limosa/home.html = German