**Application form for access to the occupation in connection with the operation of scheduled or specialised scheduled services**

*For any questions, phone: 081/77 31 68 - e-mail: accesprofession.transportdepersonnes@spw.wallonie.be*

1. **Company Information**
* Full name/Company name:

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* Address of the registered office in the Walloon Region[[1]](#footnote-1):

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* Crossroads Bank for Enterprises identification number: .........................................
* Business phone number: ....................................................................................
* Email: ...................................................................................................................
* Website: ..............................................................................................................
* The company's articles of association and any amendments thereto are available on the website of the Belgian Official Gazette: [ ]  Yes [ ]  No

If they are not, please attach them to this form.

* The most recent extracts from the annual accounts are available on the National Bank of Belgium (NBB) website:

[ ]  Yes

[ ]  No, not yet (please attach them to this form)

[ ]  No, the company is not required to file its annual accounts with the NBB (please attach a certificate of joint and several liability)

* Please attach a copy of the company's criminal record.
1. **Information on the transport services**

Type of services:

[ ]  Regular

[ ]  Specialised regular

[ ]  Occasional[[2]](#footnote-2)

1. **Information on transport managers**
* Last name(s), first name(s), address(es), National Register number(s):

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* Relationship of the transport manager(s) to the company:

[ ]  next real link[[3]](#footnote-3): ............................................................................................................

[ ]  mandate contract

Please enclose, as applicable, an extract from the employment contract, the mandate contract or an extract from the articles of association demonstrating that the transport manager(s) effectively and permanently manage(s) the transport activity of the company.

* Uninterrupted residence in Belgium: [ ]  Yes [ ]  No

If yes, please attach a model 1 criminal record extract dated less than three months ago.

If no, please attach a model 1 criminal record extract dated less than three months ago AND a criminal record extract (or equivalent document), dated less than three months ago, from the country(ies) in which the transport manager has resided.

* The transport manager(s) is (are) asserting its (their) certificate of professional competence in another company: [ ]  Yes [ ]  No
* Please attach a copy of the certificate(s) of professional competence.
1. **Vehicle information**

Number of vehicles (with more than 9 seats)[[4]](#footnote-4): .........................................................................................

Registration numbers: ...................................................................................................................................................................................................................................................................................................................................... .........................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

1. **Reminder of the documents to be attached to this form**
* Documents about the company:
* the company's articles of association and any amendments thereto (unless available on the website of the Belgian Official Gazette);
* extract of the most recent annual accounts filed with the NBB (unless available on the NBB website);
* certificate of joint and several liability if the company is not required to file its annual accounts;
* extract of the company's criminal record.
* documents about the transport manager(s):
* proof that the transport manager effectively and continuously manages the company's transport activity
	+ either by a relevant extract from the employment contract if they are a member of the company's staff
	+ or by a relevant extract of the mandate contract;
* extract(s) of the criminal record dated less than three months ago;
* copy of the certificate of professional competence.
1. **Data protection**

In accordance with the General Data Protection Regulation of 27 April 2016, personal data transmitted to the "V+9" unit is used to enable the processing of files. The personal data in question is data relating to the transport manager of the company, i.e. first name, surname, address, national register number, data mentioned on the proof that the transport manager effectively and continuously manages the transport activity, on the criminal record extract and on the certificate of professional competence. The data will not be resold, passed on to third parties or used for direct marketing purposes. The data is kept for as long as necessary to allow the proper management of the files and, at least, for the duration of authorisation.

1. **Declaration**

The undersigned..............................................................................(Full name of company manager).......................................................................................................................................................................................................(Full name(s) of transport manager(s)[[5]](#footnote-5)) declare:

1- that this application is complete and that it is fair and true;

2-**that any change to the data provided will be communicated immediately to the Directorate of Passenger Transport**;

3-that they are aware that the Directorate of Passenger Transport has access to data concerning them from the National Register, the Crossroads Bank for Enterprises and the Directorate of Vehicle Registration.

Date of the application: ............................................................................................

|  |  |
| --- | --- |
| Signature of the company  manager: | Signature of the transport operator(s)5: |

This form and its supporting documents must be sent to the following address:

**Public Service of Wallonia**

**Directorate of Passenger Transport**

**Boulevard du Nord, 8**

**B-5000 Namur**

1. The Wallonia Public Service is not competent to process the request if the registered office is not located in the Walloon Region. [↑](#footnote-ref-1)
2. If the company provides only occasional services, the Public Service of Wallonia is not competent to process the request. It must be sent to the Federal Public Service Mobility. [↑](#footnote-ref-2)
3. The real link is, for example, manager, administrator, employee, etc. [↑](#footnote-ref-3)
4. The entire fleet of vehicles except for reserve vehicles and vehicles rented without drivers. [↑](#footnote-ref-4)
5. To be completed only if the person is different from the company director. [↑](#footnote-ref-5)