

The questionnaire to fill in  
**with supporting documents**

**General information concerning the executive**

Home country:

Name and surname:

Place and date of birth:

Nationality:

Address in Belgium:

Civil status:

**Information concerning the spouse of the executive**

Name and surname:

Place and date of birth:

Nationality:

**Information related to the children**

Name:

Place of birth:

Date of birth:

## **Information pertaining to the employer**

Name and address:

## **Summary of the career of the executive within the group**

First date of hiring:

Where:

Career within the group and transfers abroad:

Please indicate the country of stay (and during which periods) on behalf of the group.

## **Actual functions**

Short description of your job in Belgium:

## **Questions**

1. Indicate your academic background:
2. How many people are working under your authority:
3. Are some members of your family staying abroad :

If yes which members:

4. Do you own real estate property in your home country ?:

Where:

4.1.

Do you dispose of a real estate property in your home country, meaning a place where you can go and stay when back in the home country ?.

5. Do you own personal property (such as bank accounts, shares, bonds in the home country ?). **Please list them and support them with documents.**

6. Are your children educated in your country of origin ?:

If no , where:

7. Are you paying premiums in the context of a life insurance contracted in your home country ?:

If yes, please mention when the contract has been signed & give a nice copy of the contract.

8. Are you still a member of a group insurance, pension or saving plan in your country of origin or elsewhere ?:

Please mention the country :

If yes please provide a copy or a document supporting your affirmation.

9. Is there a so-called diplomatic clause in your rental agreement:

Please provide a copy of your rental agreement.

10.Does your employment contract foresee a limited or unlimited period of work in Belgium ?:

11.Are you still liable to foreign social security ?:

13.Are you transferred to organize a new activity?:

14.Are you transferred within a control and coordination center ?:

Comments:These are the questions raised by the tax people on their questionnaire.

Any other fact showing that you have maintained the center of your economic and social interests abroad might be important and it is a good idea to mention them (such as your membership in a golf club .... etc).

The tax people require some points to be documented e.g.if you say you own a house in your home country they want to have a document showing that you, in actual facts,own a house abroad. The same for a life insurance contract and the investments in bonds, shares ... etc.

They like very much also (not to mention that this is almost a requirement) that you provide them with the hiring agreement and rental agreement as well.