



- 1) You can follow all the procedure to **register** your association in Belgium by yourself or by a lawyer.

You may also consider the possibility of getting in touch with the « Federation of European and International Associations Established in Belgium ». This association offers a service to assist new NGOs during all the process at the price of 100 € (deductible from the annual membership fee if you become a member). Please, find hereunder its contact data:

FAIB - Federation of European and International Associations Established in Belgium  
Ms. Barbara Panacci – Ms. Ghislaine de Coning  
Rue Washington 40  
B-1050 Brussels, Belgium  
Tel.: +32 - (0)2 - 641 11 95 / 640 16 65  
Fax: +32 - (0)2 - 641 11 93 / 646 05 25  
Mail: [faib@faib.org](mailto:faib@faib.org)  
Website: [www.faib.org](http://www.faib.org)

- 2) Once you have decided to set up in Belgium, the first step is to **choose the legal form** of your association. You have the choice between a Belgian ASBL (not-for-profit association, "association sans but lucratif"), an AISBL (international not-for-profit association, "association internationale sans but lucratif") and an operations center of a foreign association. These three legal types have quite similar rules, but not identical.
  - The **AISBL** has to have an international target and it has a more flexible internal regime. It is a more prestigious legal form but the process for setting it up is more complicated. The AISBL file must be presented to the Federal Department of Justice (Service Public Fédéral de Justice - SPFJ).
  - The **ASBL** administrative request must be presented to the Commercial Court of your district. The SPFJ normally advises to create an ASBL.
  - There also exists the possibility of creating an **operations center** of a foreign association in Belgium in the Commercial Court of the Brussels district where the association has its address.
- 3) This is a resume of the **administrative procedure** for setting up an association in Belgium:
  - **AISBL:**
    1. Go to a notary in order to write the chart of the association. The chart can be written in Dutch, French or German.
    2. Go to the SPFJ in order to obtain the government agreement through a Royal Decree "Arrêté Royal". The publication of this act containing the recognition of the association takes approximately 6 months.
    3. Go to the Commercial Court bureau to publish the chart of the association in the Belgian Official Gazette.
    4. Register with the Crossroads Bank for Enterprises (for obtaining your company number and, if necessary, VAT number).

- **ASBL:**

1. Go to the Commercial Court for the publication of the chart (target, address, activities, composition...). The chart can be written in Dutch, French or German.
2. Register with the Crossroads Bank for Enterprises (for obtaining your company number and, if necessary, VAT number).

- **Operations center:**

1. Go to the Commercial Court for the publication of the chart, its address, targets, activities, the operations center and the representative of the association. The chart can be written in Dutch, French or German.
2. Register with the Crossroads Bank for Enterprises (for obtaining your company number and, if necessary, VAT number).

4) **Contacts:**

- For AISBL:  
Service Public Fédéral Justice - SPFJ  
International Associations service  
Ms. Véronique SUETENS / Ms. DEWEZ  
Boulevard de Waterloo, 115 (6ème Etage) 1000 Brussels  
Tel: +32 (0)2 542 75 65 - Fax: +32 (0)2 542 70 97
- For ASBL:  
Commercial Court bureau: [www.cass.be/adres/adrf.htm](http://www.cass.be/adres/adrf.htm)

5) As the **address** of the association must be in Belgium, finding a location is a prerequisite to the registration procedure of the association.

6) Regarding the opening of a **bank account**, once you have asked for the publication of the chart of the association in the Belgian Official Gazette, you can go to a bank office and open an account. This bank account must own exclusively to your association and be different from any private account of its members.