

UBO MANUAL 2025

Please visit <u>https://eservices.minfin.fgov.be/myminfin-web/</u> to get access to your MyMinFin webpage and the UBO registration page.



You will see the following login screen with the different login options.

This is the same process as the one that applies for your tax filing through Tax-on-Web. You should login by selecting your company from the drop-down menu with either your (i) BE eID and card reader; or (ii) the Itsme app; or (iii) a digital key; or (iiii) a European authentication.

Choose your digital key to log in		Need help?
elD or digital keys of recognised partners		
LOG IN with eID card reader	LOG IN via itsme	
	Create your itsme account	
Digital keys with security code and username + pas	sword	
LOG IN with the security code by e-mail	LOG IN with security code via text message	LOG IN with security code via mobile app
Digital key with username + password		
LOG IN with username and password		
European authentication		
COG IN with an electronic identification means recognized at European level		





After you have successfully logged in, you need to click "**UBO-register**" in the top right scrolldown menu.



After that you need to select "Search for an entity".







It is possible that your company will show up under "**Entity name**" at the bottom, but this is not always the case. If it does not show up, you need to search your company by entering your company's registration number (or VAT number without the letters 'BE').

Home Check presence • Search • See the requests • SEARCH AN ENTITY Image: Search through the entities to which you have access. Commerce registry number or identifier Enter a commerce registry number of a foreign identifier Select a legal form Name of the company Enter the company name Street Enter the street name Zip code City Zip code City Country Street the zip code Enter the city	3	Federal Public Service FINANCE	1581072206951			C BAC
Search through the entities to which you have access. For more information >> Commerce registry number or identifier Legal form Enter a commerce registry number of a foreign identifier Select a legal form Name of the company Creation date Enter a company name dd/MM/ywy Street Number Box Enter the street name Enter the number Fill the box Zip code City Country Select the country	Home C	heck presence 🔻 Search	✓ See the requests ▼			
Search through the entities to which you have access. Commerce registry number or identifier Legal form Enter a commerce registry number of a foreign identifier Select a legal form Name of the company Creation date Enter a company name d/MM/yyyy Street Number Box Enter the street name Enter the number Fill the box Zip code City Country Select the country Enter the zip code Enter the city Select the country Select the country			SEAR	CH AN ENTITY		
Commerce registry number or identifier Legal form Enter a commerce registry number of a foreign identifier Select a legal form Name of the company Creation date Enter a company name dd/MM/yyyy Street Number Box Enter the street name Enter the number Fill the box Zip code City Country Enter the zip code Enter the city Select the country		Search th	rough the entities to which you have access.			For more information >>
Name of the company Enter a company name Creation date dd/MM/yyyy Street Enter the street name Number Enter the number Box Enter the number Zip code Enter the zip code City Enter the city Country Select the country		Commerce registry numb Enter a commerce registr	er or identifier y number of a foreign identifier	Legal form Select a legal form		-
Street Number Box Enter the street name Enter the number Fill the box Zip code City Country Enter the zip code Enter the city Select the country		Name of the company Enter a company name			Creation date dd/MM/yyyy	
Zip code City Country Enter the zip code Enter the city Select the country		Street			Number Enter the number	Box Fill the box
		Enter the street name				
	Commercid	Enter the street name Zip code Enter the zip code e registry number or foreign entifying number ◆	City Enter the city Entity name \$	Country Select the Legal f	e country form	DELETE Y SEARCH Creation date

Your company number will then show-up on the bottom, which you need to click, and you will be redirected to the following page.

If the shareholder information is still correct, then you may simply click 'Annual confirmation'.

✓ The information	The information for this company has been confirmed since 09/02/2021										
Control structure	List of beneficial owners	Manage	ment of grouped be	eneficial owners	List of future contro	ls List of inactive controls	History modification				
									✓ EXTEND THE STRUCTURE	REDUCE THE STR	RUCTURE
	Beneficial owner		Туре	% C	% V		Nature of the contro	bl		Action(s)	
			B	100	100						
			4	50	50	Cat.1: Rights to vote or participation in capital				۲	
			4	50	50	Cat.1:	Rights to vote or participa	tion in capital			
ቆ ORGANIZATIO	NAL CHART										
									✓ ANNUAL CONFIRMAT	rion 🔒 Print	🖋 MODI





To change the information on this page, click "Modify" in the top right corner.

✓ The information	The information for this company has been confirmed since 09/02/2021									
Control structure	List of beneficial owners	Managen	ment of grouped be	neficial owners	List of future con	trols List of inactive controls	History modification			
								✓ EXTEND THE STRUCTURE	♠ REDUCE THE STRUCTURE	
	Beneficial owner		Туре	% C	% V		Nature of the control		Action(s)	
✓ TAXPATRIA			8	100	100					
			۵	50	50	Cat.1 :	Rights to vote or participation in capit	al		
			4	50	50	Cat.1 :	Rights to vote or participation in capit	al		
A ORGANIZATIO	DNAL CHART									

After you have clicked the "**Modify**" button, you will be given several options to make changes, but you only need to click "**Add a control/inspection of a beneficial owner**".

IDDITIONAL INFORMATION								
Control(s) Beneficial(s) owner(s)	Groupe(s	H	story modification					
			▼ EXTEND THE STRUCTURE	▲ REDUCE	STRUCTURE			
Beneficial owner	Туре	5	Nature of the control	Add a contr a beneficia	reaction of			
-		100		C	10.00			
A Goossens Gregory	۵	50	Cat.1: Rights to vote or participation in capital		00			
Others	Ð	50						





You can then search for the Ultimate Beneficial Owner (UBO) by entering name and date of birth, or via the Belgian national registration number.

Home Search ▼ See the requests ▼			
Search for a beneficial owner Add a foreign beneficial owner	3 Create an exemption	4 Add the control information	
On this page, you can add a benefic national bis number. If the person se this person is already registered in th birth of the person or its foreign uniq	ial owner that is a Belgi arched for is a foreign citi e UBO data base. This s ue identification number.	an citizen with a national registe zen that does not have a nationa earch can be made on the basis o	er number or a foreign citizen with a al bis number, you can check whether of the first and last name and date of <u>For more information >></u>
← ADD A BELGIAN CITIZEN OR A FOREIGN CITIZEN WITH A	NATIONAL BIS REGIS	TER NUMBER	
By name, first name and date of birth First name Enter a first name Name Enter a name Date of birth Enter a date of birth SEARCH		By national registry or BIS regis 99.99.999-999.99 SEA	stry number IRCH
► SEARCH FOR A FOREIGN CITIZEN THAT DOES NOT HAVE	E A NATIONAL BIS NUM	/BER	
			CANCEL

Once you have identified the UBO, you will see the following popup.

Home Sea	arch 🔻 See the re	equests 🔻							
Search for a	1 beneficial owner	Add a foreign beneficial owner	Create an exemption	4 Add the control information					
	You are initiating a control for the following person: Name: Goossens Gregory Identifier: 81072206951 								
	Add the control information								
	0	Register the control inform	nation		For more information >>				





After that you need to "Select the nature of the control", where you should indicate "Cat.1 : Rights to vote or participation in capital".

earch for a beneficial owner	Add a foreign beneficial owner	3 Create an exemption	Add the control information	
•	You are initiating a co • Name: Goosser • Identifier: 8107	ntrol for the following per ns Gregory 22206951	son:	
		Add the control in	formation	
0	Register the control inform	nation	For more information >:	2
Nature of the cor Select the natu	ntrol re of the control			•
Select the nat Cat.1 : Rights Cat.2 : Coontro Cat.3 : Legal ro	ure of the control to vote or participation in capital ol by other means epresentative			
۲ Comment(s) Enter your comm	nent(s)			

Once you have selected "**Cat.1**: **Rights to vote or participation in capital**", you still need to indicate the start date (which is normally the date on which your company was established) and the percentage of capital and the voting rights.

If you are a sole shareholder, this should always both be a 100%.

Nature of the control Cat.1 : Rights to vote or participation in capital		-
Start date of the control 01/07/2011		
End date of control dd/mm/yyyy		
Percentage of capital (%) 100,00	Percentage of voting rights (%) 100,00	
Comment(s) Enter your comment(s)		<i>h</i> .
+ CHOOSE A FILE		
		SAVE



ΤΑ[×]**ΡΑΤRIA**

Finally, you may click "**Save**" on the bottom right and the following popup will appear. This means you have successfully completed the UBO-registration process.

Please repeat the above process for each UBO separately.



May we ask to push the print button below and forward us the UBO attestation in PDF?

✓ The information	The information for this company has been confirmed since 09/02/2021										
Control structure	List of beneficial owners	Managem	ent of grouped be	eneficial owners	List of future cor	ntrols List of inactive controls	History modification				
								✓ EXTEND THE STRUCTURE			
	Beneficial owner		Туре	% C	% V		Nature of the control		Action(s)		
				100	100						
			4	50	50	Cat.1 :	Rights to vote or participation	n in capital	۲		
			۵	50	50	Cat.1 :	Rights to vote or participation	n in capital	۲		





