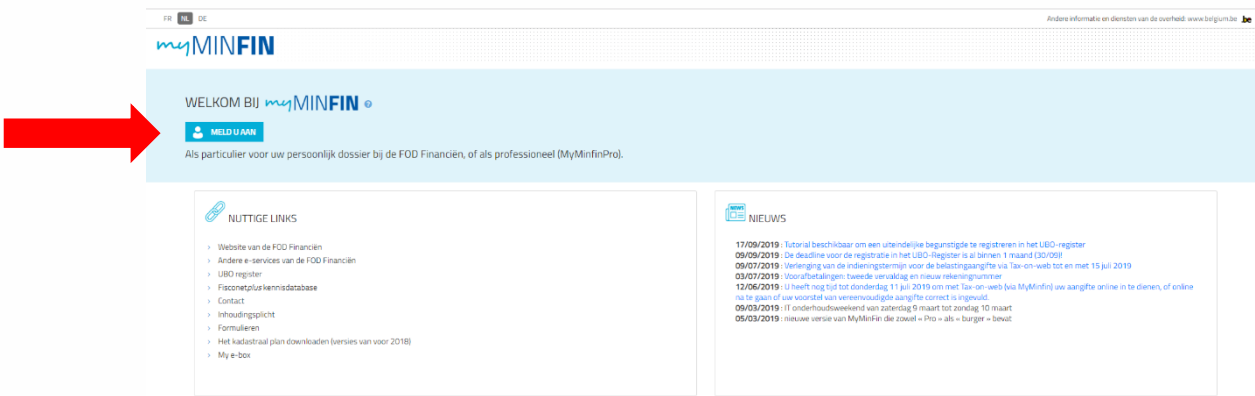


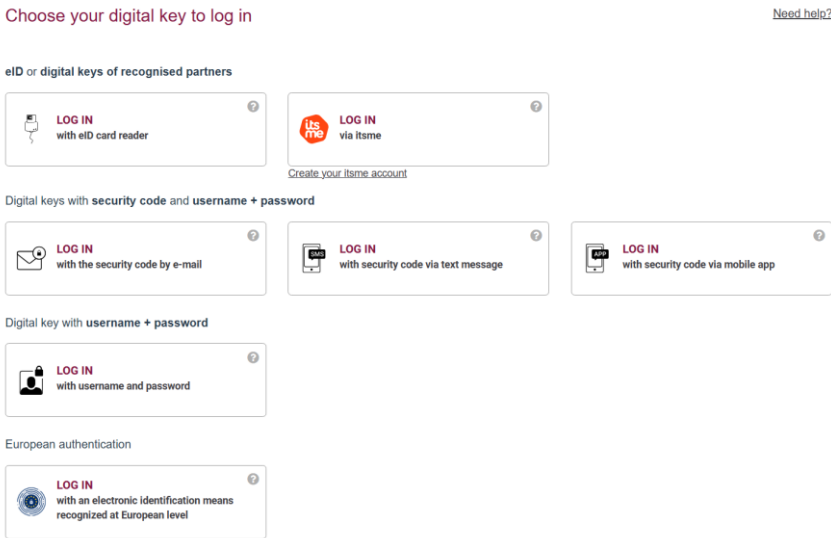
## UBO MANUAL 2025

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

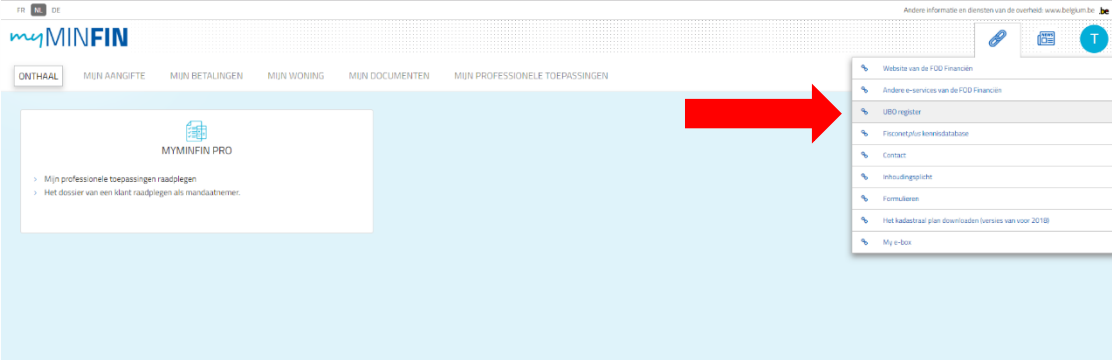


You will see the following login screen with the different login options.

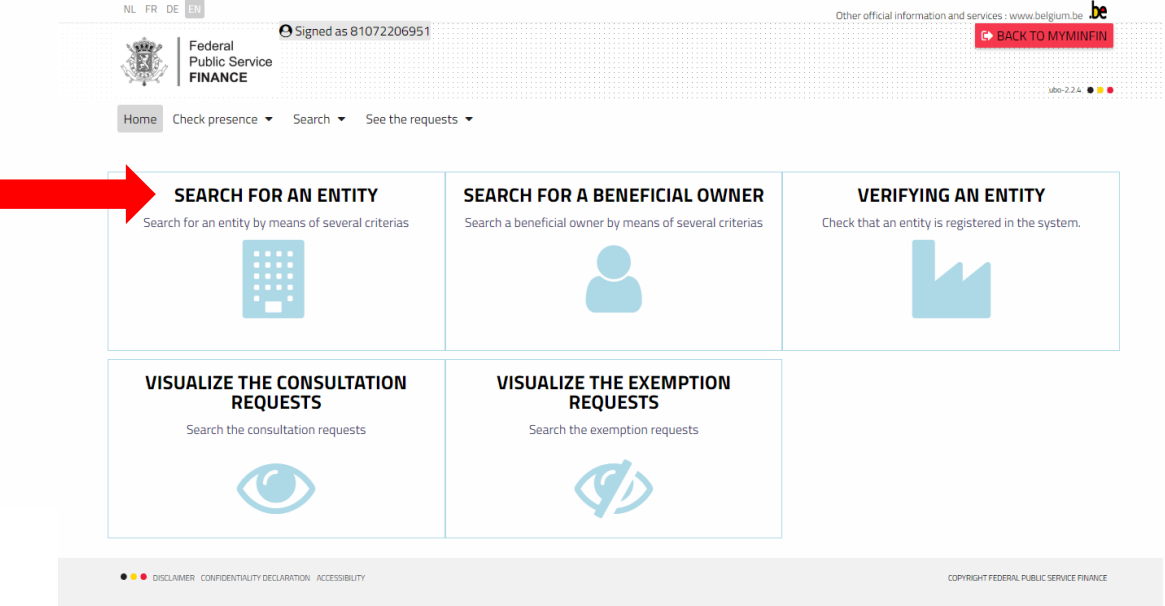
This is the same process as the one that applies for your tax filing through Tax-on-Web. You should login by selecting your company from the drop-down menu with either your (i) BE eID and card reader; or (ii) the Itsme app; or (iii) a digital key; or (iiii) a European authentication.



After you have successfully logged in, you need to click “**UBO-register**” in the top right scroll-down 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’).

The screenshot shows the 'SEARCH AN ENTITY' interface. A red arrow points to the 'Commerce registry number or foreign identifying number' field. Below the form, a table shows search results with columns: 'Commerce registry number or foreign identifying number', 'Entity name', 'Legal form', and 'Creation date'. A second red arrow points to the first row of the table, which contains 'No information to display.' and pagination controls.

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 screenshot shows the 'Control structure' page. A green notification bar at the top states: 'The information for this company has been confirmed since 09/02/2021'. Below are tabs for 'Control structure', 'List of beneficial owners', 'Management of grouped beneficial owners', 'List of future controls', 'List of inactive controls', and 'History modification'. A table lists beneficial owners with columns: 'Beneficial owner', 'Type', '% C', '% V', 'Nature of the control', and 'Action(s)'. The table includes 'TAXPATRIA' and two redacted entries. At the bottom, a red arrow points to the 'ANNUAL CONFIRMATION' button, along with 'PRINT' and 'MODIFY' buttons.

Beneficial owner	Type	% C	% V	Nature of the control	Action(s)
▼ TAXPATRIA	🏢	100	100		
██████████	👤	50	50	Cat. 1: Rights to vote or participation in capital	👁️
██████████	👤	50	50	Cat. 1: Rights to vote or participation in capital	👁️

To change the information on this page, click **“Modify”** in the top right corner.

✓ The information for this company has been confirmed since 09/02/2021


Control structure | List of beneficial owners | Management of grouped beneficial owners | List of future controls | List of inactive controls | History modification

EXTEND THE STRUCTURE | REDUCE THE STRUCTURE

Beneficial owner	Type	% C	% V	Nature of the control	Action(s)
▼ TAXPATRIA	🏢	100	100		
██████████	👤	50	50	Cat. 1 : Rights to vote or participation in capital	👁
██████████	👤	50	50	Cat. 1 : Rights to vote or participation in capital	👁

ORGANIZATIONAL CHART

ANNUAL CONFIRMATION | PRINT | **MODIFY**



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”**.

ADDITIONAL INFORMATION


Control(s) | Beneficial(s) owner(s) | Groupe(s) | History modification

EXTEND THE STRUCTURE | REDUCE THE STRUCTURE

Beneficial owner	Type	%	Nature of the control
▼ ██████████	🏢	100	
▲ Goossens Gregory	👤	50	Cat. 1 : Rights to vote or participation in capital
Others	👤	50	

Add a control/inspection of a beneficial owner

CANCEL | SAVE



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 ▾

1 Search for a beneficial owner   2 Add a foreign beneficial owner   3 Create an exemption   4 Add the control information

**i** On this page, you can add a beneficial owner that is a Belgian citizen with a national register number or a foreign citizen with a national bis number. If the person searched for is a foreign citizen that does not have a national bis number, you can check whether this person is already registered in the UBO data base. This search can be made on the basis of the first and last name and date of birth of the person or its foreign unique identification number. [For more information >>](#)

▾ ADD A BELGIAN CITIZEN OR A FOREIGN CITIZEN WITH A NATIONAL BIS REGISTER 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 registry number**

99.99.999-999.99

SEARCH

▸ SEARCH FOR A FOREIGN CITIZEN THAT DOES NOT HAVE A NATIONAL BIS NUMBER

CANCEL

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

Home Search ▾ See the requests ▾

1 Search for a beneficial owner   2 Add a foreign beneficial owner   3 Create an exemption   4 Add the control information

**i** You are initiating a control for the following person:

- Name: Goossens Gregory
- Identifier: 81072206951

**Add the control information**

**i** Register the control information [For more information >>](#)

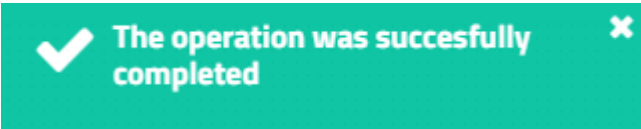
After that you need to “Select the nature of the control”, where you should indicate “Cat.1 : Rights to vote or participation in capital”.

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%.

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 for this company has been confirmed since 09/02/2021

Control structure | List of beneficial owners | Management of grouped beneficial owners | List of future controls | List of inactive controls | History modification

▼ EXTEND THE STRUCTURE | ▲ REDUCE THE STRUCTURE

Beneficial owner	Type	% C	% V	Nature of the control	Action(s)
▼ TAXPATRIA		100	100		
██████████		50	50	Cat. 1 : Rights to vote or participation in capital	
██████████		50	50	Cat. 1 : Rights to vote or participation in capital	

ORGANIZATIONAL CHART

✓ ANNUAL CONFIRMATION | **PRINT** | MODIFY

