Electronic signature - Manual

A. In case of signing an application by a domestic company, by a representative with an electronic identity card.

1. Download the template that was duly completed in IRREQ to your computer.

2. Complete it with all required additional data.

3. Save your application in PDF format AND in Word format.

4. Insert your electronic identity card into the card reader of your computer.

5. Open the PDF document.

6. For the actual signing, see the following website :

Digital signatures | eID software (belgium.be)

Attention: there are several certificates available, choose the one with your name followed by "(Signature)" and with a validity date that is still valid. Choose the option "Lock document after signing".

B. In case of signing an application by a foreign company, by an authorised representative with or without an electronic identity card..

Foreign companies can also submit an application with a qualified electronic signature, which is the equivalent of a manual signature.

1. In case the application is submitted from a European country where citizens have an electronic identity card (which is recognised as a 'qualified device' - QSCD) with a qualified certificate for electronic signature, the application can be signed in accordance with the procedure described above under A.

2. In case the application is submitted from a European country where citizens do not have an electronic identity card with a qualified certificate for electronic signature, the necessary certificates must be purchased. A **qualified certificate** is an electronic confirmation which links the signature verification data to a natural or legal person and confirms the identity of that person.

   The certificate can be purchased from a qualified trust service provider in Europe listed on the European Commission's joint list "TL Browser".

   On https://esignature.ec.europa.eu/efda/tl-browser

   With such a qualified certificate delivered to you on a data carrier, you can then sign any PDF document in accordance with the procedure mentioned under A. The qualified certificate must be delivered with a QSCD to comply with the 3rd condition for qualified electronic signature.

Attention: Every electronic signature can be tested for validity via the Digital Signature Service of the European Union.