KINGDOM OF BELGIUM

FEDERAL PUBLIC SERVICE FINANCE

Royal Decree concerning the operating procedures of the UBO register

Philippe, King of the Belgians,

to all, who are and shall be, be it known:

Having regard to Article 108 of the Constitution;

Having regard to Article 75 of the law of September 18th 2017 on the prevention of the use of the financial system for the purposes of money laundering and terrorist financing and limitations to the use of cash;

Having regard to the impact analysis of the regulation of March 13th 2018, carried out pursuant to Articles 6 and 7 of the law of December 15th 2013 laying down various provisions as regards the administrative simplification;

Having regard to the decision No. 43/2018 of the Commission for the protection of privacy given on May 23rd 2018;

Having regard to the decision of the Inspector of finance given on March 13th 2018;

Having regard to the agreement of the Minister of Budget, given on March 29th 2018;

Having regard to the decision No. 63.630/2 of the Council of State given on July 4th 2018 in execution of Article 84, § 1, 1st paragraph, 2° of the laws on the Council of State, coordinated on January 12th 1973;

On the proposal of the Minister of Finance and the decision of Ministers, who deliberated upon it within the Council,
WE DECREE AS FOLLOWS:

Chapter 1 - Purpose and definitions


Art. 2 For the purpose of this Decree, the following terms must be understood as:

1° “law of September 18th 2017”: the law of September 18th 2017 on the prevention of the use of the financial system for the purposes of money laundering and terrorist financing and limitations to the use of cash;

2° “Register”: the UBO register created pursuant to Article 73 of the law of September 18th 2017;

3° “Responsible for providing information”: entities referred to in Article 74, § 1 of the law of September 18th 2017;

4° “beneficial owner”: the person(s) referred to in Article 4, 27° of the law of September 18th 2017;

5° “Direct beneficial owner”: a beneficial owner who directly owns or controls the entity responsible for providing information;

6° “Indirect beneficial owner”: a beneficial owner who owns or control the entity responsible for providing information through one or several legal entities;

7° “General Administration of the Treasury”: The General Administration of the Treasury of the Federal Public Service Finance;

8° “Minister”: the Minister in charge of Finance;

9° “Member States”: the Member States within the meaning of Article 4, 7° of the law of September 18th 2017;

10° “Crossroads Bank for Social Security”: the Crossroads Bank for Social Security referred to in the law of January
15th 1990 as regards the foundation and the organisation of a Crossroads Bank for Social Security;
11° “Law of June 27th 1921”: the law of June 27th 1921 as regards the non-profit organisations, the foundations, the European political parties and the European political foundations;
12° “Law of December 8th 1992”: the law of December 8th 1992 on the protection of privacy as regards the personal data processing;
14° “Data Protection Authority”: the Data Protection Authority referred to in Article 3 of the law of December 3rd 2017 establishing the Data Protection Authority;
15° “CTIF/Belgian Financial Intelligence Processing Unit”: the CTIF/Belgian Financial Intelligence Processing Unit within the meaning of Article 4, 16° of the law of September 18th 2017;
16° “Supervisory authority”: the supervisory authority within the meaning of Article 4, 17° of the law of September 18th 2017;
17° “Competent authorities”: a public authority whose one of the legal missions is to combat money laundering and terrorist financing or the associated predicate offences, the tax authorities, the public authorities in charge of the seizure and the confiscation of criminal assets, the public authorities receiving information on cross border transport or transfer of money or negotiable bearer instruments, the CTIF/Belgian Financial Intelligence Processing Unit and the supervisory authorities;
18° “Trustee”: a trustee referred to in Article 122 of the law of July 16th 2004 laying down the Code on private International Law or every person having a similar position in a legal entity similar to fiducies or trusts mentioned pursuant to Article 74, § 1 of the law of September 18th 2017;
19° “trust”: a trust within the meaning of Article 4, 26° of the law of September 18th 2017;
20° “Obliged entity”: an obliged entity within the meaning of Article 4, 18° of the law of September 18th 2017;

Chapter 2 - Transmitting information to the register

Art. 3 § 1 Pursuant to Articles 75 of the law of September 18th 2017 and 14/1, 2nd and 3rd paragraphs of the Companies Code, every entity responsible for providing information
which is a company communicates to the register the following information as regards each of its beneficial owners:

1° His/her name;

2° His/her first name;

3° His/her day of birth;

4° His/her month of birth;

5° His/her year of birth;

6° His/her nationality/nationalities;

7° His/her resident country;

8° His/her full resident address;

9° The date on which he/she has become a beneficial owner of the entity responsible for providing information;

10° His/her identification number in the National Register of Natural Persons or in the Crossroads Bank for Social Security and if not available, any similar identifier given by the State in which he/she resides or of which he/she is a citizen;

11° The category/categories of persons referred to in Article 4, 27°, 2nd paragraph, a) of the law of September 18th 2017 to which he/she belongs;

12° If it concerns a person who fulfils one of the conditions mentioned in Article 4, 27°, 2nd paragraph, a) of the law of September 18th 2017 on its own or in coordination with other persons;

13° If it concerns a direct or indirect beneficial owner;

14° If it concerns an indirect beneficial owner, the number of intermediaries as well as, for each of them, a full identification, containing at least the corporate name, the date of incorporation, the corporate purpose, the legal form, the address of the registered office and its enterprise number referred to in Article III.17 of the Economic Code or, if not available, any other similar identifier issued by the State in which this intermediary is registered;
15° The extent of the control or ownership on the entity responsible for providing information, that is to say among others:

a) In the case of a direct beneficial owner and when the control derives from the ownership of shares or voting rights, the percentage of shares or voting rights that it owns as regards the entity responsible for providing information;

b) In the case of an indirect beneficial owner and when the control derives from the indirect ownership of shares or voting rights, the percentage of shares or weighted voting rights that it owns as regards the entity responsible for providing information;

§ 2. Pursuant to Articles 75 of the law of September 18th 2017 and 58/11, 3rd and 4th paragraphs of the law of June 27th 1921, every entity responsible for providing information which is a non-profit organisation, international non-profit organisation or a foundation reports to the register the following information as regards each of its beneficial owners:

1° His/her name;

2° His/her first name;

3° His/her day of birth;

4° His/her month of birth;

5° His/her year of birth;

6° His/her nationality/nationalities

7° His/her resident country;

8° His/her full resident address;

9° The date on which he/she has become a beneficial owner of the entity responsible for providing information.

10° His/her identification number in the National Register of Natural Persons or in the Crossroads Bank for Social Security or if unavailable, any similar identifier given by the State in which he/she resides or of which he/she is a citizen;
11° The category/categories of persons referred to in article 4, 27°, 2nd paragraph, c) of the law of September 18th 2017 to which he/she belongs;

12° If it concerns one or several category/categories of persons mentioned in Article 4, 27°, 2nd paragraph c) of the law of September 18th 2017 on its own or in coordination with others, to whom he/she belongs;

§ 3. The Minister can determine the technical details as regards the transmitting, registering and keeping of the information referred to in the present article.

Art. 4 § 1. Pursuant to Article 75 of the law of September 18th 2017, the trustees are required to collect and keep the following information as regards each of the beneficial owners of trusts, fiducies or similar legal entities that they administer from Belgium:

1° His/her name;

2° His/her first name;

3° His/her day of birth;

4° His/her month of birth;

5° His/her year of birth;

6° His/her nationality/nationalities

7° His/her resident country;

8° His/her full resident address;

9° His/her identification number in the National Register of Natural Persons or in the Crossroads Bank for Social Security, or any similar identifier given by the State in which he/she resides or of which he/she is a citizen;

10° The category/categories of beneficial owner(s) referred to in article 4, 27°, 2nd paragraph, d) of the law, to which he/she belongs;

11° The date on which he/she has become a beneficial owner of the entity responsible for providing information.

The trustees take the necessary measures in order to guarantee that the information referred to in the present paragraph are adequate, accurate and current.
§ 2. The trustee reports the information referred to in the first paragraph to the register when:

1° The trustee is established, domiciled or resides in Belgium;

2° The registered office, the main office, the place of management of the trustee is located in Belgium;

3° The trustee is not established, domiciled or does not reside in a Member State or his/her registered office, main office or place of management is not located in a Member State and as trustee, he/she established a business relationship or acquires real estate in Belgium in the name of the trust.

Information referred to in the first paragraph is reported according to the present paragraph within the month as from the implementation of the present decree or from the date on which this information is modified.

§ 3. By transmitting to the Administration of the Treasury an excerpt of the information on the beneficial owners registered in a similar register of another Member State, entities responsible for providing information are considered as having fulfilled the obligation laid out in the first and second paragraphs when:

1° Trustees are established, domiciled at or reside in several Member States among which Belgium;

2° The registered office, the main office or the place of management of trustees are located in several Member States among which Belgium;

3° The trustee concludes a business relationship, in the name of the trust or the *fiducie*, in several Member States among which Belgium;

§ 4. The trustee is required to declare his/her status and to report the information referred to in the first paragraph to the obliged entities concerned in due time, when, as trustee, he/she establishes a business relationship or carries out an occasional transaction whose amount is higher than the thresholds referred to in Article 21, § 1, 2° and 3° of the law of September 18th 2017.

§ 5. The Minister can determine the technical details as regards the transmitting, registering and keeping of the information referred to in the present article.

Art. 5 Without prejudice to obligations referred to in Articles 14/1, 3rd paragraph of the Companies Code, 58/11, 4th paragraph of the law of June 27th 1921 and 4, §2 of the
present decree, information referred to in Articles 3 and 4 is updated at least yearly by the entities responsible for providing information.

Chapter 3 - Access to the register

Art. 6 Without prejudice to other legal provisions and pursuant to the provisions of the present chapter, the data of the register as regards the entities responsible for providing information referred to in Article 3, § 1 are available to:

1° The competent authorities;

2° The obliged entities in the framework of fulfilling their obligations as regards due diligence towards their clients;

3° Members of the general public.

Art. 7 Without prejudice to other legal provisions and pursuant to the provisions of the present chapter, data of the register as regards non-profit organisations, international non-profit organisations, foundations, trusts, fiducies and other legal similar entities referred to in Articles 3, § 2 and 4 are available to:

1° The competent authorities;

2° The obliged entities within the framework of fulfilling their due diligence obligations towards their clients;

3° Any other person or organisation having a legitimate interest;

4° Every person submitting a written request to the Administration of the Treasury for non-profit organisations, international non-profit organisations, foundations, trusts, fiducies and other legal similar structures that control a company, non-profit organisation, an international non-profit organisation or a foundation.

Art. 8 § 1. In order to get access to the data of the register, the competent authorities and the obliged entities submit a request for access to the Administration of the Treasury and provide the name, first name and identification number of the National Register of Natural Persons or the Crossroads Bank for Social Security of the staff member in charge of the access management for the entity concerned.

§ 2. In order to allow the Administration of the Treasury to identify the obliged entities, the supervising authorities provide the list of obliged entities which are under their
authority to said Administration of the Treasury. This list includes at least the corporate name and the Crossroads Bank for Enterprises’ number\(^1\) of the concerned obliged entities.

The supervisory authorities take all the necessary technical and organisational measures to guarantee, under their exclusive responsibility, that the list transmitted includes adequate, accurate and current information on the obliged entities concerned.

The Minister can determine the technical details as regards transmitting, registering, keeping and updating of the lists transmitted by supervisory authorities.

*Art. 9* § 1 Members of the general public referred to in Article 6, 3° can get access to the information referred to in Article 3, § 1, 1°, 4° to 7°, 9° and 11° to 15° for the entities responsible for providing information or beneficial owners concerned. This information can only be requested on the basis of the Crossroads Bank for Enterprises’ number or the enterprise’s name.

§ 2. The Minister can determine the technical details for the identification and connection of persons and organisations referred to in the 1st paragraph as well as the details for recording the research carried out.

*Art. 10* § 1. In order to get access to the information of the register referred to in Articles 3, § 2, 1°, 4° to 7°, 9°, 11° and 12° and 4, § 1, 1°, 4° to 7°, 10° and 11°, the persons or organisations referred to in Article 7, 3° submit a specific request for information to the Administration of the Treasury. This request must contain at least the following information:

1° The enterprise number referred to in Article III.17 of the Economic Code or the corporate name of the entity responsible for providing information for which the request is submitted or the name, first name and date of birth of the beneficial owner for whom the request is submitted;

2° Every document mentioning the grounds of the request and demonstrating their legitimate interest in consulting the register.

§ 2. The administration of the Treasury can ask the person or the organisation referred to in the 1st paragraph any

\(^1\) i.e. the Belgian Commerce Registry number.
additional document which can prove their legitimate interest in consulting the register.

§ 3. The legitimate interest of persons and organisations referred to in the 1° paragraph must be related to combating money laundering, terrorist financing or any related underlying criminal activity.

For natural persons, the legitimate interest referred to in the 1° paragraph can be demonstrated by the performance of any activity related to combating money laundering, terrorist financing and any other related underlying criminal activity.

For legal persons, the legitimate interest can be demonstrated by its social purpose or the engagement in any activity related to combating the money laundering, terrorist financing and any other related underlying criminal activity.

Art. 11 § 1. In order to get access to the information of the register referred to in Articles 3, § 2, 1°, 4° to 7°, 9°, 11° and 12° and 4, § 1, 1°, 4° to 7°, 10° and 11°, the persons referred to in Article 7, 4° submit a specific written request for information to the Administration of the Treasury. This request must contain at least the following information:

1° The enterprise number referred to in Article III.17 of the Economic Code or the corporate name of the entity responsible for providing information for which the request is submitted or the name, first name and date of birth of the beneficial owner for whom the request is submitted;

2° Any document demonstrating that the entity responsible for providing information and concerned by the request for information controls a company, a non-profit organisation, an international non-profit organisation or a foundation.

§ 2. The Minister can complete the list of information referred to in the previous paragraph and determine the technical details as regards the transmitting, registering, keeping and processing of these requests.

Art. 12 The persons having access to the register pursuant to Articles 6, 1° and 2° and 7, 1° and 2° take all the necessary technical and organisational measures to guarantee, under their exclusive responsibility, that:

1° Any person submitting a request for access in his/her name and on his/her behalf to the Administration of the Treasury or getting access to the register is identified and is entitled to act as its representative;
2° Any access or request for access to the register submitted in his/her name and on his/her behalf is authorised, legitimate and observes the purpose of the law of September 18th 2017 and the present decree;

3° The confidentiality of information obtained from the register is protected so that this information is not afterwards used, managed or broadcasted for purposes which would not be compatible with the purpose of the law and the present decree.

**Art. 13** The staff members of the Administration of the Treasury duly authorised for that purpose can consult the register in order to implement the provisions of the present decree.

They can use the register’s data for scientific or statistical purposes.

**Art. 14** The access to the register by the obliged entities and the persons and organisations referred to in Articles 6, 2° and 3° and 7, 2° to 4°, is subordinated to the payment of administrative fees, whose amount and payment details are determined by the Minister.

**Art. 15** § 1. The Administration of the Treasury ensures that the consultation of the register’s data is performed without informing thereof the entity/entities responsible for providing information or the beneficial owners concerned.

§ 2. The Administration of the Treasury ensures that any consultation of the register is recorded and kept for a period of ten years.

**Chapter 4 - Derogation**

**Art. 16** § 1. The Administration of the Treasury may, at the request of a beneficial owner about whom information are kept in the register, limit the access of persons and organisations referred to in Articles 6, 2° and 3° and 7, 2° to 4° except for obliged entities referred to in Article 5, § 1, 4° to 22° and 26° of the law of September 18th 2017 to part of or all information related to this beneficial owner.

§ 2. The Administration of the Treasury may use the prerogative that it has been granted in the 1st paragraph, on a case by case basis and after a detailed analysis of the exceptional nature of the circumstances, when it is proven by the beneficial owner concerned that this access would expose him/her to a disproportionate risk, a risk of fraud, abduction, blackmail, extortion, harassment, violence or intimidation or when the beneficial owner is a minor or has a disability.
§ 3. Every request of a beneficial owner referred to in the 1st paragraph is submitted to the Administration of the Treasury and must include the following elements:

1° The enterprise number, referred to in Article III.17 of the Economic Code, of the entity/entities responsible for providing information referred to in the request;

2° Any element demonstrating that an access to all the information as regards this beneficial owner would expose him/her to a risk of fraud, abduction, blackmail, violence or intimidation or when the beneficial owner is a minor or has a disability;

3° If applicable, any element proving that the person submitting the request is entitled to act as an authorised representative of the beneficial owner referred to in the request for derogation.

§ 4. The Minister can complete the list of information referred to in the 3rd paragraph and determines the technical details as regards transmitting, recording, keeping and processing of these requests.

§ 5. The administration of the Treasury publishes a yearly report detailing the number of derogations granted pursuant to the previous article as well as the grounds for granting them and transmits this report to the European Commission.

Chapter 5 - Control and sanctions

Art. 17 § 1 Without prejudice to the prerogatives which have been granted by or pursuant to the law to the administration of the Treasury, it is in charge of supervising the compliance with the provisions of Articles 3 and 4.

§ 2. Within the framework of its supervisory missions referred to in Article 74, § 2, 2nd and 3rd paragraphs of the law of September 18th 2017 and in the 1st paragraph of the present article and without prejudice to the law of December 8th 1992, the Administration of the Treasury can:

1° After having been given the opinion of the Data Protection Authority, use other databases created within the Federal Public Service Finance;

2° After having been given the opinion of the Data Protection Authority, use other databases created by third persons;

3° Cooperate with third persons in order to analyse and correct the data of the register, to improve its functioning, in accordance with the provisions of the law
of September 18th 2017 and the present decree. After having been given the opinion of the Data Protection Authority, the Administration of the Treasury concludes cooperation agreements with those third persons in order to determine the conditions and details of this cooperation and to guarantee that the data transmitted can under no circumstances be used, managed or broadcasted for purposes which would not be compatible with the purpose of the law of September 18th 2017.

4° Cooperate and exchange any type of data with the administrators of similar registers created by other Member States. After having been given the opinion of the Data Protection Authority, the Administration of the Treasury concludes cooperation agreements with those administrators in order to determine the conditions and details of this exchange of information and to guarantee that the data transmitted can under no circumstances be used, managed or broadcasted for purposes which would not be compatible with the purpose of the law of September 18th 2017.

Art. 18 In case of a breach of Article 3, the Minister can impose an administrative fine pursuant to Article 132, § 6 of the law of September 18th 2017.

The administrative fine is imposed after that the entity responsible for providing information referred to in the aforementioned article has been heard or at least duly invited to be heard.

The decision to impose an administrative fine is notified to the offender by recorded delivery letter. This decision is motivated and mentions the amount of the administrative fine as well as the payment deadline. A request for payment of this fine is enclosed to this letter.

The administrative fines imposed pursuant to the present article are recovered by the FPS Finance’s administration in charge of the collection and recovery of the non-fiscal claims, pursuant to Articles 3 and following of the national law of December 22nd 1949.

Art. 19 § 1. Every obliged entity notifies by electronic means to the Administration of the Treasury any discrepancies it notices between the information kept in the register and the information of which it is aware.

This obligation of notification is applicable to the competent authorities insofar as it does not interfere with the accomplishment of their legal tasks.

§ 2. The administration of the Treasury takes the necessary measures to confirm, correct or clarify the information kept
in the register that has been flagged. It can among others transmit the grounds for the notification referred to in the 1st paragraph to the entity responsible for providing information concerned which corrects, confirms or clarifies the information kept in the register within a month following this transmission of information. The name of the obliged entity or competent authority behind this notification can under no circumstances be transmitted to the entity responsible for providing information concerned.

The Administration of the Treasury indicate in the register that a notification has been made without giving details about its object or the entity that filed the notification. This mention is deleted as soon as the information kept in the register is confirmed, corrected or clarified pursuant to the previous paragraph.

Chapter 6 - Processing personal data

Art. 20 The administration of the Treasury is designated as the organisation in charge of the register management within the meaning of Article 1, §4 of the law of December 8th 1992.

The entities responsible for providing information are in charge of the processing of personal data that they carry out in order to fulfil the obligations for which they are responsible for pursuant to the law of September 18th 2017 and the present decree.

Art. 21 The entities responsible for providing information inform their beneficial owners on a durable medium of the following:

1° The obligation for the entities responsible for providing information to report the data referred to in Articles 3 and 4 to the register;

2° That these data are recorded and kept in the register;

3° The name and the address of the department in charge of the register management within the Administration of the Treasury;

4° The possibilities of access to the register of entities and persons mentioned in Articles 6 and 7;

5° The right of the beneficial owner, pursuant to Article 22, to know the data recorded in his/her name in the register;

6° The right of the beneficial owner to correct or delete inaccurate data recorded in his/her name in the register. This right must be exercised by the entity responsible for providing information concerned pursuant to Article 23;
7° The period of time for keeping the data recorded in the register determined in Article 25;

The Administration of the Treasury informs the beneficial owners of their presence in the register and provides them with a copy of the information kept in their name.

Art. 22 Every natural person can be informed of the data recorded in his/her name by sending a request to the Administration of the Treasury.

The Minister can determine the list of documents which must be enclosed with this request as well as the technical details as regards the transmitting, recording and keeping of these requests.

The list of data recorded in the register in the name of the natural person is sent free of charge by the Administration of the Treasury to the address of this natural person as provided in the National Register of Natural Persons, in the Crossroads Bank for Social Security or, if need be, in the supporting documents which have been transmitted pursuant to the 2nd paragraph.

Art. 23 § 1. Every natural person can, directly or through the Administration of the Treasury, request free of charge to the entity responsible for providing information, of whom he/she is the beneficial owner, to correct or to delete inaccurate data registered in his/her name.

§ 2. The entity responsible for providing information is, under its exclusive responsibility, required to correct or delete the inaccurate data recorded as regards its beneficial owners in its own files and to transmit immediately these changes to the register.

Chapter 7 - Various provisions

Art. 24 §1 In order to fulfil the obligations imposed by or pursuant to the law of September 18th 2017 or the present decree and especially to transmit the information referred to in Articles 3 and 4 to the register, the entities responsible for providing information can:

1° Reuse the identification number of the National Register of Individuals or the Crossroads Bank for Social Security of their beneficial owners and that they already have collected within the framework of another purpose provided for in or pursuant to the law;

2° If they do not have one of these two numbers, they can ask their beneficial owners to provide one of these numbers, record it in their files as a numerical and structured unit and use it in order to identify this beneficial owner;
3° In the case where the beneficial owners do not answer to this request to provide one of these numbers, they can get access to the data of the National Register of Natural Persons referred to in Article 3, 1° (name and first names) and 2° (place and date of birth), of the law of August 8th 1983 organising a National Register of Natural Persons, in order to look for the identification number of this beneficial owner, to copy this number and to record it in their files as a numerical and structured unit and to use it in order to identify the beneficial owner concerned. The entity responsible for providing information is unable to carry out a research if it does not have at least the name, the first names and the date of birth when it wants to carry out this research.

The entities responsible for providing information can, individually or jointly with other entities responsible for providing information, create or use an organisation which has been granted the authorisation referred to-above, in their stead and which transmits to the entity responsible for providing information which has submitted a request, after authorisation of the Data Protection Authority, the identification number of the beneficial owner concerned in the National Register of Natural Persons. The Minister determines the conditions that the organisations referred to in the present paragraph must fulfil.

§ 2. In order to fulfil the obligations imposed by or pursuant to the law of September 18th 2017 or the present decree, the Administration of the Treasury can:

1° Use the identification number of the natural persons in the National Register of Natural Persons or the Crossroads Bank for Social Security for the access management to the information of the register and its functioning and for the accomplishment of its supervisory tasks;

2° Consult and use the address of the beneficial owner recorded in the National Register of Natural Persons or the Crossroads Bank for Social Security among others within the framework of the beneficial owner exercising his/her right to consult and to correct the personal data recorded in his/her name in the register.

Art. 25 Information referred to in Articles 3 and 4 is kept for a period of ten years as from the day of the termination of the legal personality of the entity responsible for providing information or when it stops its economic activity.

Chapter 8 Entry into force
Art. 26 The present decree will enter into force on October 31st 2018.

Chapter 9 Implementation

Art. 27 The Minister in charge of Finance is responsible for the implementation of the present decree.

Given at L'Ylle-d'Yeu, on 30 July 2018.

By the King:

The Minister of Finance,

Johan VAN OVERTVELDT