

Appendix to the employment regulations with regard to electronic payslips, (simplified) individual accounts, tax sheets no. 281 and certificates no. 281.25 (Doccle)

A copy shall be handed to every worker

In accordance with the provisions of Title III of the Act of 3 June 2007 laying down various employment provisions (Belgian Official Gazette 23.07.07), the present appendix to the employment regulations is meant to set out:

- the detailed rules for consulting and archiving electronic payslips, (simplified) individual accounts, tax sheets no. 281 and certificates no. 281.25;
- the identity of the electronic archiving service provider;
- as well as the way in which the worker's access is guaranteed to payslips, (simplified) individual accounts, tax sheets no. 281 and certificates no. 281.25 that are archived electronically with the provider, even after the termination of the employment relationship.

1. WORKERS AND DOCUMENTS CONCERNED

Each worker of the company can - if he wishes to do so - freely make use of a service to consult and archive the following documents electronically:

- payslip,
- (simplified) individual account,
- tax sheet(s) no. 281,
- certificate no. 281.25

instead of a communication in paper format.

The following tax sheets are referred to: sheet no. 281.10, sheet no. 281.11, sheet no. 281.13, sheet no. 281.17, sheet no. 281.18, sheet no. 281.20, sheet no. 281.30, sheet no. 281.50.

This consultation and archiving service is accessible to the worker in the secure environment (platform) offered by Doccle.

2. SIGNING UP TO THE 'DOCCLÉ' SYSTEM: TERMS AND DURATION

When the worker has chosen to send and archive electronically the payslip, the (simplified) individual account, the tax sheet(s) no. 281 and the certificate no. 281.25, then he must have a Doccle account and connect with the partner Partena Professional.

To sign up, the worker is invited to register at <https://doccleregistration.partena-professional.be/>.

Signing up to the 'Doccle' system to send and archive electronically the above documents is valid at least until the end of the current calendar year.

3. TERMS OF CONSULTING THE ELECTRONIC DOCUMENTS

Once the link is activated, the payslip, the (simplified) individual account, the tax sheet(s) no. 281 and the certificate no. 281.25 can be consulted electronically on the Doccle platform.

4. TERMS OF ENDING THE SIGNING UP TO THE 'DOCCLÉ' SYSTEM

When the calendar year has expired during which the worker signed up to the 'Docclé' system, both the employer and the worker can unilaterally withdraw from their mutual agreement by clearly and unambiguously informing (preferably in writing) the other party of their wish to revert to communicating the documents referred to in point 2. in paper format.

The notification must be made no later than the last working day of November if it relates to the (simplified) individual account, the tax sheet(s) no. 281 and the certificate no. 281.25.

The party concerned will also ensure that Docclé is notified of its intention to resume the communication in paper format.

The communication in paper format will resume:

- on the first day of the second month following the notification to the other party for the payslip;
- on the 1st January following notification to the other party for the (simplified) individual account, the tax sheet(s) no. 281 and the certificate no. 281.25, where the communication in paper format applies to at least a full calendar year.

5. PROVIDER OF AN ELECTRONIC ARCHIVING SERVICE

Each payslip, each (simplified) individual account, each tax sheet no. 281 and each certificate no. 281.25 that is sent electronically, is archived with the provider of the electronic archiving service Docclé SCRL, Esplanade 65, 1020 Brussels, VAT BE 0846.382.408.

The service provider undertakes to ensure that their content is identical to that of the paper documents.

6. ELECTRONIC ARCHIVING

The electronic archiving of the worker's payslips, (simplified) individual accounts, tax sheet(s) no. 281 and certificates no. 281.25 is guaranteed until the expiry of a period of 5 years as from the end of the employment contract.

The worker's access to the archived documents is guaranteed at all times.

Three months before the expiry of the 5-year period as mentioned above, the provider of the electronic archiving service will ask the worker, by registered letter, what should be done with the archived documents at the end of the 5-year period.

At the worker's request, the service provider will forward the readable and ready-to-use archived documents to the public non-profit-making association SIGeDIS, that will ensure further archiving.