

FILING FORM:

Micro-model for a micro-company with share capital

in euros (EUR)

Version 2020

For more information regarding the filing of the forms,
please visit the website of the Central Balance Sheet Office:
www.centralbalancesheetoffice.be

CONTENT

This form is the micro-model for a company with share capital and includes:

- the identification details of the company and the annual accounts (section MIC-cap 1);
- the complete list of directors, business managers and auditors (section MIC-cap 2.1) and the identities of the external auditors, company auditors, certified accountants or certified bookkeepers-tax experts who executed tasks relating to the annual accounts of the company (section MIC-cap 2.2);
- the annual accounts including:
 - the balance sheet (sections MIC-cap 3.1 and MIC-cap 3.2);
 - the income statement (section MIC-cap 4);
 - the appropriation account (section MIC-cap 5);
 - the notes (section MIC-cap 6);
- other documents to be filed in accordance with the Belgian Companies and Associations Code:
 - participating interests information (section MIC-cap 7.1) and the list of the companies for which the filing company has unlimited liability (section MIC-cap 7.2);
 - other information to disclose in accordance with the the Belgian Companies and Association Code (section MIC-cap 8);
 - if applicable,
 - the annual report (section MIC-cap 9);
 - the auditors' report (section MIC-cap 10);
 - the social balance sheet (section MIC-cap 11);
 - the remuneration report (section MIC-cap 12);
 - the minutes or reports regarding conflicts of interest and/or contracts (section MIC-cap 13);
 - the report of the supervisory board (section MIC-cap 14);
 - the annual accounts of the company(ies) for which the filing company has unlimited liability (section MIC-cap 15);
 - other documents (MIC-cap 16).

70				1	EUR
NAT.	Filing date	N°.	P.	U.	D.

MIC-cap 1

ANNUAL ACCOUNTS AND OTHER DOCUMENTS TO BE FILED IN ACCORDANCE WITH THE BELGIAN COMPANIES AND ASSOCIATIONS CODE

IDENTIFICATION DETAILS (at the filing date)

NAME:

Legal form:

Address: N°: Box:

Postal code: Town:

Country:

Register of legal persons – commercial court:

Website¹: http://www.

Company registration number

DATE of filing the most recent document mentioning the date of publication of the deed of incorporation and of the deed of amendment of the articles of association.

ANNUAL ACCOUNTS IN EUROS²

approved by the general meeting of

regarding the period from to

Preceding period from to

The amounts for the preceding period **are / are not**³ identical to the ones previously published.

Total number of pages filed: Numbers of the sections of the standard model form not filed because they serve no useful purpose:

Signature
(name and position)

Signature
(name and position)

¹ Optional mention.
² If necessary, change to currency in which the amounts are expressed.
³ Strike out what does not apply.

**LIST OF DIRECTORS, BUSINESS MANAGERS AND AUDITORS AND
DECLARATION REGARDING A COMPLIMENTARY REVIEW OR
CORRECTION ASSIGNMENT**

LIST OF DIRECTORS, BUSINESS MANAGERS AND AUDITORS

COMPLETE LIST with surname, first names, profession, place of residence (address, number, postal code and town) and position within the company

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DECLARATION REGARDING A COMPLIMENTARY REVIEW OR CORRECTION ASSIGNMENT

The managing board declares that not a single audit or correction assignment has been given to a person not authorized to do so by law, pursuant to articles 34 and 37 of the law of 22 April 1999 concerning accounting and tax professions.

The annual accounts **were / were not*** audited or corrected by an external accountant or by a company auditor who is not the statutory auditor.

If affirmative, should be mentioned hereafter: surname, first names, profession and address of each external accountant or company auditor and their membership number at their Institute, as well as the nature of their assignment:

- A. Bookkeeping of the company**;
- B. Preparing the annual accounts**;
- C. Auditing the annual accounts and/or
- D. Correcting the annual accounts.

If the tasks mentioned under A or B are executed by certified accountants or certified bookkeepers - tax experts, the following information can be mentioned hereafter: surname, first names, profession and address of each certified accountant or certified bookkeeper-tax expert and their membership number at the Institute of Accounting professionals and Tax Experts, as well as the nature of their assignment.

Surname, first names, profession and address	Membership number	Nature of the assignment (A, B, C and/or D)

* Strike out what does not apply.

** Optional mention.

ANNUAL ACCOUNTS

BALANCE SHEET AFTER APPROPRIATION

	Notes	Codes	Period	Preceding period
ASSETS				
FORMATION EXPENSES		20
FIXED ASSETS		21/28
Intangible fixed assets	6.1.1	21
Tangible fixed assets	6.1.2	22/27
Land and buildings.....		22
Plant, machinery and equipment		23
Furniture and vehicles		24
Leasing and other similar rights		25
Other tangible fixed assets		26
Assets under construction and advance payments.....		27
Financial fixed assets	6.1.3	28
CURRENT ASSETS		29/58
Amounts receivable after more than one year		29
Trade debtors		290
Other amounts receivable.....		291
Stocks and contracts in progress		3
Stocks.....		30/36
Contracts in progress.....		37
Amounts receivable within one year		40/41
Trade debtors		40
Other amounts receivable.....		41
Current investments		50/53
Cash at bank and in hand		54/58
Accruals and deferred income		490/1
TOTAL ASSETS		20/58		

Notes	Codes	Period	Preceding period
EQUITY AND LIABILITIES			
EQUITY	10/15
Contributions	10/11
Capital	10
Issued capital	100
Uncalled capital ⁴	101
Beyond capital	11
Share premium account	1100/10
Other	1109/19
Revaluation surpluses	12
Reserves	13
Reserves not available	130/1
Legal reserve	130
Reserves not available statutorily	1311
Purchase of own shares	1312
Financial support	1313
Other	1319
Untaxed reserves	132
Available reserves	133
Accumulated profits (losses)	14
Capital subsidies	15
Advance to shareholders on the distribution of net assets ⁵	19
PROVISIONS AND DEFERRED TAXES	16
Provisions for liabilities and charges	160/5
Pensions and similar obligations	160
Taxes	161
Major repairs and maintenance	162
Environmental obligations	163
Other liabilities and charges	164/5
Deferred taxes	168

⁴ Amount to be deducted from the issued capital.

⁵ Amount to be deducted from the other components of equity.

Notes	Codes	Period	Preceding period
AMOUNTS PAYABLE	17/49
Amounts payable after more than one year	17
Financial debts.....	170/4
Credit institutions, leasing and other similar obligations.....	172/3
Other loans	174/0
Trade debts	175
Advance payments on contracts in progress	176
Other amounts payable	178/9
Amounts payable within one year	42/48
Current portion of amounts payable after more than one year falling due within one year	42
Financial debts.....	43
Credit institutions.....	430/8
Other loans	439
Trade debts	44
Suppliers.....	440/4
Bills of exchange payable	441
Advance payments on contracts in progress	46
Taxes, remuneration and social security	45
Taxes	450/3
Remuneration and social security	454/9
Other amounts payable	47/48
Accruals and deferred income	492/3
TOTAL LIABILITIES	10/49		

PROFIT AND LOSS ACCOUNT

	Codes	Period	Preceding period
Operating income and operating charges			
Gross margin(+)/(-)	9900
Of which: non-recurring operating income	76A
Turnover*	70
Goods for resale, raw materials, consumables, services and other goods*	60/61
Remuneration, social security and pensions (+)/(-)	62
Amortisations of and other amounts written down on formation expenses, intangible and tangible fixed assets	630
Amounts written down on stocks, contracts in progress and trade debtors: additions (write-backs)..... (+)/(-)	631/4
Provisions for liabilities and charges: appropriations (uses and write-backs)..... (+)/(-)	635/8
Other operating charges	640/8
Operating charges reported as assets under restructuring costs	649
Non-recurring operating charges	66A
Operating profit (loss)..... (+)/(-)	9901
Financial income	75/76B
Recurring financial income	75
Of which: capital and interest subsidies	753
Non-recurring financial income	76B
Financial charges	65/66B
Recurring financial charges	65
Non-recurring financial charges	66B
Profit (Loss) for the period before taxes (+)/(-)	9903
Transfer from deferred taxes	780
Transfer to deferred taxes	680
Income taxes on the result (+)/(-)	67/77
Profit (Loss) of the period (+)/(-)	9904
Transfer from untaxed reserves	789
Transfer to untaxed reserves	689
Profit (Loss) of the period available for appropriation (+)/(-)	9905

* Optional mention.

APPROPRIATION ACCOUNT

	Codes	Period	Preceding period
Profit (Loss) to be appropriated(+)/(-)	9906
Profit (Loss) of the period available for appropriation(+)/(-)	(9905)
Profit (Loss) of the preceding period brought forward.....(+)/(-)	14P
Transfers from equity	791/2
Appropriations to equity	691/2
to contributions	691
to legal reserve	6920
to other reserves.....	6921
Profit (loss) to be carried forward(+)/(-)	(14)
Shareholders' contribution in respect of losses	794
Profit to be distributed	694/7
Compensation for contributions	694
Directors or managers	695
Employees.....	696
Other beneficiaries.....	697

NOTES ON THE ACCOUNTS

STATEMENT OF FIXED ASSETS

	Codes	Period	Preceding period
INTANGIBLE FIXED ASSETS			
Acquisition value at the end of the period	8059P	XXXXXXXXXXXXXXXXXXXX
Movements during the period			
Acquisitions, including produced fixed assets.....	8029	
Sales and disposals.....	8039	
Transfers from one heading to another..... (+)/(-)	8049	
Acquisition value at the end of the period	8059	
Amortisations and amounts written down at the end of the period	8129P	XXXXXXXXXXXXXXXXXXXX
Movements during the period			
Recorded.....	8079	
Written back.....	8089	
Acquisitions from third parties.....	8099	
Cancelled owing to sales and disposals	8109	
Transferred from one heading to another	8119	
Amortisations and amounts written down at the end of the period	8129	
NET BOOK VALUE AT THE END OF THE PERIOD	(21)	

	Codes	Period	Preceding period
TANGIBLE FIXED ASSETS			
Acquisition value at the end of the period	8199P	XXXXXXXXXXXXXXXXXXXX
Movements during the period			
Acquisitions, including produced fixed assets.....	8169	
Sales and disposals.....	8179	
Transfers from one heading to another..... (+)/(-)	8189	
Acquisition value at the end of the period	8199	
Revaluation surpluses at the end of the period	8259P	XXXXXXXXXXXXXXXXXXXX
Movements during the period			
Recorded.....	8219	
Acquisitions from third parties.....	8229	
Cancelled.....	8239	
Transferred from one heading to another (+)/(-)	8249	
Revaluation surpluses at the end of the period	8259	
Amortisations and amounts written down at the end of the period	8329P	XXXXXXXXXXXXXXXXXXXX
Movements during the period			
Recorded.....	8279	
Written back.....	8289	
Acquisitions from third parties.....	8299	
Cancelled owing to sales and disposals	8309	
Transferred from one heading to another (+)/(-)	8319	
Amortisations and amounts written down at the end of the period	8329	
NET BOOK VALUE AT THE END OF THE PERIOD	(22/27)	

	Codes	Period	Preceding period
FINANCIAL FIXED ASSETS			
Acquisition value at the end of the period	8395P	XXXXXXXXXXXXXXXXXX
Movements during the period			
Acquisitions	8365	
Sales and disposals.....	8375	
Transfers from one heading to another..... (+)/(-)	8385	
Other movements	8386	
Acquisition value at the end of the period	8395	
Revaluation surpluses at the end of the period	8455P	XXXXXXXXXXXXXXXXXX
Movements during the period			
Recorded	8415	
Acquisitions from third parties.....	8425	
Cancelled.....	8435	
Transferred from one heading to another	8445	
Revaluation surpluses at the end of the period	8455	
Amounts written down at the end of the period	8525P	XXXXXXXXXXXXXXXXXX
Movements during the period			
Recorded	8475	
Written back.....	8485	
Acquisitions from third parties.....	8495	
Cancelled owing to sales and disposals	8505	
Transferred from one heading to another	8515	
Amounts written down at the end of the period	8525	
Uncalled amounts at the end of the period	8555P	XXXXXXXXXXXXXXXXXX
Movements during the period	8545	
Uncalled amounts at the end of the period	8555	
NET BOOK VALUE AT THE END OF THE PERIOD	(28)	

STATEMENT OF CONTRIBUTIONS

Own shares

Held by the company itself

Amount of capital held.....

Number of shares.....

Codes	Period
8721
8722

RIGHTS AND COMMITMENTS NOT REFLECTED IN THE BALANCE SHEET

	Codes	Period
PERSONAL GUARANTEES PROVIDED OR IRREVOCABLY PROMISED BY THE COMPANY AS SECURITY FOR DEBTS AND COMMITMENTS OF THIRD PARTIES	9149
Of which		
Bills of exchange in circulation endorsed by the company.....	9150
REAL GUARANTEES		
Real guarantees provided or irrevocably promised by the company on its own assets as security of debts and commitments of the company		
Mortgages		
Book value of the immovable properties mortgaged	91611
Amount of registration	91621
For irrevocable mortgage mandates, the amount for which the agent can take registration	91631
Pledging of goodwill		
Maximum amount up to which the debt is secured and which is the subject of registration	91711
For irrevocable mandates to pledge goodwill, the amount for which the agent can take the inscription.....	91721
Pledging of other assets or irrevocable mandates to pledge other assets		
Book value of the immovable properties mortgaged	91811
Maximum amount up to which the debt is secured	91821
Guarantees provided or irrevocably promised on future assets		
Amount of assets in question	91911
Maximum amount up to which the debt is secured	91921
Vendor's privilege		
Book value of sold goods	92011
Amount of the unpaid price	92021
Real guarantees provided or irrevocably promised by the company on its own assets as security of debts and commitments of third parties		
Mortgages		
Book value of the immovable properties mortgaged	91612
Amount of registration	91622
For irrevocable mortgage mandates, the amount for which the agent can take registration	91632
Pledging of goodwill		
Maximum amount up to which the debt is secured and which is the subject of registration	91712
For irrevocable mandates to pledge goodwill, the amount for which the agent can take the inscription.....	91722
Pledging of other assets or irrevocable mandates to pledge other assets		
Book value of the immovable properties mortgaged	91812
Maximum amount up to which the debt is secured	91822
Guarantees provided or irrevocably promised on future assets		
Amount of assets in question	91912
Maximum amount up to which the debt is secured	91922
Vendor's privilege		
Book value of sold goods	92012
Amount of the unpaid price	92022

AMOUNT, NATURE AND FORM CONCERNING LITIGATION AND OTHER IMPORTANT COMMITMENTS

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Period
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Of which: substantial commitments to affiliated or associated companies

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SETTLEMENT REGARDING THE COMPLEMENTARY RETIREMENT OR SURVIVORS' PENSION FOR PERSONNEL AND BOARD MEMBERS

Brief description

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Measures taken to cover the related charges

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PENSIONS FUNDED BY THE COMPANY ITSELF

Estimated amount of the commitments resulting from past services.....

Methods of estimation

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Code	Period
9220

OTHER RIGHTS AND COMMITMENTS NOT REFLECTED IN THE BALANCE SHEET (including those that cannot be calculated)

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Period
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RELATIONSHIPS WITH DIRECTORS AND MANAGERS

MEMBERS OF THE MANAGEMENT BODY, THE SUPERVISORY BOARD OR ADMINISTRATIVE ORGAN

Amounts receivable from these persons

Principal conditions regarding amounts receivable, rate of interest, duration, any amounts repaid, cancelled or written off

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Guarantees provided in their favour

Other significant commitments undertaken in their favour

Codes	Period
9500
9501
9502

VALUATION RULES

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OTHER INFORMATION TO DISCLOSE

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**OTHER DOCUMENTS TO BE FILED IN ACCORDANCE WITH THE
BELGIAN COMPANIES AND ASSOCIATIONS CODE**

PARTICIPATING INTERESTS INFORMATION

PARTICIPATING INTERESTS AND OTHER RIGHTS IN OTHER COMPANIES

The following list mentions the companies in which the company holds a participating interest (heading 28 of assets), as well as the companies in which the company holds rights (recorded in headings 28 and 50/53 of assets) for an amount of at least 10% of the capital, the equity or a class of shares of the company.

NAME, full address of the REGISTERED OFFICE and, for an entity governed by Belgian law, the COMPANY REGISTRATION NUMBER	Rights held				Data extracted from the most recent annual accounts			
	Nature	Directly		Subsidiaries	Annual accounts as per	Currency code	Equity	Net result
		Number	%	%			(+ or -) (in units)	

LIST OF COMPANIES FOR WHICH THE COMPANY HAS UNLIMITED LIABILITY IN THE CAPACITY OF UNLIMITED LIABLE PARTNER OR MEMBER

The annual accounts of each company for which the company has unlimited liability, are being enclosed to and published with these annual accounts, unless the second column contains the reason why this is not the case; this mention is made by referring to the applicable code (A,B or D) defined below.

The annual accounts of the mentioned company:

- A. are published by the company by filing them at the National Bank of Belgium;
- B. are actually published by the company in a different member country of the European Union, pursuant to article 16 of directive (EU) 2017/1132;
- D. concern a limited partnership (société simple/maatschap).

Name, full address of the REGISTERED OFFICE, Legal form and, for an entity governed by Belgian law, THE COMPANY REGISTRATION NUMBER	Potential code

OTHER INFORMATION TO DISCLOSE IN ACCORDANCE WITH THE BELGIAN COMPANIES AND ASSOCIATIONS CODE

TAXES, REMUNERATION AND SOCIAL SECURITY (*headings 45/9 and 178/9 of liabilities*)

Outstanding tax debts

Amounts due to the National Social Security Office

AMOUNTS PAYABLE GUARANTEED BY THE BELGIAN GOVERNMENT AGENCIES (*included in headings 17 and 42/48 of liabilities*)

AMOUNT OF CAPITAL AND INTEREST SUBSIDIES PAID OR ADDED BY THE GOVERNMENT OR PUBLIC AUTHORITIES

Codes	Period
9072
9076
9061
9078

ANNUAL REPORT

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AUDITORS' REPORT

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SOCIAL BALANCE SHEET

Numbers of the joint industrial committees competent for the company:

EMPLOYEES FOR WHOM THE COMPANY SUBMITTED A DIMONA DECLARATION OR WHO ARE RECORDED IN THE GENERAL PERSONNEL REGISTER

During the period and the preceding period

Average number of employees.....
 Number of actual hours worked
 Personnel costs.....

Codes	1. Full-time <i>(period)</i>	2. Part-time <i>(period)</i>	3. Total (T) or total in full-time equivalents (FTE) <i>(period)</i>	3P. Total (T) or total in full-time equivalents (FTE) <i>(preceding period)</i>
100 (FTE) (FTE)
101 (T) (T)
102 (T) (T)

At the closing date of the period

Number of employees

By nature of the employment contract

Contract for an indefinite period.....
 Contract for a definite period
 Contract for the execution of a specifically assigned work
 Replacement contract.....

According to gender and study level

Men.....
 primary education.....
 secondary education
 higher non-university education
 university education
Women
 primary education.....
 secondary education
 higher non-university education
 university education

By professional category

Management staff
 Salaried employees
 Hourly employees
 Other.....

Codes	1. Full-time	2. Part-time	3. Total in full-time equivalents
105
110
111
112
113
120
1200
1201
1202
1203
121
1210
1211
1212
1213
130
134
132
133

LIST OF PERSONNEL MOVEMENTS DURING THE PERIOD

ENTRIES

Number of employees for whom the company submitted a DIMONA declaration or who have been recorded in the general personnel register during the period.....

DEPARTURES

Number of employees whose contract-termination date has been included in the DIMONA declaration or in the general personnel register during the period.....

Codes	1. Full-time	2. Part-time	3. Total in full-time equivalents
205
305

INFORMATION ON TRAINING PROVIDED TO EMPLOYEES DURING THE PERIOD

Total of initiatives of formal professional training at the expense of the employer

Number of employees involved
 Number of actual training hours.....
 Net costs for the company
 of which gross costs directly linked to training
 of which contributions paid and payments to collective funds.....
 of which grants and other financial advantages received (to deduct).....

Total of initiatives of less formal or informal professional training at the expense of the employer

Number of employees involved
 Number of actual training hours.....
 Net costs for the company

Total of initial initiatives of professional training at the expense of the employer

Number of employees involved
 Number of actual training hours.....
 Net costs for the company

Codes	Men	Codes	Women
5801	5811
5802	5812
5803	5813
58031	58131
58032	58132
58033	58133
5821	5831
5822	5832
5823	5833
5841	5851
5842	5852
5843	5853

REMUNERATION REPORT

for the companies supervised by the government or by one or more legal persons in public law (article 3:12, § 1, 9° of the Belgian Companies and Associations Code)

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CONFLICTS OF INTEREST AND CONTRACTS

- *minutes or special report of the decisions and/or transactions that make up a property-related conflict of interest between a director and the company and/or of the contracts concluded between the sole director, who is at the same time the sole shareholder, and the company (article 5:77, § 1, article 6:65, § 1, article 7:96, § 1 and article 7:103, § 1 of the Belgian Companies and Associations Code);*
- *report of contracts concluded between the sole shareholder and the company (article 7:231, paragraph 3 of the Belgian Companies and Associations Code)*

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REPORT OF THE SUPERVISORY BOARD

of a European company (article 15:29 of the Belgian Companies and Associations Code) or a European limited liability company (article 16:27 of the Belgian Companies and Associations Code)

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ANNUAL ACCOUNTS

of the company(ies) for which the filing company has unlimited liability in the capacity of unlimited liable associate or member (only to be added if codes A, B and D are not applicable in section MIC-cap 7.2) (article 3:12 § 1, 7° of the Belgian Companies and Associations Code)

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OTHER DOCUMENTS

(to be specified by the company)

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