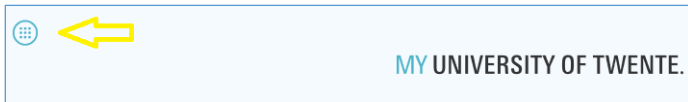


## **Instructions: Statement Ancillary Activities**

Open the online [application Registration Ancillary Activities](#) directly

or use the [employee portal](#):



**Log in** as usual and then follow one of the following sets of instructions (A, B or C) depending on your situation.

### **A. You do *not* have any ancillary activities**

1) Tick the box alongside:

I state that no ancillary activities have been carried out by me between \_\_\_\_\_ and \_\_\_\_\_.

2) Click on the button marked:

3) That's all. You can exit the application.

### **B. You do have ancillary activities but there are no changes to the information already registered**

1) Check that the list shown is current and complete.

2) If not, follow the instructions below (under C).

3) If so, tick the box alongside:

I state that the overview as shown above is an accurate reflection of my ancillary activities from \_\_\_\_\_ on.

4) Click on the button marked:

5) That's all. You can exit the application.

### **C. You do have ancillary activities and the information currently in the register must be updated**

- 1) Check that the list shown is current and complete.
- 2) If there are new activities to be registered or existing activities which are to be updated or extended, click on:

or

- 3) Complete all required information and click on 'Save finally and send'.
- 4) You will be taken back to the Statement Ancillary Activities page.
- 5) Tick the box alongside:

I state that the overview as shown above is an accurate reflection of my ancillary activities from on.

- 6) Click on the button marked:

- 7) That's all. You can now exit the application.

*NB: By following the above instructions, you are making a declaration concerning the current situation. This is an annual 'snapshot'. It is possible that you will start new external activities during the coming year, or that there will be material changes to your current activities. Prior to starting any new ancillary activity or continuing current ancillary activities under different terms, you must always request approval using the online application form. Your request will then be assessed by the relevant authorities.*