

Submit an application on behalf of a company **without a Belgian CBE company number**

(de facto association, foreign company or company in the process of being incorporated)

What is Mon Espace?

Mon Espace (<https://monespace.wallonie.be>) is the one-stop shop for citizens, companies* and the non-profit sector to submit requests to the Walloon administration securely.

**Company means any professional such as a non-profit organisation, self-employed, public limited company, private limited company, etc.*

How to submit an application on behalf of an organisation without a CBE number?

To submit an application, follow the steps below:

1. Search on the [Wallonia website](#) for the procedure concerned by your request and then click on the link to the electronic form.
2. Log in on the secure platform [Mon Espace](#):
 - Either with your electronic identity card and a card reader
 - Or via the app 'It's me'
 - Or via one of the other authentication methods
3. Enter the "**Professional**" area of your organisation

If your company appears :	If your company does not appear :
You have access to your company's professional area. Then click on the name to start a professional procedure.	You then need to perform the following access procedure: a) Click on the "Add a company" button b) On the next page, click on the "Add" button in the box that corresponds to the situation of your company: De facto association, foreign company or company being incorporated c) Then enter your company name and email address d) After validating your e-mail address, repeat the procedure from point 1.

4. Then follow the instructions to complete the online form and submit your application

Need assistance?

Consult our **user manuals, videos and FAQs** via the "**Help**" button on Mon Espace (<https://monespace.wallonie.be>)

You can also contact the **Helpdesk**:

- Tel : 078 79 01 02
- Mail: aideenligne@wallonie.be