



# Group S - Secretariat Social A.S.B.L.

www.groups.be

Group S - bureau de Bruxelles  
Avenue Fonsny 40  
1060 Bruxelles

## ANNEX

### 1. Works and tasks realised by Group S - Secretariat Social ASBL

*Tariff excluding VAT valid as of 1/1/2018 (annual revision)*

1. AFFILIATION OF THE COMPANY AND OCCUPATION OF WORKERS	TARIFF
1. Provision of basic standard documents (staff register, work regulations)	Included
2. Determination of the collective agreement, where appropriate, and its application within the company	Included
3. Various registrations and affiliations of the company upon the employment of the 1st worker	Included
4. Preliminary formalities upon employment of each worker (standard employment contract, application for national number, etc.)	Included
5. Formalities upon end of employment contract (determination of notice period, calculation of various indemnities, writing and submission of the various documents)	Included
6. Publication of various lists on the basis of the worker information	Included
7. a) Management of administrative procedures related to obtaining allowances (preparation of the application file, editing of certificates, follow-up of the file, ...) for the employment of workers during the period of membership of Group S – Secretariat Social asbl, provided the Group S – Secretariat Social asbl is in possession of all the information needed to submit the application, and , only at the express request of the affiliate, for the employment of workers before the period of membership of Group S – Secretariat Social, provided that Group S – Secretariat Social asbl is in possession of all the information needed to submit the application	€ 59.20 per employer € 39.60 per worker
b) Idem for regional employment bonus	
8. Administrative management of an attachment and assignment case : declaration of third party attachment, creditor and third party letters	€ 115.30 per case
9. Calculation simulations (per worker/per calculation)	€ 20.50
10. Social assessment	€ 54.00

<b>2. CALCULATION OF SALARIES</b>	<b>TARIFF</b>
1. Calculation of salaries for workers subject to the ONSS (establishment of gross and determination of net)	Included
2. Calculation of salaries for workers not subject to the ONSS (determination of PAYE)	Included
3. Publication of the documents resulting from the calculation (payslips, individual accounts, bank listing, payment orders, etc.)	Included
4. Publication of detailed management standards statements (monthly remuneration statements, quarterly summary statements, etc.)	Included
5. Transmission of identification data and benefits on computer support * supply of software (PreSta)	See licence
6. Salaries relative to periods prior to affiliation recovery of data prior to affiliation adjustments of pay calculations over periods prior to affiliation calculation of salaries for periods prior to affiliation	On quotation On quotation On quotation
7. a) Sending of payslips to the worker (excluding postal costs) b) Electronic distribution to the worker (through Basware – Zoomit) c) Electronic distribution to the worker (through Group S) d) Electronic distribution to the worker (through the Intranet of the employer)	€ 0.42 per payslip € 0.53 per payslip € 0.30 per original payroll processing € 0.16 per payslip
8. Publication of made-to-measure management and accounting statements	On quotation
9. Calculation of end of year bonus	Additional application of variable contribution
10. Calculation of holiday pay and establishment of legal attestations	Additional application of variable contribution
11. Establishment of corrective calculation on the request of the affiliate	Additional application of variable contribution

<b>3. SOCIAL FORMALITIES</b>	<b>TARIFF</b>
1. Formalities linked to the ONSS (determination of amounts to be paid, writing of various statements, administrative monitoring, periodic payments)	Included
2. NSSO formalities linked to the silent affiliates	€ 87,50/quarter
3. Formalities linked to the Contributions (determination of PAYE, writing of various documents, administrative monitoring, periodic payments)	Included
4. Formalities linked to pensions and early retirement (calculation of the various amounts and writing of the various attestations)	Included
5. Formalities linked to family allowances (establishment of applications and attestations)	Included
6. Formalities with regard to accidents at work (writing and dispatch of accident declarations, periodic writing of statement)	Included
7. Formalities linked to sickness and invalidity insurance (writing of the various attestations)	Included
8. Formalities linked to the Institut National de Statistique	Included
9. Formalities linked to occupational diseases (writing of the statement of salaries and monitoring of cases)	Included
10. Formalities linked to the F.C.I.P.H. (writing of the various documents)	Included
11. Formalities linked to social funds (calculation and payment of contributions, writing of attestations)	Included
12. Formalities linked to the group insurance (calculation and payment of contributions, writing forms)	Included
13. Formalities linked to unemployment (preparation of the various certificates and supply of the validation book and notification in the event of economic redundancy)	Included
14. Formalities linked to working abroad (ad hoc request for documents)	Included
15. Formalities linked to educational leave (constitution of files, preparation of the reimbursement application and sending of the file to the Ministry)	€ 87.30 per worker concerned
16. Administrative costs related to the sending of registered letters on behalf of the employer to the various bodies	€ 20.50 per request
17. Miscellaneous formalities (response to specific requests)	On quotation
18. Special interventions with third party bodies	€ 98.10 per request
19. Dimona – provision of the resources (PreSt@sp, website, voice server) in order to make the declarations (new recruit, departure, change, cancellation)	Included
20. Fixed administrative fee for the contribution of annual holidays of labourers	€ 25.00 per request

#### 4. LEGAL ASSISTANCE

1. Basic socio-legal advice, such as for example determination of the PC, application of scales, contacts with official bodies, etc.	Included
2. Legal consultations with a legal advisor as part of a case specific to the company (for example, optimization of salaries, writing and/or verification of contracts and specific work regulations, company collective agreements, etc.)	€ 173.00 per hour
3. Legal consultations with a legal advisor as part of a case relative to one or more workers, for example end of career options for workers, social and fiscal aspects concerning alternative methods of remuneration, ...	€ 173.00 per hour
4. Assistance in social law dispute cases (outside of legal assistance contract)	€ 173.00 per hour
5. Legal training :	
• inter-enterprises 1/2 day	€ 403.00
• inter-enterprises 1 day	€ 740.00
• intra-enterprises 1/2 day	€ 597.00
• intra-enterprises 1 day	€ 1190.00
6. Social audit of the company	On quotation (min. € 495.00)

#### 5. LEGAL DOCUMENTATION

#### TARIFF

1. Sectoral headlines and documentation via the Internet	Free of charge
2. Social headlines and thematic brochures, via the Internet	Free of charge
3. Templates of social documents (contracts and letter templates), via the Internet	Free of charge

#### 6. SPECIFIC SERVICES FOR CONSTRUCTION

#### TARIFF

1. Office Patronal de Compensation (affiliation and establishment of reimbursement applications)	Included
2. Supply of specific documents (special staff register, pre-printed sector unemployment attestations)	Included
3. Formalities linked to seasonal and loyalty cards (transfer to the OPOC of data, receipt and dispatch cards)	Included
4. Introduction of the application for the documentary evidence card	Included

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in two copies, with each party taking and keeping one.

For Group S - Secretariat Social ASBL,

For the affiliate,