

# Onyx One Start Information

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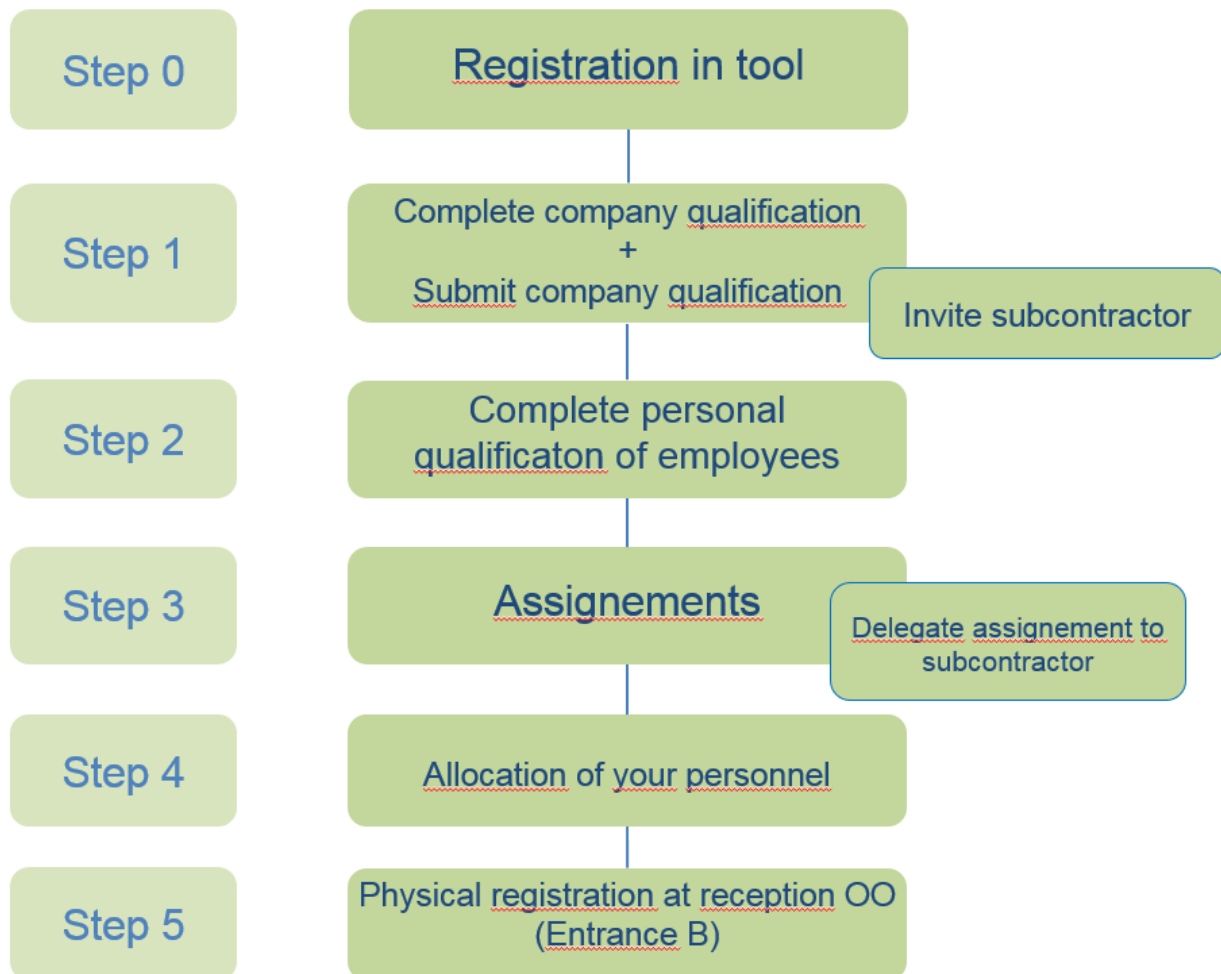
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## 1. Onyx One (OO) Structure

The system has been developed in such a way that after registration (step 0), one qualifies one's company first (step 1). After this, one handles the personal qualification of the contractor employees (step 2).

Once these things have been taken care of, assignments can be created (step 3) and employees can be registered for specific assignments, allowing them to enter our premises (step 4).

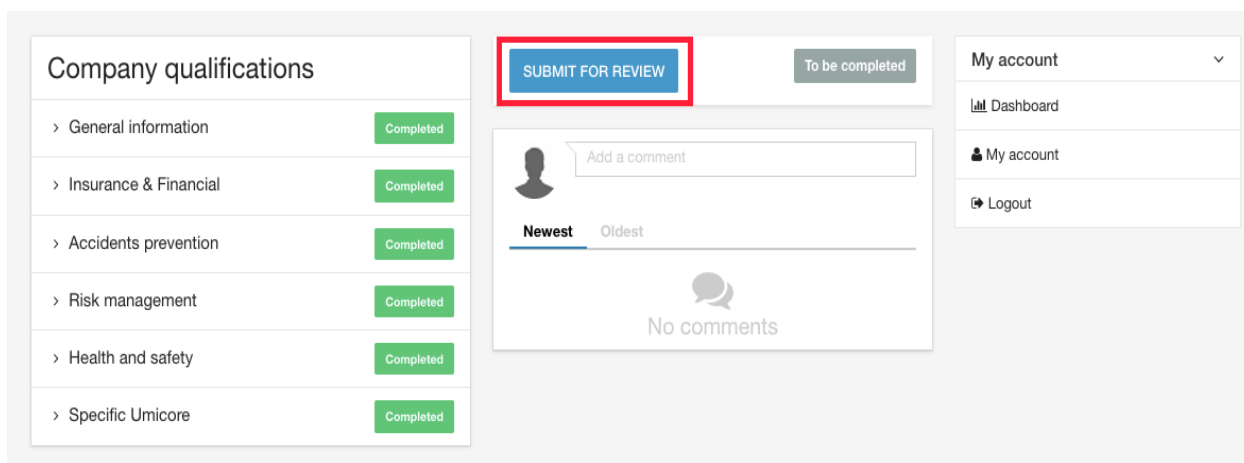
### Structure



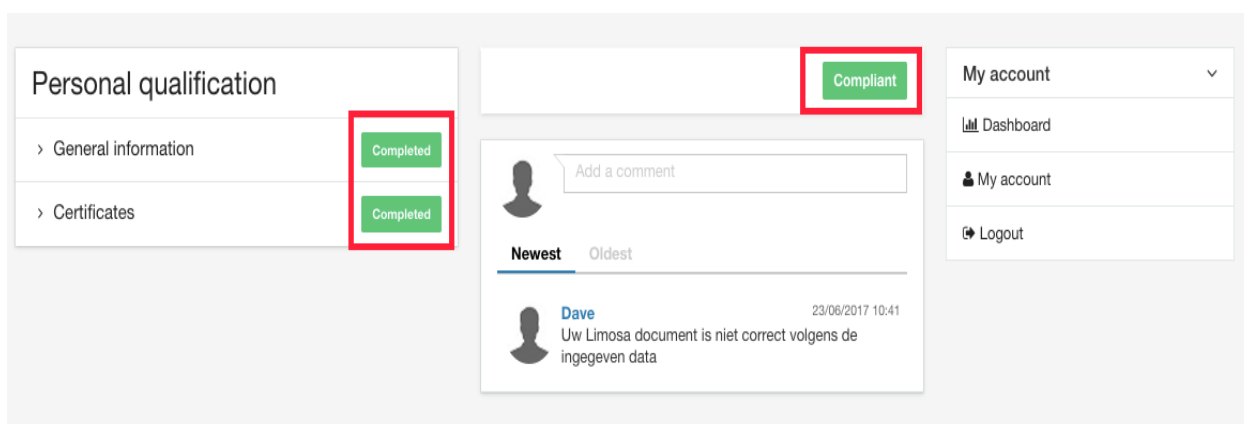
➤ Step 0: HOW TO REGISTER → via Onyx One invitation e-mail. It is important to use this e-mail due to the automatic link with the Umicore portal.

- The registration link works one time; once you have registered, immediately proceed to start creating the company.
- Afterwards, always use login and password to enter OO instead of via the link.
- The invitation e-mail contains a link to the extensive manual on Onyx One. If you do encounter problems, contact Contractor Management (+32 3 821 67 10) or [support@onyxone.com](mailto:support@onyxone.com)

- **Step 1:** Complete your **company qualification** (CQ = contractor qualification) → you can only submit it when it is complete.
  - If you have any questions about the documents/data to be provided, you can ask a question to Contractor Management using the comment field.



- **Step 2:** Complete your **personal qualification** (contractor employee qualification) → This is approved immediately.



- **Step 3: Assignments** are created by Umicore for a contractor. An assignment is used to register the persons who will come to do work as per the assignment. An assignment for a **subcontractor** must be **delegated** by the contractor himself.

- **Step 4: Registration:** Register your personnel for an assignment.

Assign teammember

#	Portal	Job ID-/Delegation	Reference	Start Date	End Date	Job type	Job description
<input type="radio"/>	Umicore	2800046/0	PO999888	01/06/2017	31/12/2017	Shutdown	
<input checked="" type="radio"/>	Umicore	2800049/0	PO999666	23/06/2017	31/12/2017	Weekend	Select user

SUBMIT

CANCEL

MY TEAM

MANAGE REQUESTS

My Contractors

INVITE CONTRACTOR

My jobs

ASSIGN TEAMMEMBER

VIEW JOBS / JOB ENTRIES

Umicore PQ1 Contractormedewerker (Werken op site)

PQ is expiring

My courses

Umicore

ENROLL IN TRAINING

My subscription

No Plan

MY SUBSCRIPTION

My credits

Umicore - Training Credit - 12/06/2018

- **Step 5:** Physical registration at the reception OO (Entrance B)

## 2. What documents should I keep handy when completing a company qualification and personal qualification?

To be able to complete your **company qualification**, you need a number of documents:

1. **Social security certificate:**
  - for Belgian companies, to be requested at the following address: [AD2-SECTIEATTESTEN@RSZ.FGOV.BE](mailto:AD2-SECTIEATTESTEN@RSZ.FGOV.BE)
  - Examples for foreign companies: see annex
2. **Name and details of external medical service/company doctor or details of the general practitioner if you are self-employed**
3. **NACE code (code of the main activity) for both self-employed persons and companies:**
  - For Belgium: can be looked up via <https://www.unizo.be/tools/nace-code> via NACE code tool.
  - For the Netherlands: can be looked up via [https://www.belastingdienst.nl/wps/wcm/connect/bldcontentnl/themaoverstijgend/brochures\\_en\\_publicaties/lijt\\_bedrijfsactiviteitennace\\_codes](https://www.belastingdienst.nl/wps/wcm/connect/bldcontentnl/themaoverstijgend/brochures_en_publicaties/lijt_bedrijfsactiviteitennace_codes)
4. **Social security registration number for both self-employed persons and companies**
5. **Health & Safety:**
  - We ask these 3 documents: HSE policy, Annual Action Plan and Overall Intervention Plan
6. **Civil liability insurance + accident insurance:** name of the insurance and policy number.
7. **Accident prevention:** frequency rate of the last 3 years
8. **Risk management:**
  - Alcohol & drug policy
  - If the company is non-VCA-certified, an additional non-VCA questionnaire may be submitted (can be downloaded via OO)
  - For companies: VCU (temping agencies), VCA certificate, ISO ..., OHSAS ...

All documents must be uploaded in Onyx One in the corresponding fields using the browse function.

To complete your **personal qualification**, you need the following documents:

1. **Your ID**
2. **Your VCA certificate**
3. **All other relevant certificates for carrying out hazardous tasks (forklift, telescopic handler, cherry picker etc.)**
4. **If you work for a foreign company: Limosa document**

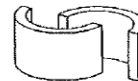
If you have any question about the use of the tool please contact [support@onyxone.com](mailto:support@onyxone.com) or you can use the [Manual](#).

For other questions you can contact [contractor.hoboken@eu.umicore.com](mailto:contractor.hoboken@eu.umicore.com)

### 3. Annexes

#### Sample Social Security Certificate of Belgium.

**RIJKSDIENST VOOR SOCIALE ZEKERHEID**  
 OPENBARE INSTELLING VAN SOCIALE ZEKERHEID  
 Victor Hortaplein 11 - 1060 BRUSSEL - Tel. 02 509 31 11 - Fax 02 509 30 19 - Internet: www.rs.z.fgov.be  
 IBAN: BE63 6790 2618 1108 610: PCIBEB66 - Bezoekuren: van 9 tot 11.30 uur of op afspraak alle werkdagen behalve zaterdag



**DIRECTIE VAN DE INNINGDIENST**

Uw contactpersoon :

**A. Vanderstocken**

Tel : 02 509 32 79

02 509 29 25 / 02 509 29 14

Fax : 02 509 31 45

E-mail : [ad2-sectieattesten@rsz.fgov.be](mailto:ad2-sectieattesten@rsz.fgov.be)

Aan te halen in uw antwoord b.u.b. :

Ons kenmerk : A.D. II/ 450/ 834919-73 /026 /024

Ondernemingsnummer : 435.776.755

Werkgever :

[Redacted]

Brussel, 9 augustus 2016.

Uw brief van :

08/08/2016

Uw kenmerk :

Bijlage(n) :

Betreft : ATTEST

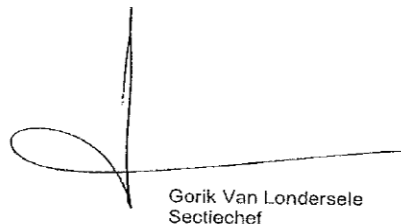
Dit attest is slechts met een droogstempel van de Rijkdienst voor sociale zekerheid geldig. De tekst van de behouden paragrafen mag op straf van nietigheid, noch schrappingen, noch overschrijvingen bevatten.

In uitvoering van artikel 62 van het koninklijk besluit van 15 juli 2011 (B.S. van 9 augustus 2011) plaatsing overheidsopdrachten klassieke sectoren en van artikel 67 van het koninklijk besluit van 16 juli 2012 (B.S. van 11 februari 2013) plaatsing overheidsopdrachten speciale sectoren, die op 1 juli 2013 in uitvoering van artikel 2 en 3 van het koninklijk besluit van 02 juni 2013 (B.S. van 05 juni 2013) in werking zijn getreden, en in uitvoering van artikel 33 §4 van de wet van 31 januari 2009 betreffende de continuïteit van de ondernemingen gewijzigd door artikel 18 van de wet van 27 mei 2013 (B.S. van 22 juli 2013), verklaart de Rijkdienst voor sociale zekerheid dat deze werkgever op datum van 04/08/2016 :

De vereiste kwartaalaangiften tot en met het eerste kwartaal 2016 heeft ingediend.

De krachtens deze aangiften verschuldigde bijdragen betaald heeft.

De Administrateur-generaal,  
In opdracht,

  
Gorik Van Londersele  
Sectiechef

.be

Sample Social Security Certificate for The Netherlands

Belastingdienst

Kantoor Rotterdam

Postbus 100 6400 AC Heerlen

Telefoon 0800-0543

Telefax

Afdeling Mkb Mbi Rbi Team 03 - WK

Doorkiesnummer (088) 153 09 02

Datum

7 maart 2017

Uw kenmerk

852828901

Kenmerk

WKA2/201702612

Betreft

Verklaring van betalingsgedrag omzetbelasting, loonbelasting en sociale verzekeringspremies (loonheffingen)

Geachte heer/mevrouw,

Op uw verzoek van 6-3-2017 verklaar ik hierbij, dat [redacted]  
[redacted], BSN/Sofinr. [redacted], alle verschuldigde omzetbelasting,  
loonbelasting en sociale verzekeringspremies (loonheffingen) heeft betaald.

Bij deze verklaring zijn de volgende punten van belang:

- Deze verklaring heeft alleen betrekking op gegevens die op 7 maart 2017 bij de Belastingdienst/Rijnmond /Kantoor Rotterdam bekend waren.
- De Belastingdienst is niet aansprakelijk voor eventuele nadelige gevolgen die voortvloeien uit het gebruik van deze verklaring.
- De inlener die, op grond van artikel 34 van de Invorderingswet 1990, aansprakelijk is voor de betaling van de omzetbelasting, loonbelasting en sociale verzekeringspremies (loonheffingen) van [redacted], wordt door deze verklaring niet vrijgesteld van zijn aansprakelijkheid.

Hoogachtend,

Belastingdienst/Kantoor Rotterdam  
namens de ontvanger,



In uw antwoord datum en kenmerk van deze brief vermelden

Bezoekadres  
Laan op Zuid 45  
Rotterdam



Sample Tax Certificate Ireland.

Tax Clearance  
Application Result

**Tax Clearance Certificate Issued**

We confirm that your tax affairs are in order, and you have been issued with a tax clearance certificate.

In order to confirm to a third party that you have a tax clearance certificate, you will need to provide them with your PPSN/tax reference number and the tax clearance access number below.

Applicant Name: [REDACTED]

Applicant PPSN/Tax Reference Number: [REDACTED]

Access Number: 00000000

Please note that in order to retain your tax clearance certificate you need to continue to keep your tax affairs in order. Revenue will review your tax affairs periodically and will rescind your tax clearance certificate if your tax affairs are not in order at any stage.

PDF/Print date: 06/11/2017



Sample Tax Certificate Poland.

**CERTIFIED – TRUE TRANSLATION FROM POLISH**

*[The document has been made on the official paper of the Polish Social Insurance Institution (ZUS), with its website address as well as phone as and fax numbers in the footer of the page.] -/-*

*[ZUS, Branch in Opole, Inspectorate in Strzelce Opolskie, ul. Karola Miarki 2A, 47-100 Strzelce Opolskie] -/-*

*[Below there is a red oblong stamp reading: SOCIAL INSURANCE INSTITUTION, Branch in Opole, Inspectorate in Strzelce Opolskie, ul. Karola Miarki 2a, 47-100 Strzelce Opolskie, -11-J -/-*

Date of issue: 23-08-2017 -/-

**CERTIFICATE OF NO ARREARS -/-**

1. No of certificate: 240871Z/17/0000746 -/-
2. Petitioner's information (payer's of contributions): -/-

Name/Surname and name/Address: [REDACTED] -/-

TAX IDENTIFICATION NUMBER (NIP) [REDACTED] -/-  
 NATIONAL BUSINESS REGISTRY NUMBER (REGON) 011509324 -/-  
 PESEL *[not filled in]* -/-  
 Identity card\* / passport\* series and number *[not filled in]* -/-

*NIP and REGON number to be provided, in case of lack of those numbers or lack of one of them – PESEL number or series and number of identity card or passport -/-*

3. This is to certify that the petitioner (payer of contributions) is obliged to pay contributions to:
  - a) social insurance \* -/-
  - b) Temporary Retirement Fund \* -/-
  - c) health insurance \* -/-
  - d) Employment Fund \* -/-
  - e) Guaranteed Employee Benefits Fund \* -/-

does not have arrears as of -/-  
 (day) 23 – (month) 08 – (year) 2017 -/-

The certificate is issued at the payer's of contributions request, on the basis of art. 50, sec. 4 and art. 123 of the Act of 13<sup>th</sup> October 1998 on Social Insurance System (Official Polish Journal of Laws of 2016, item 963, as amended) as well as art. 217 and 218 of the Code of Administrative Proceedings (Official Polish Journal of Laws of 2016, item 23, as amended). -/-

Official stamp and signature of an authorized employee: *[in the lower right corner there is an official oblong stamp reading: Head of Department, mgr Małgorzata Piecha; signature illegible] -/-*

\* delete as applicable -/-  
 ZUS S-72 -/-

I, Alicja Ossolińska, Certified Translator, entered, under No. TP/3211/05, into the register kept by the Minister of Justice, hereby certify the foregoing text to be a true and faithful translation of the copy document produced to me (the document has been scanned and sent via e-mail in .pdf file).

Witness my hand and official seal, Ślemianowice Śląskie, this 27<sup>th</sup> day of September, 2017

Repertory Number: 586/2017  
 Characters: 2 050



*Alicja Ossolińska*