



INFORMATION DOCUMENT

Applicable law

Act of 26 January 2018 concerning postal services and the Royal Decree of 26 March 2024 relating to the role of coordinator with postal service providers and subcontractors.

Coordinator details

Name: Kenneth Van den Brande

Contact info: coordinator@postnl.be

Parcel deliverer's rights and obligations

The following rights and obligations arise from the Postal Act:

1. Appointment coordinator

The PostNL¹ coordinator's details can be found above.

Are you self-employed without staff (on your own)? Then you do not have to appoint a coordinator yourself

Do you employ staff yourself or do you subcontract part of your job? Then you must also appoint a coordinator AND draw up a vigilance plan!

2. Obligation to notify BIPT

Every company active in parcel transport must notify to BIPT.

An overview of notified companies can be found at www.belparcel.be/

Do you outsource work to an independent parcel deliverer/other company? Check whether it is registered! If you work together with a non-notified postal service provider, a large and irrefutable liability rests on your company.

¹ PostNL includes: PostNL Pakketten België NV, PostNL Pharma & Care Belgium BV, PostNL Extra@Home Belgium BV, Mikropakket Belgium NV, PS Benelux Transport BVBA.



3. Time registration

Every parcel delivery driver must record his parcel distribution time (*) by principal from 1 August 2024. There is an exemption if you drive a vehicle mandatorily equipped with a tachograph.

a. From 1 August to 31 March 2025

The registration is done as follows:

i. The parcel deliverer working for a subcontractor

Via the NSSO system, made available at www.belparcel.be

The manual for registration via the NSSO system can be found here: [instructions_time-registration.pdf \(belparcel.be\)](#).

Did an error occur in the time registration via the NSSO system? Then you must correct it within 8 hours.

ii. The parcel deliverer who are directly employed by PostNL (also via temporary work)

Via the company-own system GPS Emprova. More information and the GPS Emprova manual can be found at <https://postnl.sharepoint.com/sites/HR-BE/HRBE%20sharepoint/Tools.aspx> or requested from the HR department.

b. From 1 April 2025

From this date, there will be a switch to a definitive time registration system. Specifications of this are not available at this time.

(*) What is parcel distribution time ? These are the periods between the beginning and the end of parcel distribution activity (**parcels up to 31.5 kg**) in Belgium, counting from the time when transport starts at the place where parcel distribution services begin to the time when transport stops at the place where parcel distribution services end.

N.B. This does not include breaks. Parcel distribution time also does not include e.g. depot preparation. **Are you an employee ?** Then your actual "working time + availability time" may therefore be broader than the "parcel distribution time" but the latter must now also be declared separately (which is separate from your wage calculation).

Beware if you transport parcels in 1 trip for **several clients** at the same time, you are going to have to record the different start and end times for each client!

If you do "**mixed transports**" (i.g. pallets and also some individual parcels in 1 same trip) then you only need to register the distribution time of the parcels.

Foreign parcel carriers operating in Belgium must also do so for time in Belgian territory.



4. Right to a minimum fee

Every self-employed parcel deliverer/company is entitled to a minimum fee (excluding VAT) per hour.

The amount of this minimum fee is reviewed every six months.

From 1 July 2024, the minimum fee will be:

- € 29.87/hour for service providers by bicycle
- €33.04/hour for service providers using a motorised vehicle.

6-monthly, the new amount is published in the Belgian Official Journal and published on the website of the FPS Economy: [Minimum compensation for parcel deliverers | FPS Economy \(fgov.be\)](#)

Are you an employee? Then nothing will change for you. You are at least entitled to the sectoral bar wages and other wage and working conditions applicable to your joint committee (blue-collar workers PC 140.03 - white-collar workers PC 226, this is listed on your pay slip).

Contact your employer, your union or some useful websites :

- www.minimumlonen.be (enter 14003 or 22600 in the search field for Joint Committee - without dots)
- Job classification workers PC 140.03: www.funct14003.be
- Transport and logistics social fund (workers): www.SFTL.be
- Employees' Social Fund PC 226: www.sfonds226.be

5. 6-monthly reporting via Belparcel.be

Everyone in the chain, client and subcontractor, must report 6-monthly.

[Half-yearly reporting - what obligations? - Belparcel](#)

Reporting must be submitted via MyBelparcel.



Based on the sector model and also approved by the office of the competent minister

6. Other interesting links

[Guidelines Transport Sector \(belgie.be\)](#)

https://www.siod.belgie.be/sites/default/files/Downloads/guidelines/20240328_SIRS_Guidelines_secteur_Transport_FR.pdf

[Homepage | Federal Public Service Employment, Labour and Social Dialogue \(belgie.be\)](#)

[Minimum wages per Joint \(Sub\)Committee](#)

[NSSO | Social Security Self-employed Entrepreneurs](#)

[The Belgian Social Security | La Sécurité Sociale Belge | Die Soziale Sicherheit | The Belgian Social Security](#)

[Welcome | The National Employment Office \(rva.be\)](#)

[Obligations applicable to all postal service providers | BIPT](#)

[Applicable regulations - Postal sector | BIPT](#)