

PRE-CADASTRATION

An aerial photograph of a landscape. On the left is a large, rectangular field with deep, parallel furrows, appearing dark brown. A narrow strip of land with a row of green trees separates this field from a large, dense forest on the right. The forest is a deep green color.

PRE-IDENTIFICATION OF THE PROPERTY
TO SECURE REAL ESTATE TRANSACTIONS

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MEASUREMENTS AND VALUATIONS DEPARTMENT



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AGENDA

- **PRE-CADASTRATION (PRE-CAD)**
 - BASIC FLOW
 - LEGAL
- **STATISTICS**
 - END USERS
 - DIGITALISATION
- **ONLINE REQUEST**
 - MYMINFIN
 - DEMONSTRATION VIDEO
- **FUTURE**
 - APPLICATION FLOW
 - PROJECT DEVELOPMENT
- **CHANGE MANAGEMENT**
 - PROSCI METHODOLOGY
 - CHANGE PLANS



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PRE-CADASTRATION (PRE-CAD) BASIC FLOW

Basic principle:

- When executing notarial deed
-> clear definition of all parcels to be sold
- Object of the deed = part of an existing parcel
-> reservation of new cadastral parcel identifications
(new parcel numbers) mandatory

Royal Decree of 2013
Applicable since 2015

PRE-CADASTRATION

- ✓ Request for **reservation**
- ✓ Register plan (demarcation/survey)
- ✓ Create new parcel identifications

RESERVED

NOTARIAL DEED

- ✓ Unique plan reference number
- ✓ Unique parcel identification numbers



CADASTRATION

- ✓ Request for **cadastration**
of unique reserved parcel
identification numbers





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PRE-CADASTRATION (PRE-CAD) LEGAL

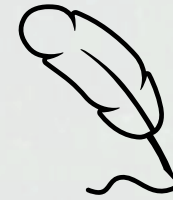


Unambiguous
parcel identification

Unambiguous
demarcation of parcels



Legal Security
Security of ownership
and tenure



Unique ID
Usable by all partners in
transaction process

All info linked to parcel

Parcel history

LEGAL MUTATION

Update of the cadastral documentation

Following transfer of ownership

E.g.: allotments, horizontal parcel division, basic deed, private entity division

PRE-CADASTRATION

PHYSICAL MUTATION

Update of the cadastral documentation

Following physical changes to parcels/properties

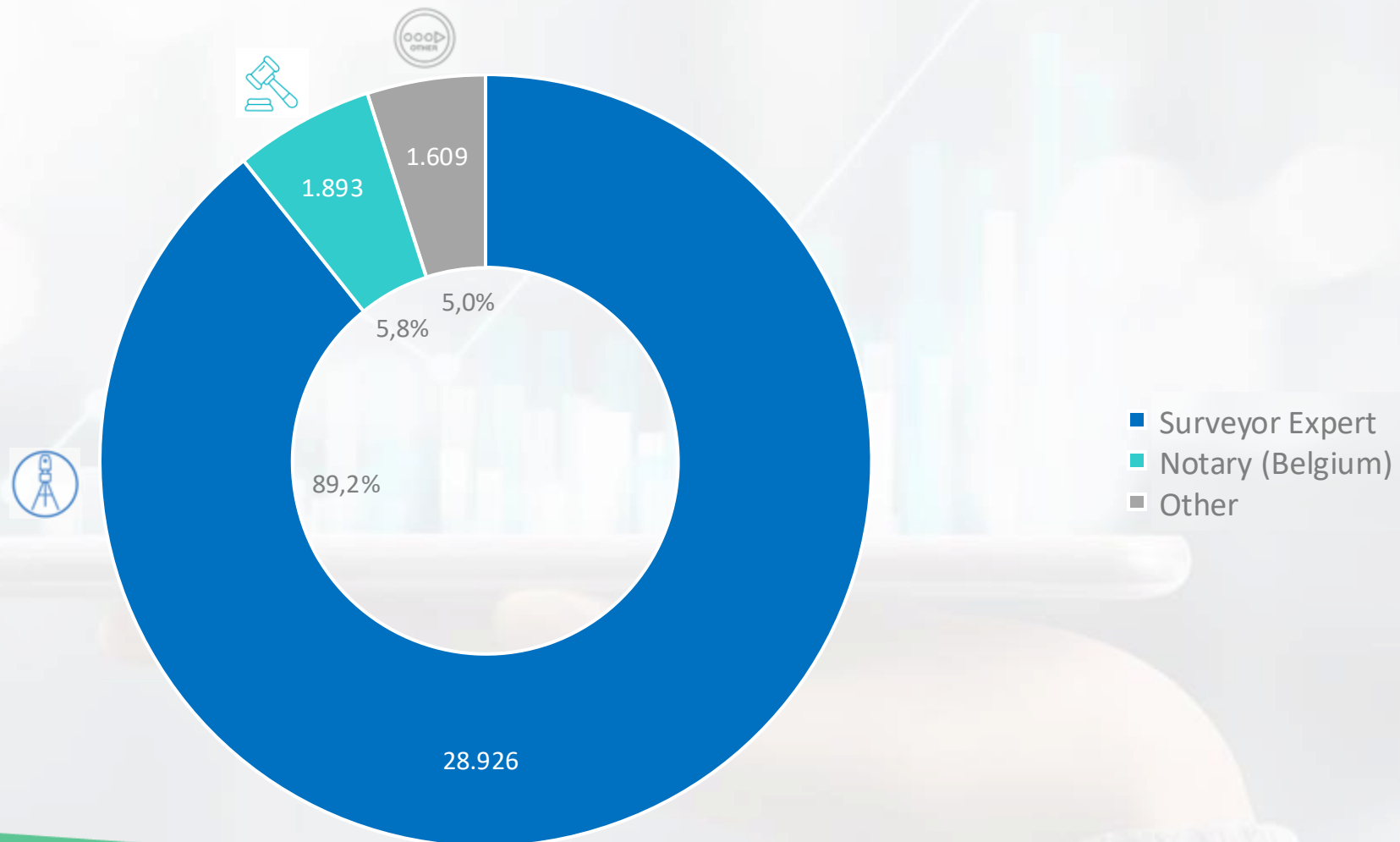
E.g.: new builds, rebuilds, renovations, demolitions



STATISTICS PRE-CAD



STATISTICS PRE-CAD – REQUESTOR TYPE





STATISTICS PRE-CAD – REQUEST TYPE



DIGILEX-BIS

Obligation for enterprises
01/01/2028

■ Digital [+ - 20%]
■ Other [+ - 80%]





PreCad ONLINE

- ✓ Full online process through the MyMinfin portal
- ✓ From request to registration of the new parcels in the Cadastre
- ✓ Quick and simple process for client and administration

ONLINE REQUEST



ADVANTAGES

- ✓ Increasing the active role of the requestor in the process
- ✓ Full history of requests and modifications
- ✓ Automatic verification of the correctness and completeness of the data
- ✓ Less errors in the cadastral databases
- ✓ Modernising the Cadastre's applications

ONLINE REQUEST

Prove it's you

A request is waiting in your itsme® app on your phone
number +32 47 8 71 91.



- 1 open your itsme® app**
Tap the card to open and check the action details.
- 2 prove it's you**
Confirm the request with your 5-digits itsme® code, fingerprint or face ID.

2:16 before it's too late

LOGIN

Select your choice



FEDIAMHUNDRED TESTAMD



SURVEYOR-EXPERT



CP FCVDECR
0999.484.436

ROLES



ACCUEIL

MA DÉCLARATION

MES PAIEMENTS

MON HABITATION

MES DOCUMENTS

MES INTERACTIONS

MES OUTILS PROFESSIONNELS

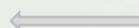
> Consulter mes données immobilières

> Gérer mes baux de location

> Demander un extrait cadastral

> Consulter mes actes

> Demander une identification préalable



IDP AND/OR PLAN



EMPFANG

MEINE ERKLÄRUNG

MEINE ZAHLUNGEN

MEINE WOHNUNG

MEINE DOKUMENTE

MEINE INTERAKTIONEN



MEINE ERKLÄRUNG UND MEINE STEUERN

- > Meine Erklärung / Mein Vorschlag der vereinfachten Erklärung (Tax-on-web)
- > Die Erklärung einer verstorbenen Person einreichen (Tax-on-web)
- > Einen Widerspruch einreichen und einsehen ?
- > Ein Fahrzeug anmelden (E705)



MEINE ZAHLUNGEN UND ERSTATTUNGEN

- > Meine Kontonummer ändern
- > Meine Schulden und Erstattungen einsehen
- > Meine Schulden zahlen
- > Einen Zahlungsplan beantragen
- > Die Erstattung meiner geschützten Guthaben beantragen (Garantiefonds) ?
- > Meine ruhenden Vermögenswerte einsehen
- > Meine Hinterlegungen eingeben und deren Erstattungen erhalten (e-DEPO)
- > Verwaltung meines Unterhalts (DUFO)



MEINE WOHNUNG UND MEINE UNBEWEGLICHEN GÜTER

- > Meine Mietverträge einsehen
- > Einen Mietvertrag registrieren lassen (MyRent)
- > Meine Daten zu unbeweglichen Gütern einsehen
- > Meine Urkunden einsehen
- > Einen Katasterauszug beantragen
- > Eine Mietgarantie eingeben und ihre Erstattung erhalten



NECESSARY ATTACHMENTS:

- Plan
- Txt-file
- New parcels (IDP)

GTM²



PRECAD

- ☐ My VIP tasks (3)
- ☐ My group (122)
- ☐ Search tasks
- ☐ Manual Create

VIP

Encode request

Analyse request

Register plan

Create sub-dossier

Treatment IDP

Summary

Finalize

Document - dossier linked

Return to GTM



MANAGE HISTORY
SHOW STATUS CHANGES
DOCUMENT GENERATION

PHASE 1



APPLICATION FLOW

PHASE 2A & PHASE 2B



PRECAD



- ☐ My VIP tasks (3)
- ☐ My group (122)
- ☐ Search tasks
- ☐ Manual Create



TREATMENT OF
REQUESTS
THROUGH E-MAIL



TREATMENT OF
PLAN REQUESTS
THROUGH MYMINFIN

Encode request
Analyse request
Register plan
Create sub-dossier
Treatment IDP
Summary
Finalize



TREATMENT OF
IDP REQUESTS
THROUGH MYMINFIN



Document - dossier linked



Return to GTM

PHASE 1



PHASE 2

myMINFIN
www.myminfm.be

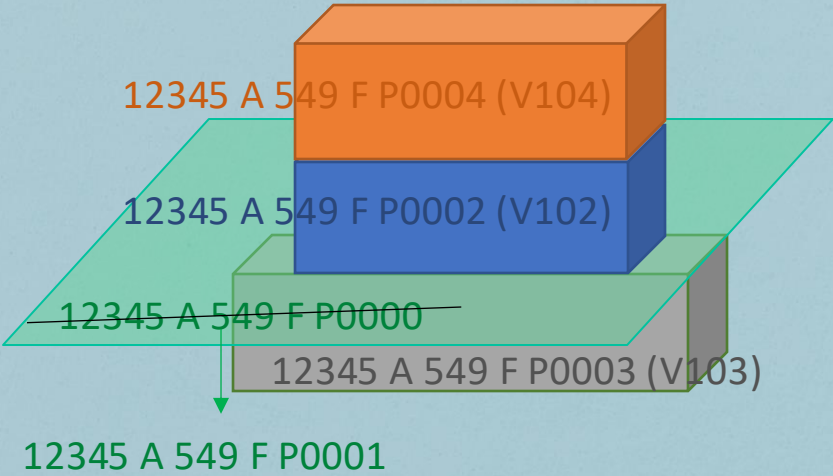
GTM² & VIP

PROJECT DEVELOPMENT

PATRIMONY MANAGEMENT 2025

- Apply for a new volume through:
- Correct a treated request through:

myMINFIN
www.myminfin.be

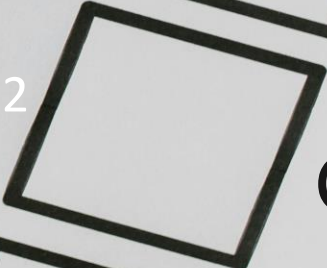


PHASE 1



myMINFIN
www.myminfin.be

PHASE 2



GTM² & VIP

PHASE 3



VOLUMES &
CORRECTIONS

PROJECT DEVELOPMENT

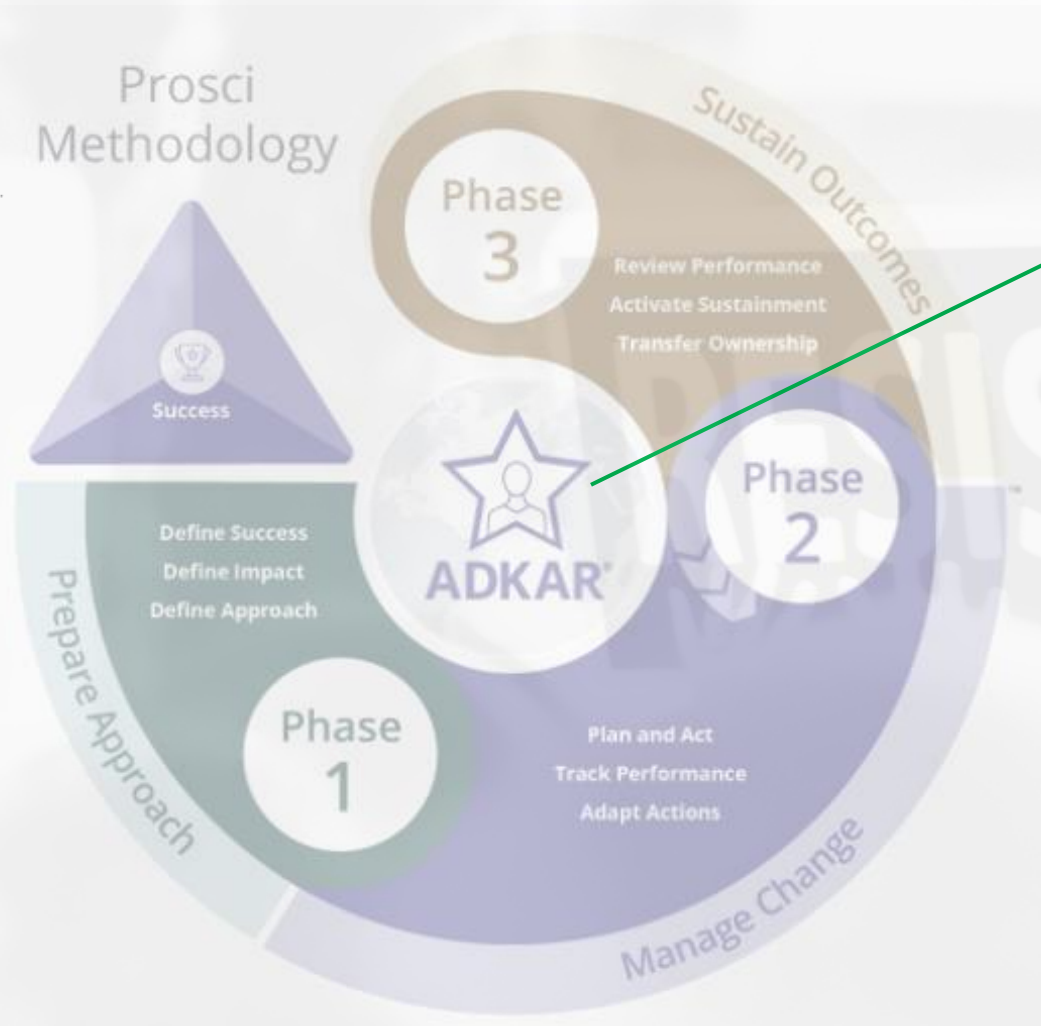


RESIST

**CHANGE
MANAGEMENT**



CHANGE AND ADKAR



ADKAR sits at the center of the Prosci Methodology graphic to emphasize that organizational change requires individual change.




A	Awareness – Of the need for change
D	Desire – To Participate and support the change
K	Knowledge – On how to change
A	Ability – To implement required skills and behaviors
R	Reinforcement – To sustain the change







CHANGE AND ADKAR

Change management comes to life through change management plans. The objective of the plans is to support impacted individuals and groups to move through their ADKAR journeys effectively and enable them to adopt and use a change. Practitioners develop change management plans during Phase 2 of the Prosci 3-Phase Process.

How Each Plan Primary Influences the ADKAR Model



	A	D	K	A	R
 Sponsor Plan	●	●			●
 People Manager Plan	●	●	●	●	●
 Communications Plan	●				●
 Training Plan			●	●	

The Sponsor Plan has the highest impact on Awareness, Desire and Reinforcement while the People Manager Plan influences all five ADKAR elements. The Communications Plan primarily impacts Awareness and Reinforcement. The Training Plan serves primarily to enable Knowledge and Ability.



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