

**Subject: Opening hours and closing days**

**Date: 3 April 2019**

1. BOIP is open to the public from Monday to Friday between 10.00 and 12.00 and between 14.00 and 16.00. At these times, by appointment, actions can be carried out in person at BOIP and documents can be submitted. Visitors must identify themselves. Without valid identification, admission can be refused.
2. BOIP is closed on Saturdays and Sundays as well as on New Years Day, Easter Monday, Ascension, Whit Monday, Christmas and Boxing Day.
3. For the application of rule 3.9, par. 3 of the Implementing Regulations, BOIP is deemed to be closed on the following days:
  - 2 January
  - King's Day in the Netherlands (27/4)
  - Labour Day (1/5)
  - Liberation Day (5/5)
  - Europe Day (9/5)
  - National Day of Luxemburg (23/6)
  - National Day of Belgium (21/7)
  - Assumption (15/8)
  - All Saints (1/11)
  - All Souls Day (2/11)
  - Armistice (11/11)
  - King's Day in Belgium (15/11)
4. BOIP specifies on its website per calendar year on which specific dates this rule is applied in the year in question. If BOIP is also closed on days other than those indicated above, these days will be mentioned on its website.