



Application for recognition as sponsor

Please note!

Please print the form in **A4 format** and in **actual size**. You must send this cover page with the application. This prevents delays in processing your application!

Please read the explanation before you start to fill out the form.

Filling-in instructions

In order to be able to assess your application quickly and carefully in terms of content, the Immigration and Naturalisation Service uses scanning software with which your application is recorded in the immigration administration system. To support this, this form is equipped with a number of features, including a barcode and so-called "adjustment fields" in the corners of each page. The following is important for a good scan of your application:

1. When filling out this form, use only an HB pencil or pen with black or blue ink.
2. Write only in the space provided behind or below each question. Do you need more space? Then add a separate page on which you state your personal data and indicate to which question the added text belongs.
3. When you are presented with a choice where you have to choose between different answer options, keep the following instruction.

Check the box of your choice (as with "b")

a... b... c... d...

You want to change your choice? Then make the box of your first choice completely black and then tick the desired box.

a... b... c... d...

This form comprises different appendices. Which appendices you need to fill out depends on your own situation. Only submit your application once you have completed filling out this form, signed and you have gathered together all the requested documents and evidence. If your application is incomplete, the IND will be unable to assess your application properly.



You can use this form to submit an application for recognition as sponsor for one or more of the following residence purposes:

1. Work (including for the purpose of work experience (trainees), seasonal work, regular work, transfer within a company, work as a highly skilled migrant and residence based on the European blue card)
2. Researcher under Directive (EU) 2016/801
3. Exchange / au pair
4. Study

How do you submit the application?

Use this form to submit an application for recognition as sponsor. Only submit your application once you have completed this form in full, signed it, and collected all the requested documents and evidence. If your application is incomplete, the IND will be unable to assess it properly. Please send the complete application to the address provided in paragraph 8 of this form.

How much does your application cost?

You have to pay for an application for recognition as sponsor. The costs (fees) depend on the residence purpose for which you are applying for recognition as sponsor. There is a reduced fee for companies with 50 employees or less applying for recognition as sponsor for the purpose of work. If your company is part of a group of enterprises, the employees of the entire group of enterprises in the Netherlands and worldwide (if it is an international group of enterprises) will be taken into account. A reduced fee also applies to applications for recognition as sponsor for the residence purpose of exchange / au pair; and for recognised sponsors who have to submit a new application due to a change in legal form, merger or acquisition. You have to pay separately for each purpose of residence for which you wish to be recognised as a sponsor. If you would like to know beforehand what the costs are and whether you qualify for the reduced fee, please visit www.ind.nl. If you do not qualify for the recognition applied for, you will not receive a refund. After the IND receives your application, you will receive a letter advising you of the fee and how to pay it.

What happens to your application?

If you have submitted your application for recognition as sponsor and paid the related costs, the IND will assess your application. The IND is legally required to take a decision within 3 months. You will be informed in writing once your application has been processed. If your application is granted, the IND will include you in its public register of recognised sponsors on www.ind.nl. You are a recognised sponsor for an indefinite period of time, unless you inform the IND of the fact that you no longer wish to be a recognised sponsor or the IND withdraws your recognition as sponsor.

What does recognition as a sponsor imply?

A recognised sponsor has rights and obligations

As a recognised sponsor, you qualify for the accelerated process for applying for a temporary regular residence permit for someone changing the purpose of residence or extending the validity of a residence permit. This means that the IND will try to decide on the application for a residence permit within two weeks. According to the law, the IND may take a decision within 60 or 90 days, depending on the residence purpose.

As a recognised sponsor, you must comply with certain obligations. These are the duty of care, the duty to provide information and the duty of administration. On www.ind.nl it is stated what these obligations entail. If you do not comply with your obligations, this may have consequences. The IND can, for example, impose an administrative fine on you or withdraw your recognition. More information about the rights and obligations of a recognised sponsor can be found in the brochure Recognition as sponsor and on www.ind.nl.

Processing of personal data

The Immigration and Naturalisation Service (IND) processes personal data when it processes your application, notification, or request. This means that if needed the IND will request data from you yourself and other organisations or persons. The IND also uses and stores data and shares them with other organisations. When doing so, the IND strictly adheres to the stipulations of privacy legislation. For instance, the IND must treat data safely and with due care. The law also gives rights. At your request, you are allowed to see which data on you the IND processes. You can also get information on why the IND does so and to whom your data have been passed on. On www.ind.nl you can read how the IND processes your data and which rights you have. You can also read how to use your rights.

1 Details of the applicant (enterprise/institution)

Write in block letters

1.1 Name of enterprise / institution _____

1.2 Business address *Street* _____

Number

Postcode

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Town

1.3 Mailing address *Street* _____

Number

Postcode

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Town

1.4 Administration address *Street* _____

This is the address where you keep the records relating to the foreign nationals for whom you present yourself as sponsor.

Number

Postcode

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Town

1.5 Name of contact person _____

1.6 Telephone number of contact person _____

1.7 E-mail of contact person _____

1.8 Website of enterprise / institution _____

1.9 Social security deductions and tax payments number _____

2 Details of authorised representative (if applicable)

- This authorised representative is authorised to submit the present application on behalf of the enterprise or institution.
- This authorised representative can act on behalf of the recognised sponsor in relation to applications for residence permits (e.g. signing and submitting applications). The authorised representative can also notify the IND of changes which the recognised sponsor has to report to the IND under the obligation to provide information (using the relevant notification forms).

Please enclose an authorisation signed by the recognised sponsor with your application. No authorisation is required if the authorised representative is a lawyer.

2.1 Name of enterprise / institution _____

2.2 Name of authorised representative _____

2.3 Name of contact person (if different from the authorised representative) _____

2.4 Correspondence address of enterprise / institution

Street _____

Number _____

Postcode _____

Town _____

2.5 Telephone number of contact person _____

2.6 E-mail _____

3 Details for determining reduced fee

> Please tick the applicable situation

You are applying for recognition as a sponsor for the residence purpose work and your company has a maximum of 50 employees.

You have to establish that your enterprise has a maximum of 50 employees. If your company is part of a group of enterprises*, the employees of the entire group of enterprises in the Netherlands and worldwide (if it is an international group of enterprises) have to be taken into account. The reduced rate does not apply to companies that are part of a group with over 50 employees.

Therefore, please enclose the following with your application:

- anonymised payroll records of all employees within the group. These records may not be more than 3 months old;
- an organisational chart of the group;
- information from the Chamber of Commerce or a foreign equivalent for all sections of the group.

If you do not submit these documents, you will not be eligible for the reduced fee rate and you will receive an invoice for the standard fee.

* A group of enterprises is defined as two or more enterprises for which it is acknowledged that, according to national law, are connected in one of the following ways:

- An enterprise, directly or indirectly, holds the majority of the issued share capital of the enterprise in relation to another enterprise;
- One enterprise has the majority of the votes connected to the shares issued by the other enterprise;
- One enterprise is authorised to appoint more than half of the members of the board of directors, management or supervisory body of the other enterprise; or
- The enterprises are under central management of the parent enterprise.

You are applying for recognition as a sponsor for the residence purpose exchange / au pair

Your enterprise derives from a merger of two recognised enterprises / institutions.

Your enterprise / institution was taken over entirely by a recognised enterprise / institution.

The legal form of your enterprise / institution has changed.

Your enterprise / institution was recognised as a sponsor before that change and a notarial deed shows that:

- the nature of the business activities has not expanded; and
- the control of the new enterprise or legal entity remains the same.

> Enclose evidence such as deeds and / or articles of association with your application.

The reduced fee does not apply to my enterprise.

4 Registration in the Commercial Register

In order to qualify for recognition as a sponsor, the enterprise or institution must be registered in the Commercial Register of the Chamber of Commerce, unless this obligation to register does not apply pursuant to the Commercial Registers Act 2007.

> Please tick which situation applies

- The enterprise/institution is registered in the Commercial Register. Chamber of Commerce number

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Legal Entities and Partnerships Identification Number (RSIN)

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- The enterprise / institution is not registered in the Commercial Register because this is not mandatory. Please enclose with your application: the surname, first names, date of birth, place of birth, nationality, citizen service number and the position of all company directors or legal person. You may provide this data in a separate A4 document.

- The organisation is a religious organisation that forms part of an umbrella organization.
Please enclose details indicating the legal form with your application. You can provide these requested details in a separate A4 document.

5 Residence purpose

You wish to qualify for recognition as sponsor to submit applications for residence permits for one or more of the following residence purposes:

- Work
- Residence as researcher under Directive (EU) 2016/801
- Exchange / au pair
- Study

There is a fee for processing the application. It is possible to apply for recognition as a sponsor for several categories at the same time. You then pay the fee for each category. Please check www.ind.nl for the fees.

6 General conditions

Reliability

The IND can reject the application for recognition if the reliability of your enterprise / institution is not sufficiently established. To assess this, the IND investigates, among other things, whether your enterprise / institution, the board members and any other (legal) persons have a criminal record. If this is the case, the IND will request that you submit a Certificate of Good Behavior (*Verklaring Omtrent het Gedrag* or VOG). The IND will also investigate whether your enterprise / institution, the board members and any other (legal) persons have been fined under the Aliens Act, the Foreign Nationals Employment Act and / or the Minimum Wage Act. In addition, we will also investigate whether fiscal fines have been imposed and whether your enterprise / institution has been bankrupt or is in administration. If this is the case or if the IND has doubts about the reliability of your enterprise / institution for other reasons, the IND can request additional information.

Continuity and solvency

The continuity and solvency of your enterprise / institution must be guaranteed. The IND uses the data from your enterprise / institution from the Commercial register when assessing continuity and solvency. The IND can also request supporting documents that substantiate continuity and solvency, depending on the situation of your enterprise / institution. If your company / institution exists for more than 3 years, these could be for example, annual accounts, including a profit and loss statement and a balance sheet for the past three years. If your company / institution exists for more than 1.5 years but less than 3 years, these could for example, annual accounts, including a profit and loss statement and a balance sheet, from the start date of your company / institution. For start-up companies and if the IND has doubts about the continuity and solvency of your enterprise / institution, the application is submitted for advice to the Netherlands Enterprise Agency (RVO). In such situations, the target decision period does not apply and the legal decision period can be extended.

> Please tick which situation applies

- Your enterprise has existed for at least one and a half years and your enterprise has conducted (actual) business activities for at least one and a half years.**

Enclose with your application:

- Annual accounts, including a profit and loss account and a balance sheet for the past three years or from the start date of your company / institution.
- A declaration of compliance with fiscal obligations (*Verklaring betalingsgedrag nakoming fiscale verplichtingen*); or. The declaration of compliance with fiscal obligations is issued by the Netherlands' Tax and Customs Administration (*Belastingdienst*). It should not be more than three months old at the time of submission of your application

Your enterprise exists for less than one and a half years or your enterprise has conducted (actual) business activities for less than one and a half years. Your enterprise is a start-up.

Please enclose with your application:

- A business plan for your enterprise.
Accompanied by documents such as:
 - Copies of research, articles and statements by branch experts indicating the special features and added value of the product or service;
 - Copies of market surveys, contracts for services, orders received, letters of intent, CVs, references, diplomas;
 - (Forecasts of) annual accounts, VAT returns and VAT decisions;
 - Proof that a bank finances your company by means of a business loan, or that the government (co-) finances your company by means of loan or subsidy schemes;
 - (Statements / forecasts of) income and expenditure;
 - Liquidity forecasts.

The assessment of the continuity and solvability of the start-up takes places in accordance with the policy as mentioned in paragraph. B1/2.3 and B1/8.2 of the Aliens Act Implementation Guidelines.

Your enterprise exists for less than one and a half years or your enterprise has conducted (actual) business activities for less than one and a half years. Your enterprise is fully owned and controlled by a Dutch enterprise which exists and has conducted (actual) business activities for at least one and a half years.

Please enclose with your application:

- Annual accounts, including a profit and loss account and a balance sheet for the past three years, or of when available, for the Dutch enterprise which has full ownership and control.
- A declaration regarding payment history in compliance with fiscal obligations (Verklaring betalingsgedrag nakoming fiscal verplichtingen), in the name of the company with full ownership and control. This declaration is issued by the Tax and Customs Administration. It should not be more than three months old when you submit your application

Your enterprise/institution exists for less than one and a half years or your enterprise has conducted (actual) business activities for less than one and a half years. Your company is the branch of an enterprise that is part of a foreign company. The Netherlands Foreign Investment Agency (NFIA) has been involved in the investment decision in the Netherlands.

Please enclose with your application:

- A declaration from the NFIA showing that it is familiar with your company.

Your enterprise arose from a merger of two recognised enterprises / institutions.

Please enclose with your application:

- The deed of merger.

Your entire enterprise was taken over by a recognised enterprise / institution.

Please enclose with your application:

- The deed of transfer.

The legal form of your enterprise / institution has changed. Your enterprise / institution was recognised as a sponsor before that change and a notarial deed shows that:

- **the nature of the business activities has not expanded; and**
- **the control of the new enterprise or legal entity remains the same.**

Please enclose with your application:

- The notarial deed of incorporation.

7 Specific conditions per residence purpose

> Please tick which situation applies

7.1 Conditions for work

Your enterprise / institution wishes to qualify for recognition as sponsor for the residence purpose work(954)

An enterprise engaged providing employees or payrolling, as referred to in article 1, preamble and under c and d, of the Placement of Personnel by Intermediaries Act, must be registered at the Labour Standards Association / Stichting Normering Arbeid (SNA)

Your enterprise / institution is engaged providing employees or payrolling, as referred to in Article 1, preamble and under c and d, of the Placement of Personnel by Intermediaries Act, and is registered at the SNA.

> Please enclose an extract from the register of the SNA.

Your enterprise / institution is not engaged in providing employees or payrolling, as referred to in Article 1, preamble and under c and d, of the Placement of Personnel by Intermediaries Act.

Please enclose with your application:

- The completed and signed 'Appendix Declaration due to European sanctions against Russia and Belarus'.
Please note! This appendix may not be completed by the authorised representative.

7.2 Conditions for researcher under Directive (EU) 2016/801

Your research institution wishes to qualify for recognition as sponsor for the residence purpose researcher under Directive (EU) 2016/801' (957)

Your institution is a public research institution as referred to in Article 1d(1), under b, of the Decree Implementing the Foreign Nationals Employment Act which uses job profiles included in the University Job Classification (UFO) system under the job family 'research and education' for employed researchers.

Your institution is a public research institution that has been included in the annex to the Higher Education and Research Act.

Your institution is a private research institution that has been included in the National Academic Research and Collaborations System (NARCIS).

Your institution is a private research institution that has been issued with an R&D statement as referred to in Article 1(1), under q, of the Salaries Tax and National Insurance Contributions (Reduced Remittances) Act with respect to the current or preceding calendar year.

Please enclose with your application:

- An S&O declaration;
- The completed and signed 'Appendix Declaration due to European sanctions against Russia and Belarus'.
Please note! This appendix may not be completed by the authorised representative.

7.3 Conditions for exchange

> Please tick which situation applies

Your institution wishes to qualify for recognition as sponsor for the residence purpose exchange - cultural exchange (950)

Please enclose a copy of the exchange programme, compiled and completed as provided in the exchange programme fact sheet on www.ind.nl. This exchange programme clearly explains:

- how the foreign national will be introduced to Dutch society and culture during their temporary residence in the Netherlands;
- how you will implement the duty of care;
- the nature and extent of the work the foreign national will carry out;

Please enclose with your application:

- the exchange programme. If it concerns an exchange programme for European Solidarity Corps, you must also enclose the grant award from the NJI;
- if already in your possession: a volunteer statement (vrijwilligersverklaring) from the UWV.

Your institution wishes to qualify for recognition as sponsor for the residence purpose exchange – au pair (950)

Please enclose with your application:

- A copy of the exchange programme that explains:
 - how the au pair will be introduced to Dutch society and culture during their temporary residence in the Netherlands;
 - how you will implement the duty of care;
 - the nature and extent of the work the au pair will carry out;
 - that the au pair and the host family agree on a daily schedule; and
 - that the au pair and the host family sign the au pair awareness statement appendix.

More information about the exchange programme can be found in the exchange programme fact sheet at www.ind.nl.

7.4 Conditions for study

Your higher education institution wishes to qualify for recognition as sponsor for the residence purpose study (951)

- Your educational institution provides accredited higher education as registered in the Central Register of Higher Education Study Programmes (CROHO);
- Your educational institution offers training courses within the context of the development assistance policy of the Ministry of Foreign Affairs; or
- Your educational institution facilitates training activities within the context of the Cultural Policy (Special-Purpose Funding) Act.

In order to qualify for recognition, your institution must also subscribe to the code of conduct for international students in higher education.

Please enclose with your application:

- Supporting document(s) that show that your institution subscribes to the code.

Your institution of secondary education or secondary vocational education wishes to qualify for recognition as sponsor for the residence purpose study (952)

- Your educational institution provides secondary education as referred to in Article 1.4 Secondary Education Act 2020.
- Your educational institution provides vocational education as referred to in Article 1.2.1 of the Adult and Vocational Education Act.

Your secondary education institution offers the International Baccalaureate Diploma Programme and wishes to qualify for recognition as sponsor for the residence purpose study (947)

- Your educational institution has been accredited by the International Baccalaureate Organisation; Please enclose a document showing the accreditation.
- Your educational institution offers the International Baccalaureate Diploma Programme; Please enclose a supporting document showing this.
- Your educational institution forms part of an international organisation with an international exchange programme and the country of placement is determined by national committees of this international organisation or students are placed in a boarding school. Please enclose a supporting document showing this.

8 Signing

- ✓ I declare that I am authorised to submit the application for recognition as a sponsor.
- ✓ I declare I have completed this form truthfully and I am aware of the rights and obligations of recognised sponsors according to the applicable laws and regulations, and related sanctions for failing to comply with the obligations.

8.1 Name

8.2 Place and date

Place

| <i>Day</i> | | <i>Month</i> | | <i>Year</i> | | |
|------------|--|--------------|--|-------------|--|--|
| | | | | | | |

8.3 Signature

9 Submitting and sending the application

You have collected all supporting documents required for the application. Send your application and supporting documents to the following address:

Immigratie- en Naturalisatiedienst
Postbus 5
9560 AA Ter Apel



Appendix Statement due to European sanctions against Russia and Belarus

The European Union has introduced various sanctions against Russia and Belarus as a result of Russia's invasion of Ukraine. More information about the sanctions and which people, companies and organisations in Russia and Belarus are on a sanctions list can be found on: www.sanctionsmap.eu. These sanctions may have consequences for the granting of residence permits for the purposes of companies that have ties with Russian and/or Belarusian companies or persons included on a sanctions list. Under the Sanctions Act, it is in fact prohibited to make funds and/or economic resources available to listed companies or persons. The effect of the prohibition also extends to companies that are not on a sanctions list themselves, but are indeed owned by or under the control of a listed company or person. By making this statement, you indicate whether you or your company is affiliated with a Russian or Belarusian parent company on the sanctions list.

1 Details of the applicant

Fill in in block capital letters

1.1 Company name
(name given in the articles of association according to Chamber of Commerce (KvK) _____

1.2 Chamber of Commerce registration number _____

1.3 IND client number (if known) **1-** _____

1.4 Business address *Street* _____

House number and addition _____

Postcode _____

_____ *City/town*

1.5 Telephone number _____

2 Statement

Fill in in block capital letters

- 2.1 Is your company a subsidiary of a parent company?
If the company is a sole trader, then tick 'No'
- Yes Skip to question 2.2
- No Skip to question 2.5
- 2.2 Is the parent company Russian/Belarussian?
- Yes Skip to question 2.3
- No Skip to question 2.5
- 2.3 Is the parent company in Russia or Belarus on the European sanctions list?
(see www.sanctionsmap.eu)
- Yes Skip to question 2.4
- No Skip to question 2.5
- 2.4 Is your company under control or owned by the parent company in Russia or Belarus?
See the text box on page 3 for a more detailed explanation of control or ownership
- Yes
- No
- 2.5 Statement
- I declare that I am authorised to sign this statement on behalf of the company, and I declare that I have filled in the foregoing truthfully.

3 Signature

Fill in in block capital letters

3.1 Name

3.2 City/town and date

City/town

| <i>Day</i> | <i>Month</i> | <i>Year</i> | | | | | |
|------------|--------------|-------------|--|--|--|--|--|
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3.3 Signature

When does ownership or control exist?

This follows from the European Sanctions Guidelines ([pdf \(europa.eu\)](#)) under 55a and 55b:

Ownership: The criterion to be taken into account when assessing whether a legal person or entity is owned by another person or entity is possession of more than 50% of the proprietary rights of an entity or having a majority interest in it.

Control: The criteria to be taken into account when assessing whether a legal person or entity is controlled by another person or entity, alone or pursuant to an agreement with another shareholder or other third party, could include, inter alia):

- a. having the right or exercising the power to appoint or remove a majority of the members of the administrative, management or supervisory body of such legal person or entity;
- b. having appointed solely as a result of the exercise of one's voting rights a majority of the members of the administrative, management or supervisory bodies of a legal person or entity who have held office during the present and previous financial year;
- c. controlling alone, pursuant to an agreement with other shareholders in or members of a legal person or entity, a majority of shareholders' or members' voting rights in that legal person or entity;
- d. having the right to exercise a dominant influence over a legal person or entity, pursuant to an agreement entered into with that legal person or entity, or to a provision in its Memorandum or Articles of Association, where the law governing that legal person or entity permits its being subject to such agreement or provision;
- e. having the power to exercise the right to exercise a dominant influence referred to in point (d), without being the holder of that right;
- f. having the right to use all or part of the assets of a legal person or entity;
- g. managing the business of a legal person or entity on a unified basis, while publishing consolidated annual accounts;
- h. sharing jointly and severally the financial liabilities of a legal person or entity or guaranteeing them.

If any of these criteria are satisfied, it is considered that the legal person or entity is controlled by another person or entity.

Processing of personal data

The Immigration and Naturalisation Service (IND) processes personal data when it processes your application, notification, or request. This means that if needed the IND will request data from you yourself and other organisations or persons. The IND also uses and stores data and shares them with other organisations. When doing so, the IND strictly adheres to the stipulations of privacy legislation. For instance, the IND must treat data safely and with due care. The law also gives rights. At your request, you are allowed to see which data on you the IND processes. You can also get information on why the IND does so and to whom your data have been passed on. On www.ind.nl you can read how the IND processes your data and which rights you have. You can also read how to use your rights.

