



## Reporting form for labour-related residence purposes (non-recognised sponsor)

You can only use this form if you:

- are the sponsor of a foreign national who has a residence permit for seasonal labour, learning while working, working in employment or a European blue card;
- employ a foreign national who already has a valid residence permit for seasonal labour, learning while working, working in employment or a European blue card; or
- if you are an authorised representative of the sponsor.

You can use this form to submit any changes that you have to report to the IND under your obligation to provide information. A change must be reported to the IND within 4 weeks after the commencement of the change. If the address where the records of the company, organisation or legal person are kept has changed, according to your duty to keep records, you must report this to the IND within 2 weeks after the commencement of the change.

Certain changes as well as not reporting certain changes to the IND in time, may have consequences for your recognition as a sponsor. In some cases you must reapply for recognition.

You cannot use this form if:

- the foreign national has a Single Permit (Combined permit for residence and work) and:
  - the foreign national has acquired a new position; or
  - the foreign national has a new employer.

You should use the form 'Aanvraag verlenging gecombineerde vergunning voor verblijf en arbeid (GVVA) (referent)'. Only available in dutch. Please see [www.ind.nl](http://www.ind.nl) for more information.

- the foreign national has a residence permit as an intra corporate transferee.

You should use 'Reporting form for Intra Corporate Transfer (non-recognised sponsor)'. Please see [www.ind.nl](http://www.ind.nl) for more information.

### 1 Details of the sponsor

*Write in block letters*

1.1	Company/organisation name	<hr/>
1.2	IND client number (if known)	<b>1-</b>
1.3	Name contact person	<hr/>
1.4	Telephone number contact person	
1.5	Chamber of Commerce number	<hr/>



## 5 Change of sponsor

> Please tick

- The foreign national has a valid residence permit for the residence purpose of working. By signing this form, the enterprise will present itself as sponsor of the above foreign national as referred to in Article 2a of the Aliens Act and states that the foreign national still meets all conditions for the residence permit.

> Please enclose with this reporting form the completed and signed '[Appendix Declaration due to European sanctions against Russia and Belarus](#)'.

> Proceed to 8 'Date of change'

## 6 Change with respect to the foreign national

> Please tick the applicable situation. If multiple conditions are true then you can tick several boxes. Enter in the 'Comments' box to which situations apply to each situation and give the date.

- The foreign national no longer wants to come to the Netherlands
- The foreign national no longer stays in the Netherlands and this change was not reported in good time (within 4 weeks) to the Municipal Personal Records Database (BRP) of the municipality where the foreign national is registered.
- The foreign national is no longer employed by the sponsor
- The foreign national will be performing other work that does not fall under the rules for which the residence permit was issued (the restriction of the residence permit)
- The foreign national is no longer registered in the BIG-register (Beroepen Individuele Gezondheidszorg)
- The foreign national does not (or no longer) have lasting and sufficient means of support
- The foreign national has died
- The foreign national who is a spiritual counselor that presents himself and does not meet his obligation to participate in a civic integration programme.
- Other changes (> please provide an explanation)

Comments

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> Proceed to 8 'Date of change'

## 7 Change with respect to my position as sponsor

> Please tick the applicable situation.

- The address where the accounts of the enterprise, organisation or legal person are kept changes to:

Address Street

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Number

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Postcode

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Town

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The enterprise, organisation or legal person has a different contact person or authorised representative.

It concerns:

- a contact person
- an authorised representative

Name

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Telephone number

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E-mail

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Comments

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## 8 Date of change

8.1 From which date the change takes or will take place?

<i>Day</i>		<i>Month</i>		<i>Year</i>					

8.2 If you have not reported the change in time, please provide an explanation

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## 9 Signing

9.1 Name

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9.2 Place and date

*Place*

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<i>Day</i>		<i>Month</i>		<i>Year</i>					

9.3 Signature (by a person authorised for this purpose)

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## 10 Submitting the reporting form

Send the form to:

Immigratie- en Naturalisatiedienst  
Postbus 5  
9560 AA Ter Apel

### **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](http://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.

