



Business Newsletter

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No more extended time to correct incomplete applications for family members

In the newsletter of 7 February 2023, we paid extra attention to applications from family members that have not been fully completed. We have also highlighted certain parts of the forms. Therefore, we will no longer be offering extended time to complete these applications. If you did not submit an application in full, then the usual period to submit the missing information applies. This is 2 weeks, with a possible 2-week extension. If you have you not sent us the required documents by then, we will reject the application.

Provide contact details in your application for recognition

Are you having your application for recognition as sponsor done by an authorised representative? Make sure to include a contact person from your company on the form. The IND needs a contact person in regards to recognised sponsors. For example, to send an invitation for information sessions for new recognised sponsors.

Always use the most recent form

Do you need a written form to make a request or report? Always download the correct form from ind.nl. A form that you have previously saved or printed might be outdated. As a result, data may be missing and you will have to add that information later. Your case will then be delayed. For example, on 17 March 2023, we updated the written notification form for recognised sponsors (7588). Are you submitting an online application or notification via the Business Portal ? Then you automatically use the most recent online form.

How far along is the IND with my application?

It is a question that we receive often, via email or telephone. As (authorised person of a) recognised sponsor, you can contact the IND in different ways. For questions about pending applications you need to call us. Remember: has the target decision period of 2 weeks not yet expired? Then the IND cannot provide you with information about the status of the application. It only makes sense to call when the target period has expired. You can also view the status of your application in the Business Portal.

I am a recognised sponsor. Who do I call if I have a question about a pending application?

- Contact person: Is your application being processed by an IND-employee? Then always call your IND contact person on the case. The phone number is in the letters you receive of us. Look at the 'Contact person' section on the right.
- Highly skilled migrant's phone line: Have you not received a letter mentioning a contact person? Then call the Highly skilled migrant's phone line (in Dutch: Kennismigratielijn). This is possible on work days between 09:00 and 12:00 and between 13:00 and 17:00.

Changing information in application or notification no longer possible after decision

Are you sending an application or notification to the IND? The IND is counting on you having checked your information before you send it to us. However, the IND regularly receives requests to change information in already submitted applications or notifications. For example, the diplomatic post where the mvv is collected, the IND-desk location, the employment period (starting date and/or end date of the employment contract) or withdrawing a cancellation.

You can upload changes in the Business Portal as long as the case is still being processed. You can no longer change information if the case has been decided on. You will then have to send in a new application or notification.

Think of the registration obligation and SNA quality mark when hiring out personnel

Does your company make workers available; in other words, do you lend staff for a fee? Then you must have this registered in the Trade Register since 1 July 2012, in accordance with the Allocation of Workers by Intermediaries Act (in Dutch: Wet allocatie arbeidskrachten door intermediairs or Waadi). This Waadi registration obligation is not only aimed at employment agencies, but also at payroll companies for example. The provision of workers can be commercial or non-commercial.

A recognised sponsor who provides workers must also register with the Labor Standards Foundation (in Dutch: Stichting Normering Arbeid or SNA). Do you add staff lending to your activities? Then do not forget the SNA registration. This is a requirement for the recognised sponsor status. Even if your organisation has already been recognised by the IND, you must continue to meet all the requirements of the recognition, such as the SNA registration. Does the IND notice that you do not meet the requirements during an inspection? Then the IND can withdraw the recognition.

Correct recruitment and selection: think of the duty of care and administration

If you submit an application for a highly skilled migrant, you must ensure that this person has been carefully recruited and selected. And is informed of the applicable laws and regulations. This falls under the duty of care of recognised sponsors. Are you requesting change to residence as a highly skilled migrant on behalf of your employee? Then this obligation also applies.

Furthermore, according to the obligation to keep and retain records, you must include documents in your administration that show that you have complied with the duty of care. You can, in terms of the recruitment and selection process for example, use documents to demonstrate that the employee is (still) suitable for the position. To show that you have



pointed out the rights and obligations to the highly skilled migrant, you can use the brochure 'Residence permit for work as a highly skilled migrant', for example. And have it signed for receipt. Have you given the highly skilled migrant an oral explanation? Then use a report or other piece of evidence to prove that you have done so.

Cooperating Service closed on 16 May and 22 June in the morning

The Cooperating Service (Ketenservice) is closed on a couple of days this year between 9:00 and 13:00. During the upcoming period, this concerns the following days:

- Tuesday 16 May
- Thursday 22 June

Waiting times may be longer than usual on these days. And so it is better to call the next day or later in the week. Thank you for your cooperation.