



## Reporting form for Intra Corporate Transfer (non-recognised sponsor)

You can only use this form if the foreign national has a residence permit as an intra corporate transferee. You are:

- a sponsor; or
- 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.

### 1 Details of the sponsor

*Write in block letters*

1.1 Company name

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1.2 IND client number (if known)

1-																			
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1.3 Name contact person

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1.4 Telephone number contact person

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1.5 E-mail contact person

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1.6 Chamber of Commerce number

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## 2 Details of authorised representative (if applicable)

*Write in block letters*

- The authorised representative may submit changes that the sponsor is required to report to the IND, under the obligation to provide information.  
> *Please enclose an authorisation signed by the sponsor with this form. If the authorised person is a lawyer, an authorisation is not necessary.*

2.1	Name of enterprise / institution	<hr/>																											
2.2	Name of authorised representative	<hr/>																											
2.3	Name of contact person (if different from authorised person)	<hr/>																											
2.4	Postal address	Street	Number																										
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		<i>P.O. box (if applicable)</i>																											
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		Postcode																											
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2.5	Telephone number (including country code)	<table border="1"><tr><td>+</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		+																									
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2.6	E-mail	<hr/>																											

### 3 Details of the foreign national

Write in block letters

3.1 V-number (if known) 

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3.2 Citizen Service Number (if known) 

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3.3 Name (as stated in the passport) *Surname*

\_\_\_\_\_  
*First names*

3.4 Seks  Male  
 Female

3.5 Date of birth 

<i>Day</i>	<i>Month</i>	<i>Year</i>																	
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### 4 Please state the change you want to submit

> Please tick the applicable situation

- The foreign national who had another sponsor and whose sponsor I would like to be > Proceed to 5  
*Please note:* this change is only possible if the old and the new sponsor belong to the same concern
- The foreign national whose sponsor I am now > Proceed to 6
- My position as sponsor > Proceed to 7

### 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 add the following documentary evidence to your application:**

- The appendix 'Engagement letter' from the employer as completed, showing the details of the current employment at the employer abroad, the transfer and the details of the position at the Dutch employer;
- The appendix 'Declaration by sponsor (employment)' as completed and signed;
- Proof of registration with the Chamber of Commerce, not older than three months, or fill in the Chamber of Commerce registration number at 7.7 in this application form;
- Proof of an own address where economic activities are performed, such as a lease or deed of purchase;
- An anonymised payroll records of all employees showing that at least one FTE was already employed by the Dutch employer before the foreign national's arrival;
- A declaration of compliance with fiscal obligations (Verklaring betalingsgedrag nakoming fiscale verplichtingen) not older than three months;
- The Curriculum Vitae of the foreign national showing what training courses he has completed and - if applicable - the working experience of the foreign national.

*Upon the performance of a regulated profession, please add the following to the application:*

- Proof of acknowledgement of the professional qualifications.

*In the event that the foreign national is a trainee employee, please add the following to the application:*

- Diplomas and degree certificates; a copy of a Master's Degree if applicable;
- A trainee agreement. The aforesaid relates to the preparation of the prospective position within the company or the group of companies, together with a description of the trainee programme.

The description shows:

- that the aim of the residence is to provide training to the trainee employee to develop a career or to provide training in relation to techniques and methods of the corporation.
- the duration of the agreement;
- the way in which supervision of the trainee employee is carried out during the transfer.

> 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 or the enterprise outside the European Union.
- The foreign national is no longer manager, specialist or trainee employee.
- The foreign national is, or has become, (co-)owner of the foreign parent company for 

			%
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- The foreign national is, or has become, (co-) owner of the Dutch branch for 

			%
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- The employment terms, employment relationship or working conditions of the foreign national are no longer the level required by law and which is common in the line of corporation concerned.
- The foreign national has a regulated profession and no longer has a recognition of the professional qualifications.
- The foreign national is no longer registered in the BIG-register (Beroepen Individuele Gezondheidszorg).
- The foreign national no longer has sustainable and enough means of support.
- The foreign national has died.
- Other changes:

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. 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 enterprise no longer belongs to the same enterprise of group of enterprises as the enterprise outside the European Union.
- The address where the accounts of the enterprise is 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 has a different contact person or authorised representative.

It concerns:

- a contact person
- an authorised representative

Name

Telephone number

E-mail

- The enterprise will no longer be a sponsor  
Comments
- 

## 8 Date of change

8.1 From which date does the change occur?

<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 (by the sponsor or authorised person)

9.1 Name \_\_\_\_\_

9.2 Place and date *Place* \_\_\_\_\_

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

9.3 Signature (by a person authorised for this purpose) \_\_\_\_\_

## 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.