



## Application for recognition as sponsor for an au-pair agency established in another member state

*Read the explanation on this page before you start to fill out the form.*

You can use this form to submit an application for recognition as sponsor for the purpose of residence “Exchange” for au-pair if your au-pair agency is established in another member state of the European Union (EU), European Economic Area (EEA) or Switzerland.

### How do you submit the application?

With this form you can submit an application for recognition as sponsor. 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. Please send the complete application to the address as stated in paragraph 8 of this form.

### How much does your application cost?

You have to pay for an application for recognition. The costs (fees) depend on the purpose of residence for which you apply for recognition. There is a reduced fee rate for enterprises with 50 employees or less and for recognised sponsors who must submit a new application because of a change of legal form of the enterprise, a merger or an acquisition. You must make a separate payment for each purpose of residence for which you want to be recognised. If you want to know beforehand what the costs are and whether you qualify for the reduced fee rate, please visit [www.ind.nl](http://www.ind.nl). If the assessment of your application shows that you do not qualify for the recognition applied for, you will not receive a refund. When the IND receives your application, you will receive a letter with the amount and the way you can pay the fees. If you do the payment from abroad, please consider the exchange rate. The transferred amount should be sufficient upon receipt of payment.

### What happens with 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 has to take a decision within 3 months. And you will be informed in writing once your application has been handled. If your application is granted, the IND will include you in its public register of recognised sponsors on [www.ind.nl](http://www.ind.nl). You are a recognised sponsor for an indefinite period of

### What does recognition as a sponsor imply?

As a recognized sponsor, you qualify for the accelerated procedure for applying for a temporary regular residence permit for the purpose of residence “Exchange” for au-pair. This means that the IND will try to decide on the application for a residence permit within 2 weeks. According to the law, the IND is allowed to make a decision within 3 months. More information about the rights and obligations of the recognition as sponsor can be found in the brochure ‘Recognition as sponsor’ and at [www.ind.nl](http://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](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.

### Would you like more information?

Then visit the IND website at [www.ind.nl](http://www.ind.nl).

# 1 Details of the applicant (enterprise/institution)

Write in block letters

1.1 Name of enterprise/institution

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1.2 Correspondence address

Street

Number

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*P.O. box (if applicable)*

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Postcode

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Place and Country

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1.3 Address administration  
(if different from postal address)

Street

Number

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Postcode

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Place and Country

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1.4 Name of the contact person

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1.5 Telephone number of the contact  
person (including country code)

Country code

Telephone number

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1.6 E-mail of the contact person

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## 2 Details of an authorised representative (if applicable)

Write in block letters

- This authorised representative is allowed to submit the present application on behalf of the organization or institution.
- This authorised representative can perform acts on behalf of the recognized sponsor related to applications for residence permits (e.g. signing and submitting the application). The authorised representative can also notify the IND of changes which the recognized sponsor has to report to the IND under the obligation to provide information (with the correct notification forms).

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

2.1 Name of enterprise/institution \_\_\_\_\_

2.2 Name authorised representative \_\_\_\_\_

2.3 Name of the contact person \_\_\_\_\_

2.4 Correspondence address of enterprise/institution

	<i>Street</i>	<i>Number</i>
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*P.O. box (if applicable)*

\_\_\_\_\_

*Postcode*

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*Place and Country*

\_\_\_\_\_

*Country code*

*Telephone number*

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2.5 Telephone number of the contact person (including country code)

2.6 E-mail \_\_\_\_\_

### 3 Registration in the foreign Commercial Register

In order to qualify for recognition as sponsor, you must be registered in the foreign Commercial Register, unless you are not obliged to register.

> Please tick the applicable situation

- The legal entity/enterprise/institution is registered in the commercial register.

Registration number

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Town/Country of registration

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- The enterprise/institution is not registered in the foreign Commercial Register because this is not mandatory. I enclose the following details with the application: the surname, first names, date of birth, place of birth, nationality, citizen service number and position of each managing director of the enterprise or legal entity.
- > Please provide these requested details on a separate A-4 page and enclose it with the application.

### 4 General conditions

#### Reliability

The reliability of your enterprise or institution must be guaranteed. In order to assess this, the IND will investigate whether you, your board members and any other legal entities or natural persons have a criminal record.

*The IND may reject the application for recognition because the reliability has not been sufficiently established. This could be the case, for example if during the four years preceding the application, the applicant or persons involved with the applicant have been imposed any penalties under the Aliens Act, Foreign Nationals Employment Act and/or Minimum Wage Act or tax negligence penalties or have gone through several bankruptcies.*

#### Continuity and solvency

The continuity and solvency of your enterprise or institution must be guaranteed. In order to assess the continuity and solvency of your enterprise the IND uses information from the database of the Internal Market Information System (IMI). The IND also uses the details of your enterprise or institution from the Commercial Register in assessing its continuity and solvency.

> Enclose with your application a declaration of payment behaviour if available in the Member State. This declaration is issued by the Tax and Customs Administration.

If the continuity and solvency is in doubt the IND requests advice from the Netherlands Enterprise Agency (NEA). In this case the IND will ask for additional documents.

## 5 Conditions for exchange

> Please tick

**You (as an enterprise) want to qualify for recognition as sponsor for exchange purposes (950)**

You make a copy of an exchange programme showing:

- how the foreign national will be introduced to Dutch society and culture during the temporary residence in the Netherlands;
- how you implement the duty of care;
- the nature and extent of the work the foreign national will carry out;
- if it concerns an exchange programme for au pairs: that the au pair and host agree on a day programme and sign the 'Appendix Au Pair Awareness Declaration'.

For more information on the exchange programme, see the 'Factsheet Exchange programme' on [www.ind.nl](http://www.ind.nl).

## 6 Signing

- ✓ I declare that I have completed this form fully and truthfully.
- ✓ I declare that 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.

6.1 Name

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6.2 Place, country and date

*Place and Country*

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*Day*

*Month*

*Year*

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6.3 Signature

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## 7 Submitting and sending the application

You have gathered together all the means of evidence necessary for the application. Send your application and the means of evidence to the following address:

Immigratie- en Naturalisatiedienst  
Postbus 5  
9560 AA Ter Apel





## Appendix Au Pair Awareness Declaration

The main purpose of the au pair arrangement is for an au pair to become acquainted with Dutch society and culture. The host family offers the au pair board, lodging, a monthly amount of pocket money, to be agreed upon in consultation. In exchange for the facilities the host family offers, the au pair can be expected to perform light domestic work in the household and/or to take care of the children of the host family. The au pair's contribution to the household may not be work for which a work permit (twv) or a Single permit (combined permit for residence and work) is required. This means that the au pair can only carry out activities for which an alternative is available whenever he/she is present. Consequently, a (grand)parent must always be present (or immediately available), and the au pair can never be fully responsible for the children. The supportive nature of the work also implies that the au pair will never be fully responsible for the domestic chores, with the exclusion of the members of the host family. The au pair stays in the host family on the basis of equality with other family members.

### **The undersigned party, hereinafter referred to as the host family, declares as follows:**

The au pair and the host family know that the stay as an au pair in the Netherlands will only be permitted in the following cases:

- The au pair is at least 18 years of age, but less than 26 years of age;
- The au pair is not married and has not entered into a registered partnership;
- The au pair does not have custody of children or foster children;
- The au pair has never stayed in the Netherlands before on the basis of a residence permit with the purpose of 'exchange';
- The au pair has never had an employment relationship with the host family before (within the Netherlands, or abroad);
- The au pair has not paid a deposit to a (Dutch or foreign) intermediary agency or au pair agency;
- The au pair has not paid more than € 34,- to make preparations for staying in the Netherlands;
- The au pair did not sign a contract with a host family, a (Dutch or foreign) Intermediary agency or au pair agency obligating the au pair to pay a fine as a penalty for breaching the contract;
- The au pair will not carry out any special care, which requires specific skills;
- The au pair has no family-law relationship to the third degree with one of the members of the host family;
- The au pair will be living on the home address of the host family and will be registered there in the municipal personal records database;
- The host family consists of 2 or more people;
- The au pair will not be working for more than 8 hours a day, with a maximum of 30 hours per week. The au pair will have at least 2 days off a week;
- The au pair will only perform light domestic work;
- The host family and the au pair will make a schedule for all 7 days of the week. The host family and the au pair have both signed this daily schedule. The schedule must at least state:
  - how long (hours) the au pair will perform light domestic work (number of hours/what times);
  - how long (hours) the au pair will take care of the children (number of hours/what times);
  - which 2 days of the week the au pair has the day off, and who is the stand-in for doing light domestic work, taking care and babysitting the children.
- The host family has sufficient income as stated in the Aliens Regulations 2000 (please visit [www.ind.nl](http://www.ind.nl) for the income requirements).

### **In the context of supervision of the au pair arrangement the host family declares the following:**

The host family is fully aware that in the context of monitoring compliance with the Aliens Act 2000 and the Foreign Nationals Employment Act (Wav), the Aliens Police, the Netherlands Labour Authority or the IND may visit or call up the au pair and/or the host family, both for a specific cause, and for a random check. If activities are performed that do not comply with laws and regulations, the host family is in violation and an administrative fine will be imposed.

### Processing of personal data

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## 1 Details of the Au Pair

Write in block letters

1.1 Name  
(as stated in the passport)

Surname

First names

1.2 Day of birth

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

1.3 Place of birth

1.4 Nationality

## 2 Details of (both) the principle person(s) of the host family

Write in block letters

2.1 Name principal person 1  
(as stated in the passport)

Surname

First names

2.2 Name principal person 2  
(as stated in the passport)

Surname

First names

2.3 Home address

Street

Number

Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Town



### 3 Signature

✓ I have completed this form truthfully.

3.1 Place and date (au pair)

*Place*

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

3.2 Signature au pair

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3.3 Place and date (host family)

*Place*

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

3.4 Signature host family

*Signature of host family principal person 1*

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*Signature of host family principal person 2*

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