Application for extension of residence permit for work-related purposes of residence (sponsor)

Read the explanation before you start to fill out the form.

For whom is this form intended?
You can use this form if you are the sponsor of an employee who has a regular permit with a work-related restriction and for paid employment a combined permit for residence and work is not required.
You can use this form to submit an application on behalf of an employee in order to extend the period of validity of this residence permit.

You can use this form in order to submit an application to extend the period of validity of the residence permit for one of the following purposes of residence:
• Paid employment;
• (taking leave after, waiting for, or recovering from) Paid employment on board a Dutch seagoing vessel or mining installation on a continental plate;
• Carrying out work as a spiritual counsellor;
• International Trade Regulation
• Paid employment as non-privileged soldier or as non-privileged civilian personnel;
• Cross-border service provision, as long as the maximum duration of stay has not expired;
• Work on grounds of a Headquarters Agreement;
• Work experience within the framework of an EU action programme, as long as the maximum duration of stay has not expired; or
• Work as holder of a European blue card.

Single Permit (Combined permit for residence and work)
If for paid employment or work experience (general) in the Netherlands a combined permit for residence and work is required, then you will need to use a different application form. You will find further information on the Immigration and Naturalisation Service (IND)’s website, www.ind.nl.

Why use this form?
In principle, the Immigration and Naturalisation Service (IND) sends all foreign nationals a letter of extension in good time (approximately 3 months before the validity of your residence permit expires). The foreign national receives a form showing the personal details together with this letter of extension, with questions that are only relevant to the foreign national. If you have not received this letter, then use this form.

You must ensure that this application is received by the IND before the residence permit expires. This is important to prevent the foreign national encounters a residence gap. A residence gap is an interruption in your residence. This has consequences for any subsequent procedures. Do not submit an application if the residence permit is still valid for more than 3 months. The IND will disregard an application which is submitted earlier than 3 months before the expiration date of the residence permit.

The IND assesses the application and decides whether the foreign national is eligible for extension of the period of validity of the residence permit. Whether and for how long the period of validity of the residence permit is extended depends on the situation. The foreign national will only be eligible for extension of the period of validity of the residence permit if:
• he/she has a valid temporary Dutch residence permit at that moment; and
• he/she wants to extend the period of validity of the residence permit with the same purpose of residence; and
• there are no changes to the situation of the foreign national that would affect the right of residence.
How do you fill out this form?
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.

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.

Would you like more information?
Then visit the IND website at www.ind.nl. You can also contact the IND by telephone via 088 043 04 30 (normal charges apply). From abroad you can call +31 88 043 04 30.

1 Declarations

1.1 Declaration of Circumstances

> Please tick the applicable situation(s). This relates to changes that may affect the right of residence of the foreign national. Always enclose means of evidence together with the application.

☐ Since the current residence permit was issued, there have been no changed facts or circumstances that might affect the right of residence of the foreign national; or
☐ Since the current residence permit was issued, there have been changes to the facts and circumstances that might affect the right of residence of the foreign national, namely:
  ☐ the foreign national is working for a different employer.
  ☐ the income situation of the foreign national has changed.
  > Enclose means of evidence with this application, see the appendix Proof of income.
☐ other, namely

1.2 Antecedents Certificate

> Please tick

☐ The foreign national has recently signed an antecedents certificate
  > Enclose the certificate signed by the foreign national
1.3 Declaration of Passport requirement

> Please tick the applicable situation and fill in the details requested, if applicable.

☐ Yes, the foreign national has a valid passport.

Details of the passport  

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☐ No, the foreign national has no valid passport.

> Explain why the foreign national has no valid passport.

> Enclose the means of evidence from which this is evident. No residence document will be issued without a valid passport, unless the foreign national is exempted from the passport requirement.

1.4 Main residence

> Please tick the applicable situation and fill in the details requested, if applicable.

☐ Since the commencement date of the existing residence permit, the foreign national has not been away from the Netherlands for more than 3 months continuously

☐ The foreign national was not in the Netherlands for a period of more than 3 months continuously.

The foreign national was then in:

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Period from:  

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to:  

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2 Means of evidence

Enclose the following means of evidence with the purpose of residence chosen by you.

NB. If you are the sponsor of the foreign national, and you have not previously submitted the appendix Declaration by sponsor, you have to submit the completed and signed appendix Declaration by sponsor with this application.

- **Paid employment (370)**
- **Paid employment on board a Dutch seagoing vessel (372)**
- **Paid employment in a mining installation on a continental shelf (383)**
  - a copy of the employment contract showing that the foreign national will be carrying out paid employment; and
  - an employer’s declaration.

  *N.B. If there is a ban on the foreign national carrying out work as meant in Section 2 of the Foreign Nationals Employment Act, then you should use a different application form.*

- **Awaiting recovery from illness and recommencing paid employment on board a Dutch seagoing vessel or mining installation on a continental shelf (381)**
- **Looking for paid employment on board a Dutch seagoing vessel or mining installation on a continental shelf (382)**
  - a copy of the foreign national's employment contract;
  - a decision of benefits to be awarded by the benefits agency showing that the foreign national will receive benefits on grounds of the Sickness Benefits Act (ZW); and
  - benefits slips showing the level of the benefits.

- **Carrying out work as a spiritual counsellor (370)**

  Please enclose the following evidence with your application:
  - a copy of the employment contract showing that the foreign national will be carrying out paid employment;
  - the completed and signed appendix ‘Gegevens geestelijk bedienaar’ (only available in Dutch);
  - if the 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, citizenservice number and the position of all company directors or legal person;
  - if the organisation is a religious organisation that forms part of an umbrella organization. Please enclose details indicating the legal form and articles of association with your application;
  - an employer’s declaration containing a description of the nature of the work showing the religious or ideological nature of the activities;
  - a declaration of compliance with fiscal obligations (Verklaring betalingsgedrag nakoming fiscale verplichtingen). This declaration is issued by the Netherlands’ Tax and Customs Administration (Belastingdienst); and
  - financial statements of the closed financial year approved by an accountant; or a report of findings from an accountant about the continuity and solvency of the organization; or a bank statement;

- **International Trade Regulation (425)**
  - the completed and signed appendix 'Declaration by sponsor (employment)';
  - the decision of the Employee Insurance Agency showing that you have been admitted to the International Trade Regulation;
  - means of evidence showing that the foreign national is registered with the Employee Insurance Agency.

- **Paid employment as non-privileged soldier or as non-privileged civilian personnel (460)**
  - a military identity document that was issued by the responsible State; and
  - a Travel Order or comparable document.
- Cross-border service provision (500)
  - a copy of the recent residence permit showing that the foreign national has the right of residence in the
country of establishment of the service provider; and
  - a copy of the work permit showing that the foreign national carries out work as employee of the service
provider (if you have this);
  - a recent Employer’s Declaration.

*Please note! For cross-border service provision, the employer must register work online at
www.postedworkers.nl. The IND checks whether the registration has taken place.*

- Work on grounds of a Headquarters Agreement (509)
  - a declaration from the Ministry of Foreign Affairs showing that the foreign national falls under the scope of
the Headquarters Agreement between the International Criminal Court and the Host Country, or that the
foreign national falls under the scope of the letter dated 21 December 2007 of the Permanent
Representative of the Kingdom of the Netherlands and the United Nations concerning the Seat of the
Special Tribunal for Lebanon.

Work experience within the framework of an EU action programme:
- within the context of a studies on hbo/wo level (523)
- after graduation at hbo/wo level (523)
- within the context of a studies on mbo level (643)

Please enclose the following means of evidence with your application:
- a statement of the educational institution that the traineeship will take place within the framework of an
EU action programme;
- a scholarship statement;
- the completed and signed appendix ‘Gegevens (over noodzaak) van lerend werken in het kader van
studie (stagiair)’ (only available in Dutch), completed with a trainee agreement;
- the completed and signed appendix ‘Declaration by sponsor (employment)’.

- work experience for employment purposes (apprentice) (643)

Please enclose the following means of evidence with your application:
- means of evidence showing that the employment will take place within the framework of an EU action
programme;
- a scholarship statement;
- the appendix ‘Gegevens (over noodzaak) van lerend werken in het kader van arbeid (praktikant)’
(only available in Dutch), completed and signed by the employer, completed with a trainee agreement
and a return statement;
- the completed and signed appendix ‘Declaration by sponsor (employment)’.

- Work as holder of a European blue card (640)
  - a recent Employer’s Declaration;
  - if applicable: proof from the Tax and Customs Administration that you are eligible for the 30% regulation.
  - a copy of your most recent employment contract.

3 Biometric information (fingerprints, passport photo) and signature

The foreign national must have his fingerprints and facial image (passport photo) taken to determine his
identity. The biometric information is also required to create a residence permit. For the residence permit
the IND also needs a signature of the foreign national.

See the appendix Fingerprints, passport photo and signature.
4 Details of the foreign national

4.1 V-number (if known)  

4.2 Citizen Service Number (if known)  

4.3 Name (as stated in the passport)  

Surname  

First names  

4.4 Sex  

☐ Male  

☐ Female  

4.5 Date of birth  

Day  Month  Year  

4.6 Place of birth  

4.7 Country of birth  

4.8 Nationality  

4.9 Civil status  

☐ unmarried  

☐ married  

☐ registered partnership  

☐ divorced  

☐ widow/widower  

4.10 Home address  

Street  

Number  

Postcode  

Town  

4.11 Telephone number  

4.12 E-mail  

Write in block letters
5  Details of the sponsor

5.1 Company name

5.2 IND client number

5.3 Name of contact person

5.4 Correspondence address

5.5 Telephone number of contact person

5.6 E-mail of contact person

5.7 Chamber of Commerce number

6  Signing

I am requesting the Immigration and Naturalisation Service (IND) to extend the period of validity of the residence permit. I declare I have completed this form truthfully. I know that the personal details supplied will be processed in connection with the Aliens Act 2000 and will be passed on to authorities that need these personal details for that purpose. I will pass on any changes to the situation, which will affect the right of residence, without delay to the IND. I am aware that if I do not do this, it may affect the right of residence of the foreign national or that an administrative fine might be incurred.

6.1 I submit this form and ______________ (number) of appendices/documents in evidence.

6.2 Name

6.3 Place and date

6.4 Signature

7  Submitting the application and payment

You have gathered together all the means of evidence necessary for the application. Proceed to the appendix ‘Submitting and paying for the application for extension’.
Appendix Antecedents Certificate

This certificate only needs to be completed if the foreign national is 12 years of age or older. Please note! Not completing this antecedents certificate truthfully is an offense of which in all cases a report will be made.

1 Certificate

> Please tick the applicable situation

☐ I certify that:
  • I have never been sentenced to imprisonment or a custodial measure for committing a crime;
  • I have never been sentenced to perform community service for committing a crime;
  • I have never been imposed an unconditional fine for committing a crime;
  • I have never accepted an out-of-court settlement for committing a crime;
  • I have never been imposed a penalty order by a public prosecutor for committing a crime;
  • I am currently not subject to prosecution for committing a crime;
  • I have never been responsible for one of the following categories of acts as referred to in Article 1F of the 1951 Refugee Convention: a crime against peace, a war crime, a crime against humanity, a serious non-political crime (for example murder or terrorism), or acts contrary to the purposes and principles of the United Nations (for example terrorist acts); and
  • I am aware of the fact that a sentence for committing a crime may result in a refusal or termination of the right of residence.
  • I have not submitted any incorrect data during earlier residence procedures;
  • I did not reside in the Netherlands illegally in the past;
  • I am not subject to any entry ban.

☐ I am unable to certify the above for the following reasons:
2 **Signing (by the foreign national)**

I have completed this form truthfully.

2.1 V-number (if known)

2.2 Name

2.3 Date of birth

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2.4 Place and date

   Place

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2.5 Signature

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**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.
Appendix Fingerprints, passport photo and signature

Please do not enclose this appendix with the form!

The foreign national must have his fingerprints and facial image (passport photo) taken to determine his identity. The biometric information is also required to create a residence permit. For the residence permit the IND also needs a signature of the foreign national.

In all cases, the foreign national must bring a valid passport (this can also be a foreign national passport or a refugee passport) or ID card of the EU, EEA or Switzerland.

Situation: application starts when the foreign national is abroad

1. Entry and Residence procedure
   - The sponsor (in the Netherlands) will have submitted the application for a residence permit for the foreign national (who is still abroad).
     - When taking the basic civic integration examination abroad, the employee of the Dutch embassy or consulate will scan the passport photo of the foreign national and take his fingerprints. The foreign national must place his signature. The passport photo must comply with the requirements which also apply for Dutch passports. The embassy can inform the foreign national where he is able to have passport photos made locally, which comply with the relevant requirements. A photo that does not comply with the requirements will cause unnecessary delay.
     - If the foreign national does not have to take a basic civic integration examination abroad, the employee of the Dutch embassy or consulate will scan the passport photo of the foreign national and take his fingerprints when collecting the Regular Provisional Residence Permit (mvv). The foreign national must place his signature. The passport photo must comply with the requirements which also apply for Dutch passports. The embassy can inform the foreign national where he/she is able to have passport photos made locally, which comply with the relevant requirements. A photo that does not comply with the requirements will cause unnecessary delay.

2. Application for a Regular Provisional Residence Permit (mvv) by the foreign national
   - The foreign national has submitted the application for a Regular Provisional Residence Permit to the Dutch embassy or the consulate in the country of origin or long-term residence.
     - When submitting the application, the employee of the Dutch embassy or consulate makes a scan of the passport photo and takes the fingerprints. The foreign national must place his signature. The passport photo must comply with the requirements which also apply for Dutch passports. The embassy can inform the foreign national where he/she is able to have passport photos made locally, which comply with the relevant requirements. A photo that does not comply with the requirements will cause unnecessary delay.

3. Application for temporary Regular Residence Permit for persons who do not require a Regular Provisional Residence Permit
   - If an application is submitted in the Netherlands by a (recognised) sponsor for a foreign national who does not require a Regular Provisional Residence Permit, then the foreign national must go to an Immigration and Naturalisation Service (IND) desk immediately after arrival in the Netherlands. The Immigration and Naturalisation Service (IND) employee will make fingerprints and a passport photo and the foreign national will be required to place his signature. You have to make an online appointment via the website www.ind.nl.
Situation: application starts when the foreign national is in the Netherlands

1. **The application is submitted by post**
   - The foreign national or sponsor sends the application by post to the IND. He will then receive a letter from the IND. This letter states whether the foreign national must have his fingerprints taken and that he must have a passport photo taken and place his signature. For this, the foreign national makes an appointment online at an IND desk. The addresses and opening times of the IND desks can also be found on www.ind.nl. If the application form notes that the foreign national will collect the residence permit at an expat centre, then he can also have a passport photo and his fingerprints taken there. Please check www.ind.nl for how to make an online appointment. The addresses and opening hours of the Expat Centres can be found at www.ind.nl.

2. **The foreign national submits the application in person**
   - The foreign national submits the application personally at the IND desk. A passport photo is made at the desk and fingerprints are taken if necessary. The foreign national must also place his signature there. The application can only be submitted to the IND desk by appointment. To make an appointment, visit www.ind.nl.

**Processing of personal data**
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Appendix Employer’s declaration

Please note! Not completing this employer’s declaration truthfully may be considered a crime (such as forgery) and may lead to filing a police report.

One copy must be completed and signed for each employer. The application form states when and of which person(s) you must enclose the employer’s declaration with your application.

Please note! The IND may check the correctness of your enclosed wage, work and benefit details with another government agency (for example the Netherlands Employees Insurance Agency or the Tax and Customs Administration).

1 Details of employee

Write in block letters

1.1 V-number (if known)

1.2 Name
   (as stated in the passport)
   Surname
   First names

1.3 Sex
   □ Male
   □ Female

1.4 Date of birth
   Day
   Month
   Year

1.5 Place of birth

1.6 Country of birth

1.7 Nationality

1.8 Home address
   Street
   Number
   Postcode
   Town
## Details of company/institution

### 2.1 Name company/institution

Write in block letters

### 2.2 Withholding tax number

Enter number

### 2.3 Visiting address

- **Street**
- **Number**
- **Postcode**
- **Town**

## Employment details

### 3.1 Position of employee

Write in block letters

### 3.2 Date of employment

- **Day**
- **Month**
- **Year**

### 3.3 Nature of the employment

- Fixed employment
- Temporary contract
- On-call contract
- Ongoing temporary work

### 3.4 Employment period

- Indefinite period
- Definite employment

> Enter the period (from (date), to (date) below

- **from**
  - **Day**
  - **Month**
  - **Year**

- **to**
  - **Day**
  - **Month**
  - **Year**

### 3.5 Is there a provision for continued payment of wage during the term of the contract if there is no work?

- No
- Yes
3.6 Is there a trial period?  
☐ No  
☐ Yes, until:  

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3.7 Working hours per week  

Hours per week by contract  

Hours per week actually  

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3.8 Gross salary (excluding holiday allowance)  

☐ Per month, or  
☐ Per 4 weeks  

*All amounts rounded to the nearest full euro*  

€  

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3.9 Wage for social security purposes (excluding holiday allowance)  

☐ Per month, or  
☐ Per 4 weeks  

*All amounts rounded to the nearest full euro*  

€  

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3.10 Net salary (excluding holiday allowance)  

☐ Per month, or  
☐ Per 4 weeks  

*All amounts rounded to the nearest full euro*  

€  

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3.11 Holiday allowance  

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3.12 Period of residence in the Netherlands (maximum of 3 years)  

from  

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= date of entry  

Only for the International Trade Regulation  

to  

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4  **Signing by employer**

I declare that the above employee is employed by the above company/institution. I have completed this form truthfully.

4.1 Name

4.2 Position

4.3 Telephone number

4.4 Place and date

4.5 Signature and stamp of company/institution

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**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.
Appendix Proof of income

Do not enclose this appendix with the form!

This list shows the proof of income the IND needs in order to assess the application. The application form shows the person(s) of whom you must enclose proof of income with your application. This usually concerns you (the sponsor) and your (registered) partner. The proof of income must be enclosed as a copy.

Please note! The IND may check the correctness of your enclosed wage, work and benefit details with another government agency (for example the Netherlands Employees Insurance Agency or the Tax and Customs Administration).

You have or your (registered) partner has an employment contract that is valid for at least 1 year at the time of the application; or

You (the foreign national) will work as an employee (in the context of an EU action programme or an International Agreement to which the Netherlands is party)

- Your current employment contract(s) and/or appointment approval(s)
- The completed and signed Appendix/Appendices employer’s declaration (not older than 3 months)
- Payslips over the past 3 months

Only if you regularly earn more money than evidenced by your employment contract (for example due to overtime)

- Payslips over the past 12 months.

If you are paid by a third party from a Personal Budget

- Evidence of the complete outsourcing of the salary administration to the Social Insurance Bank (SVB)

Please note: only if you apply for a residence permit to stay with a family member or relative

1. You have or your (registered) partner has an employment contract that is valid for at least 6 months but less than 1 year at the time the IND receives the application; and

2. You or your (registered) partner received income from paid employment and no income from benefits in the 12 months prior to the application.

- Your current employment contract(s) and/or appointment approval(s), showing that you have work;
- The completed and signed Appendix/Appendices employer’s declaration (not older than 3 months);
- Over the past 12 months:
  - all salary slips; and
  - the annual income statement; and
  - the (temporary) employment contract(s) and/or appointment approval(s).

You have or your (registered) partner has an employment contract that is valid for less than 1 year at the date the IND receives the application

- Your current employment contract(s) and/or appointment approval(s), showing that you have work
- The completed and signed Appendix/Appendices employer’s declaration (not older than 3 months)

If you apply for a residence permit to stay with a family member or relative:

- Over the past 12 months:
  - all salary slips; and
  - the annual income statement; and
  - the (temporary) employment contract(s) and/or appointment approval(s); and
  - confirmation(s) of benefits awarded and specification(s) of benefits received

If you apply for a residence permit for other purposes of stay:

- Over the past 3 years:
  - all salary slips; and
  - all annual income statements; and
  - all (temporary) employment contract(s) and/or appointment approval(s); and
  - confirmation(s) of benefits awarded and specification(s) of benefits received.
You or your (registered) partner work(s) as a temporary agency worker or under an on-call contract, seasonal work contract, zero hours contract or other contract with a deferred duty of performance
- Your current (temporary) employment contract(s) and/or appointment approval(s), showing that you have work
- The completed and signed Appendix/Appendices employer’s declaration (not older than 3 mon
- Over the past 3 years:
  - all salary slips; and
  - all annual income statements; and
- all (temporary) employment contract(s) and/or appointment approval(s); and
- confirmation(s) of benefits awarded and specification(s) of benefits received

You are or your partner is a researcher pursuant to Directive (EU) 2016/801, it concerns the following proof
- if you receive sponsor funds: a sponsor agreement showing the amount of the sponsor funds and the duration of the sponsor agreement; or
- if you receive periodic payments in order to pay for the stay in the Netherlands: a proof of these payments; or
- if you receive a grant or stipend: proof showing the amount and the start and end date of the grant or stipend; or
- if you have paid work abroad: a copy of an employment contract with the current employer abroad; or
- if you become employed by the research institution: a copy of the employment contract that must be signed by both you and the research institution.

You have or your (registered) partner has a (supplementary) benefit
- The letter from your benefits agency granting your benefit;
- The most recent specification of benefits received.

Do you or your (registered) partner have an invalidity benefit, a benefit under the Invalidity Insurance (Self-Employed Persons) Act or a benefit under the Work and Employment Support (Young Disabled Persons) Act
- The confirmation of benefits awarded showing that you are incapacitated for work (and the degree of incapacity for work);
- The most recent specification of benefits received (of at least one year after the confirmation of benefits awarded);
- A letter from the benefits agency stating the date of re-examination.

Do you or your (registered) partner have an occupational disability benefit under the Work and Income (Capacity for Work) Act or the Work and Employment Support (Young Disabled Persons) Act
- The confirmation of benefits awarded showing that you are incapacitated for work (and the degree of incapacity for work);
- The most recent specification of benefits received;
- The most recent reassessment.

Are you or your (registered) partner permanently incapacitated for work and do not receive an invalidity benefit, benefit under the Work and Income (Capacity for Work) Act, a benefit under the Invalidity Insurance (Self-Employed Persons) Act or a benefit under the Work and Employment Support (Young Disabled Persons) Act.

Please note! This does not apply if you submitted an application for a permanent residence permit.
- A statement from the Municipal Health Service, company doctor or medical examiner, showing that you are fully incapacitated for work, for how long you have been incapacitated for work and the expected duration of the incapacity for work.

Do you or your (registered) partner receive social assistance, and is it permanently impossible for you or your partner to work again. Please note! This does not apply if you submitted an application for a permanent residence permit.
- All confirmations of benefits awarded over the past 5 years and any correspondence with the Municipal Executive about the exemption of you and your (registered) partner from all obligations involving workforce integration and proof showing that integration into the workforce within a year cannot be expected.

You are or your (registered) partner is self-employed
- The Appendix declaration of income of self-employed person with the requested appendices, completed and signed by you and (for example) a registered accountant, accountant, accounting consultant, a tax consultant from the Tax Consultants Federation, a tax consultant from the Tax Consultants Association or an accountant with a BECON number from the Tax and Customs Administration.

If you are paid by a third party from a Personal Budget
- Evidence of the complete outsourcing of the salary administration to the Social Insurance Bank (SVB)
You are or your (registered) partner is director-major shareholder of a company
- The official documents showing your interest in the company (ownership percentage);
- A copy of your employment contract (or contracts if you have several jobs). Please note: if you are a sponsor and you do not have an employment contract with the B.V., you are regarded as a self-employed person and you must enclose the supporting documents belonging to a self-employed person;
- An original and completed Appendix employer’s declaration, bearing a date, signature of the employer and company stamp (not older than 3 months);
- Details over the three months preceding the date of your application, showing that a monthly salary was paid (payslips, bank statements);
- Proof that the withheld wage tax was transferred by the company to the Tax and Customs Administration (bank statements).

You have or your (registered) partner has an income from own funds
- A tax statement of the year preceding this application for residence permit.

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.
Appendix Declaration on income of self-employed person

This declaration is used to determine whether the self-employed person has long-term and independent, sufficient of support in the meaning of the Aliens Act 2000. Fill in this declaration if you are applying for a residence permit or a short stay visa and you, as a foreign national or sponsor, have an income as a self-employed person. Include, as a part of this declaration (under 5) a signed compilation report from an administrator/accountant. Enclose the completed and signed declaration, including the compilation report, with your application.

Please note! The IND may check the contents of this declaration with another government agency (the Netherlands Employee Insurance Agency or the Tax and Customs Administration, for example).

1 Details of self-employed person

1.1 V-number (if known)

1.2 Name
(as stated in the passport)

Surname
First names

1.3 Date of birth

Day Month Year

1.4 Place of birth

1.5 Country of birth

1.6 Nationality

1.7 Home address

Street
Number
Postcode
Town

1.8 Name of the company
1.9 Visiting address

Street

Number

Postcode

Town

1.10 Chamber of Commerce registration number

2 Details of the administrator/accountant

2.1 Name accountant

2.2 Professional title

☐ Advisor from the Netherlands Association of Accounting and Tax Experts (Accounting + Tax Expert)
☐ Registered accountant
☐ Tax consultants from the Tax Consultants Register
☐ Accounting consultant
☐ Other, namely:

2.3 BECON number of Tax and Customs Administration

2.4 Telephone number Accountant

2.5 Visiting address

Street

Number

Postcode

Town

Explanatory A company's profits for the closed financial year or the current financial year are calculated by deducting the total operating expenses from the total operating income. The income and the expenses must be calculated according to generally accepted commercial standards. With respect to this, the following is noted. If there is no closed financial year, the calculation of the monthly profits must be based on permanence. This means that both the operating income and the operating expenses must be attributable to the relevant period. If the company has the form of a private partnership, general partnership or limited partnership, the profits will then be divided among the partners or associates.
3 Income from business activities

Current financial year, immediately preceding the time at which the application was submitted

3.1 The data included at 3.2 and 3.3 relate to the period (from/to)

> Enter the period (from (date), to (date)) below

from

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to

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3.2 Profits or share in the profits from business activities over the above period (see explanation)

€

3.3 Annual income mentioned at 3.2 gross profits divided by the number of months stated

€

Most recently closed financial year, immediately preceding the time at which the application was submitted

3.4 Financial year (from/to)

from

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to

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3.5 Profits or share in the profits from business activities in accordance with the financial statements (see explanation)

€

3.6 Amount stated at 3.5, divided by the number of months in the most recently closed financial year

€

3.7 Corrections of the above (share in the) profits from business activities for taxable profit*

€

3.8 Taxable profit*

€

> Please tick one situation and only enclose the relevant document

☐ Receipt of tax return received by the Tax and Customs Administration

> Please enclose IB-60 for a one-man business

☐ Provisional assessment

> Please enclose provisional assessment

☐ Final assessment

> Please enclose final assessment
3.10 If the Tax and Customs Administration has already imposed an assessment, is this assessment based on the stated profits from business activities?

☐ Yes
☐ No

> Please enclose an explanation in a separate appendix

3.11 Financial year (from/to)

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3.12 Profits or share in the profits from business activities in accordance with the financial statements (see explanation)

€

3.13 Bedrag vermeld bij 3.12 gedeeld door het aantal maanden in het laatst afgesloten boekjaar

€

3.14 Amount stated at 3.12, divided by the number of months in the most recently closed financial year

€

3.15 Taxable profit*

€

> Please tick one situation and only enclose the relevant document

☐ Receipt of tax return received by the Tax and Customs Administration

> Please enclose IB-60 for a one-man business

☐ Provisional assessment

> Please enclose provisional assessment

☐ Final assessment

> Please enclose final assessment

3.16 Status of processing of tax return by the Tax and Customs Administration

3.17 If the Tax and Customs Administration has already imposed an assessment, is this assessment based on the stated profits from business activities?

☐ Yes
☐ No

> Please enclose an explanation in a separate appendix

(*only for any inspection by the IND)
4 Signing by the self-employed person

I, the undersigned, hereby truthfully declare, as a self-employed person, to have acquired income from my own business in accordance with the above information.

4.1 Place and date

Place

Day  Month  Year

4.2 Signature

5 Compilation report administrator/accountant

Our client for this compilation report is the self-employed person mentioned under 1. of this declaration, and also signatory of this form under 4, namely:

5.1 Name

Surname

First names

5.2 Name of the company

5.3 Chamber of Commerce registration number

This compilation report, in accordance with the applicable regulations, refers to the information under section 3 Income from business activities. This information is compiled by us based on the information provided by our client.

This compilation report is part of the declaration on income of self-employed person. Our client has this declaration on income of self-employed person filled in and signed for the purpose of an application procedure at the IND. This report is compiled by us for our client on behalf of the IND, with the aim of assessing whether the resource requirement has been satisfied for compliance with the applicable standard. As a result, the statement may not be suitable for another purpose. The statement is intended solely for our client and the IND and should not be distributed to or used by other parties.

As a result, the statement may not be suitable for another purpose. The statement is intended solely for our client and the IND and should not be distributed to or used by other parties.

This compilation report, in accordance with the applicable regulations, refers to the information under section 3 Income from business activities. This information is compiled by us based on the information provided by our client.

This compilation report is part of the declaration on income of self-employed person. Our client has this declaration on income of self-employed person filled in and signed for the purpose of an application procedure at the IND. This report is compiled by us for our client on behalf of the IND, with the aim of assessing whether the resource requirement has been satisfied for compliance with the applicable standard. As a result, the statement may not be suitable for another purpose. The statement is intended solely for our client and the IND and should not be distributed to or used by other parties.

The statement is intended solely for our client and the IND and should not be distributed to or used by other parties.
this statement may therefore assume that we have conducted the engagement in a professional, competent and objective manner and with due care and integrity and that we will treat all information provided to us as confidential.

**Signing**

5.4 Name of administration/accountants office

5.5 Place and date

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<th>Day</th>
<th>Month</th>
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5.6 Signature of administrator/accountant

¹ See article 16 paragraph 1 (c) of the Aliens Act.
² For members of the NBA (The Royal Netherlands Institute of Chartered Accountants), the NOAB (Netherlands Association of Financial and Tax Experts) and RB (Register of Tax Advisers).
³ And/or other applicable regulations, for example, if the administrator is a member of NOAB, RB or another body.
⁴ For members of the NBA, the NOAB and RB.
⁵ And/or other applicable provisions, for example, if the administrator is a member of NOAB, RB or another body.

**Processing of personal data**

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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.
Appendix Submitting and paying for the application for an extension

Submitting the application for an extension
You send the application form, the appendices and the requested evidence to the IND by post. Never send any original evidence. You must send clearly readable and full copies of the original evidence. Do not use any staples or paperclips. Do not send any USB sticks, CDs, DVDs and suchlike. Put all evidence in a sufficiently stamped envelope. Send your application to the following address:

Application for an extension for an economic purpose of residence (work, study, for example)  
Immigratie- en Naturalisatiedienst  
Postbus 5  
9560 AA Ter Apel

Application for an extension for a social purpose of residence (family formation or family reunification, for example)  
Immigratie- en Naturalisatiedienst  
Postbus 9  
9560 AA Ter Apel

Application for medical circumstances  
Immigratie- en Naturalisatiedienst  
Postbus 1  
9560 AA Ter Apel

How do you pay?
Applying for an extension of the validity of a residence permit is not free of charge. The costs depend on the purpose of the residence applied by you. After the IND has received your application, you will receive a letter stating the amount and the manner in which you have to pay. This form contains no information about the costs or any exemption from having to pay fees. Please visit www.ind.nl if you want to know the costs beforehand. If the assessment of your application shows that you do not qualify for the residence permit applied for, you will not receive a refund.

What happens with your application?
If you have submitted your application for an extension to the IND and paid the related costs, the IND will assess your application. If your application is incomplete, the IND will be unable to properly assess your application. If you fail to make a payment or timely payment or submit an incomplete application, the handling of your application will be delayed. You will be informed in writing once your application has been handled. If your application is granted, you will also receive a letter with information about the follow-up procedure.

Providing correct information
Providing incorrect information or withholding relevant information may lead to withdrawal of the permit. If punishable offences are observed, the IND reports this to the police.

V-number
A V-number is a unique number, which is used for identification of a foreign national by the IND and cooperating organisations (such as the Aliens Police). The number is listed in the correspondence which the foreign national or sponsor receives from the IND and other organisations and is also printed on the residence document itself.

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# Appendix Declaration by sponsor (employment)

Please read the explanation on page 2

## 1 Details of sponsor

**Write in block letters**

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<td>1.1</td>
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<td>1.2</td>
<td>Chamber of Commerce registration number</td>
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<td>1.3</td>
<td>Name (as stated in the passport)</td>
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<td>1.4</td>
<td>Sex</td>
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<td>1.6</td>
<td>Place of birth</td>
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<td>1.7</td>
<td>Country of birth</td>
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<td>1.8</td>
<td>Where you keep the records of the foreign national?</td>
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## 2 Gegevens van de vreemdeling

**Write in block letters**

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<td>Surname</td>
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<tr>
<td></td>
<td>First names</td>
</tr>
</tbody>
</table>
2.2 Sex

☐ Male
☐ Female

2.3 Date of birth

Day | Month | Year

2.4 Place of birth

2.5 Country of birth

3 Signing by sponsor

I declare that I present myself as sponsor as referred to in Article 2a of the Aliens Act for the following foreign national for whom a residence permit is applied for.

3.1 Place and date

Place

Day | Month | Year

3.2 Signature

Explanation

If you apply for a residence permit for a foreign national, you are the sponsor. This comes with responsibilities. As a sponsor, you must ensure that the foreign national meets the conditions for a residence permit. Not only when applying for a residence permit, but also afterwards. If the foreign national can no longer lawfully reside in the Netherlands, you, as sponsor, are responsible for the foreign national leaving the Netherlands.

Obligation to provide information

You are obliged to report changes to the IND within 4 weeks if they could have an effect on the residence permit. Please use the ‘Notification form for labour-related residence purposes’, which you can download from www.ind.nl. The form lists the changes you need to report to the IND.

Duty to keep records

You are obliged to collect and store any relevant information about the foreign national. You can find the data you are obliged to store in the Aliens Regulations. You must store this documentary evidence up to 5 years after you are no longer the sponsor of the foreign national. The IND can request data at any time in order to assess whether you have complied with your obligations.

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