



## Application for extension of residence permit for work-related purposes of residence (foreign national)

*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 a foreign national who has a temporary regular residence permit with a work-related purpose of residence (excluding seasonal labour) and a combined permit for residence and work is not required. You can use this form to submit an application in order to extend the period of validity of this residence permit. If you are the (recognised) sponsor of a foreign national, then you must use a different form. You will find further information on the Immigration and Naturalisation Service (IND)'s website, [www.ind.nl](http://www.ind.nl).

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
- International Trade Regulation
- Work experience within the framework of an EU action programme, as long as the maximum duration of stay has not expired
- Cross-border service provision
- Paid employment as non-privileged soldier or as non-privileged civilian personnel
- Work on a self-employed basis
- 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](http://www.ind.nl).

### *Working on a self-employed basis*

You cannot use this form if you are a foreign national who is staying in the Netherlands and you have started a business in the Netherlands with a facilitator during the past year. If you want to continue to your business activities in the Netherlands as a start-up, please use the form 'Application for the purpose of residence of 'to work on a self-employed basis (foreign national)'.

### 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 you are eligible for extension of the period of validity of your residence permit. Whether and for how long the period of validity of the residence permit is extended depends on your situation. You will only be eligible for extension of the period of validity of your residence permit if:

- you have a valid temporary Dutch residence permit at the moment; and
- you want to extend the period of validity of the residence permit with the same purpose of residence; and
- there are no changes to your situation 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 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](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). 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

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

## 1.1 Declaration of Circumstances

- Since the current residence permit was issued, there have been no changed facts or circumstances that might affect the right of residence.
- Since the current residence permit was issued, there have been changes to the facts and circumstances that might affect the right of residence, namely:
- you are doing different work.
- your income situation has changed. > Enclose means of evidence with this application, see the appendix Proof of income
- other, namely:

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## 1.2 Antecedents Certificate

> Indicate below the situation which applies since your current residence permit was issued.

- I declare 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 1 F 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 am unable to certify the above for the following reasons:

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## 1.3 Declaration of Passport requirement

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

- I declare that I have a valid passport.

Number	Country
<hr/>	<hr/>
Valid from (date)	to (date)
<hr/>	<hr/>

- I cannot certify the above because:

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> Enclose the means of evidence from which this is evident. No residence document will be issued without a valid passport, unless you are 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, I have not been away from the Netherlands for more than 3 months continuously
- I was not in the Netherlands for a period of more than 3 months continuously. I was then in:

Country

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Period from (date) to (date)

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# Application

for extension of residence permit for work-related purposes of residence  
(foreign national)

Immigration and Naturalisation Service  
Ministry of Justice and Security

## 2 Means of evidence

> Enclose the following means of evidence with the application.

**NB. If you are the employer of the foreign national, please complete and sign the Appendix Declaration by sponsor. Submit the appendix with this form. This is not necessary if you have previously submitted and signed the appendix.**

- 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 of the employee; and
  - a recent Employer's Declaration.
- If for paid employment 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](http://www.ind.nl).*
- International Trade Regulation (425)**
- the completed and signed appendix 'Declaration by sponsor (employment)';
  - the decision of the Employee Insurance Agency showing that your employer is admitted to the International Trade Regulation;
  - means of evidence showing your registration at the Employee Insurance Agency (UWV).
- Work experience within the framework of an EU action programme (643)**
- the completed and signed appendix 'Declaration by sponsor (employment)';
- In case of work experience for study purposes (trainee):*
- 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.
- In case of work experience for employment purposes (apprentice):*
- 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.
- 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 your employment contract;
  - a decision of benefits to be awarded by the benefits agency showing that you will receive benefits on grounds of the Sickness Benefits Act (ZW).
  - benefits slips showing the level of the benefits.
- Cross-border service provision (500)**
- a copy of the recent residence permit showing that you have the right of residence in the country of establishment of the service provider; and
  - a copy of the work permit showing that you carry out work as employee of the service provider (if you have this);
  - a recent Employer's Declaration.
- Paid employment as non-privileged soldier or as non-privileged civilian personnel (460)**
- a military identity document issued by the country posting you; and
  - a Travel Order or comparable document.
- Work on grounds of a Headquarters Agreement (509)**
- a declaration from the Ministry of Foreign Affairs showing that you are included under the scope of the Headquarters Agreement between the International Criminal Court and the Host Country, or that you fall under the scope of the letter dated 21 December 2007 from the Permanent Representative of the Kingdom of the Netherlands and the United Nations concerning the Seat of the Special Tribunal for Lebanon.
- Work on a self-employed basis (377)**
- evidence that you have sufficient means of support, (see self-employed person's income appendix)
- If you have USA (453) or Japanese (510) nationality and you rely on a Friendship Treaty between the Netherlands and the USA or Japan**
- a copy of the annual accounts and the balance (verified by an authorised external expert, such as an accountant), which show that the invested capital has remained at the correct level.
- 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

You must have your fingerprints and facial image (passport photo) taken to determine your identity. The biometric information is also required to create a residence permit. For the residence permit the IND also needs a signature. See the appendix Fingerprints, passport photo and signature.

## 4 Your personal details (the foreign national)

WRITE IN BLOCK LETTERS

4.1	V-number	<input type="text"/>
4.2	Citizen Service Number (if known)	<input type="text"/>
4.3	Name	<input type="text"/> Surname as stated in the passport <input type="text"/> First names <input type="text"/>
4.4	Sex and Date of birth	> Please tick the applicable situation <input type="checkbox"/> Male <input type="checkbox"/> Female Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/>

4.5 Place of birth \_\_\_\_\_

4.6 Country of birth \_\_\_\_\_

4.7 Nationality \_\_\_\_\_

4.8 Civil status  unmarried  married  registered partnership  divorced  widow/widower

4.9 Home address

Street \_\_\_\_\_ Number \_\_\_\_\_

Postcode \_\_\_\_\_ Town \_\_\_\_\_

Country \_\_\_\_\_

4.10 Telephone number \_\_\_\_\_

4.11 E-mail \_\_\_\_\_

**5** Details of the sponsor WRITE IN BLOCK LETTERS

5.1 Company name \_\_\_\_\_

5.2 Name of contact person

Street \_\_\_\_\_ Number \_\_\_\_\_

5.3 Correspondence address

Postcode \_\_\_\_\_ Town \_\_\_\_\_

5.4 Telephone number \_\_\_\_\_

5.5 E-mail \_\_\_\_\_

5.6 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.

I submit this form and \_\_\_\_\_ (number) of appendices/documents in evidence.

6.1 Name \_\_\_\_\_

6.2 Place and date

Place \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

6.3 Signature \_\_\_\_\_

**7** Submitting the application and payment

You have gathered together all the means of evidence necessary for the application. After the IND has received your application, the IND will send you a letter with the amount and the manner in which you have to pay.



Do not enclose this appendix with the form!

## Appendix

### 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.

How can the foreign national submit these?

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.

#### **This can be done while still abroad, by means of the Entry and Residence procedure**

- The sponsor (in the Netherlands) will have submitted the application for Regular Provisional Residence Permit for the foreign national (who is still abroad).
  - If a positive decision is given, then the foreign national can collect the Regular Provisional Residence Permit from the Dutch Embassy or Consulate in his/her country of origin or long-term residence. When collecting the Regular Provisional Residence Permit, the foreign national must take a new (and not previously used) passport photo with him/her. This 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.
  - The employee at the Dutch Embassy or the Consulate will take fingerprints and the foreign national will also be required to sign the document.
- The foreign national has submitted the 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 foreign national must take a new (and not previously used) passport photo with him/her. The employee at the Dutch Embassy or the Consulate will also take the fingerprints and the foreign national will be required to sign the document.

#### **When abroad, 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) counter 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 sign the document. You have to make an online appointment via the website [www.ind.nl](http://www.ind.nl).

#### **Applying for a first residence permit in the Netherlands or changing the purpose of residence**

- The foreign national or sponsor submits the application in writing (and sends the application by post to the Immigration and Naturalisation Service (IND)). The foreign national must go the Immigration and Naturalisation Service (IND) desk within 2 weeks after receiving a confirmation letter in order to have his/her fingerprints and passport photo taken. Please check [www.ind.nl](http://www.ind.nl) to make an online appointment. There, you will also find addresses and opening hours of the IND desks. If the application form notes that the foreign national will collect the residence permit at an expat centre, then he/she can also have a passport photograph and his/her fingerprints taken there. Please check [www.ind.nl](http://www.ind.nl) for how to make an online appointment. There, you will also find addresses and opening hours of the IND desks. The addresses and opening hours of the Expat Centres can be found at [www.ind.nl](http://www.ind.nl).
- The foreign national must submit the application immediately at the counter. A passport photo and the fingerprints will be taken at the counter. The foreign national will also be required to sign the document. Submitting an application to an Immigration and Naturalisation Service (IND) counter is by appointment only. Information about making appointments can be found on the website [www.ind.nl](http://www.ind.nl).

#### **Application for extension of a residence permit, a permanent residence permit or an application for renewal or replacement of a residence document**

- The foreign national or sponsor submits the application in writing (and sends the application by post to the Immigration and Naturalisation Service (IND)). The foreign national must go the Immigration and Naturalisation Service (IND) desk within 2 weeks after receiving a confirmation letter in order to have his/her fingerprints and passport photo taken. You will have to make an online appointment first. The addresses and opening hours of the Immigration and Naturalisation Service (IND) counters can be found on the website [www.ind.nl](http://www.ind.nl).

**N.B.** From 1 March 2014, if the foreign national (e.g. in the context of a previous application) has had biometric features (10 fingerprints and a passport photo) taken, the foreign national does not need to provide these details (at an IND desk) again. This does not apply if the foreign national has reached the age of 6, 12 or 18 in the intervening period. The IND could invite the foreign national for gaining biometric details again, if the previously used passport photo is an insufficient similarity of the foreign national or if the photo and/or fingerprints taken previously are of an insufficiently high quality.

**Processing of personal data**

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### 3 Employment details

3.1 Position of employee \_\_\_\_\_

3.2 Date of employment  
 Day Month Year  
 \_\_\_\_\_  
 > Please tick the applicable situation

3.3 Nature of the employment  
 Fixed employment    Temporary contract    On-call contract    Ongoing temporary work  
 > Please tick the applicable situation

3.4 Employment period  
 Indefinite period    Definite employment > Enter the period (from (date), to (date) below  
 Day Month Year Day Month Year  
 \_\_\_\_\_  
 > Please tick the applicable situation

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 Day Month Year  
 \_\_\_\_\_

3.7 Working hours per week  
 Hours per week by contract   Hours per week actually  
 \_\_\_\_\_

3.8 Gross salary (excluding holiday allowance)  
 Per month, or    Per 4 weeks   € \_\_\_\_\_  
 All amounts rounded to the nearest full euro

3.9 Wage for social security purposes (excluding holiday allowance)  
 Per month, or    Per 4 weeks   € \_\_\_\_\_  
 All amounts rounded to the nearest full euro

3.10 Net salary (excluding holiday allowance)  
 Per month, or    Per 4 weeks   € \_\_\_\_\_  
 All amounts rounded to the nearest full euro

3.11 Holiday allowance  
 \_\_\_\_\_ %

> You only have to complete 3.12 for the International Trade Regulation

3.12 Period of residence in the Netherlands (maximum of 3 years)  
 From Day Month Year \_\_\_\_\_ (= date of entry)  
 To Day Month Year \_\_\_\_\_

### 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  
 Place Day Month Year  
 \_\_\_\_\_  
 Signature Stamp

4.5 Signature and stamp of company/institution  
 \_\_\_\_\_

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**Do not enclose this appendix with the form!**

## Appendix Proof of income

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)
- 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 months)
- 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**

*Do you or your (registered) partner have a (supplementary) benefit (for example, an unemployment benefit, sickness benefit, old-age pension, surviving dependants' benefit or a benefit under the Disability (Reintegration) Act)*

- 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.

**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);
- 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.

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**Explanation** 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**

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

		Day	Month	Year		Day	Month	Year
3.4	Financial year (from/to)							
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 €							
	from business activities for taxable profit*							
3.8	Taxable profit* €							

3.9	Status of processing of tax return by the Tax and Customs Administration > Please tick one situation and only enclose the relevant document	<input type="checkbox"/>	Receipt of tax return received by the Tax and Customs Administration > Please enclose IB-60 for a one-man business
		<input type="checkbox"/>	Provisional assessment > Please enclose provisional assessment
		<input type="checkbox"/>	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?	<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No > Please enclose an explanation in a separate appendix

**Next-to-last closed financial year**

		Day	Month	Year		Day	Month	Year
3.11	Financial year (from/to)							
3.12	Profits or share in the profits from business activities in €							
	accordance with the financial statements (see explanation)							
3.13	Amount stated at 3.12, divided by the number of €							
	months in the most recently closed financial year							
3.14	Corrections of the above (share in the) profits from €							
	from business activities for taxable profit*							
3.15	Taxable profit* €							

3.16	Status of processing of tax return by the Tax and Customs Administration > Please tick one situation and only enclose the relevant document	<input type="checkbox"/>	Receipt of tax return received by the Tax and Customs Administration > Please enclose IB-60 for a one-man business
		<input type="checkbox"/>	Provisional assessment > Please enclose provisional assessment
		<input type="checkbox"/>	Final assessment > Please enclose final assessment

3.17	If the Tax and Customs Administration has already imposed an assessment, is this assessment based on the stated profits from business activities?	<input type="checkbox"/>	Yes
		<input type="checkbox"/>	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 of self-employed person	
-----	-----------------------------------	--

# Appendix

**Declaration on income of self-employed person**  
Immigration and Naturalisation Service  
Ministry of Justice and Security

## 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:

Surname as stated in the passport

5.1 Name

First names

5.2 Name of the company

--

5.3 Chamber of Commerce registration number

--	--	--	--	--	--	--	--	--	--

further referred to as: 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<sup>1</sup>. 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<sup>2</sup>, 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 engagement has been performed by us in accordance with Dutch law, including the Dutch Standard 4410H, 'Compilation engagements', which is applicable to accountants<sup>3</sup>. The standard requires us to assist the client in the preparation and presentation of section 3 Income from business activities of the declaration on income of self-employed person. To this end we have applied our professional expertise in accounting and financial reporting.

In a compilation engagement, the client is responsible for providing us with all relevant information and the client is also responsible for ensuring the information is correct. Therefore, we have conducted our work, in accordance with the applicable regulations<sup>4</sup>, on the assumption that the client has fulfilled his responsibility. To conclude our work, we have read section 3 of the declaration to consider whether the statement as presented correspond with our understanding of the client. We have not performed any audit or review procedures which would enable us to express an opinion or a conclusion on section 3 of the declaration. During this engagement we have complied with the relevant ethical requirements prescribed by the 'Verordening Gedrags- en Beroepsregels Accountants' (VGBA, Dutch Code of Ethics)<sup>5</sup>. You and other users of 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

Place									

5.5 Place and date

--	--	--	--	--	--	--	--	--	--

5.6 Signature of administrator/  
accountant

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<sup>1</sup> See article 16 paragraph 1 (c) of the Aliens Act.

<sup>2</sup> 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).

<sup>3</sup> And/or other applicable regulations, for example, if the administrator is a member of NOAB, RB or another body.

<sup>4</sup> For members of the NBA, the NOAB and RB.

<sup>5</sup> And/or other applicable provisions, for example, if the administrator is a member of NOAB, RB or another body.

### 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.



Do not enclose this appendix with the form!

## 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](http://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.

#### 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.





Please read the explanation on page 2

## Appendix Declaration by sponsor (employment)

### 1 Details of sponsor

1.1	Name of company/institution (if applicable)	_____			
1.2	Chamber of Commerce registration number	_ _ _ _ _ _ _ _ _ _			
1.3	Name	_____			
		Surname as stated in the passport			
1.3	Name	_____			
		First names			
		_____			
		> Please tick the applicable situation			
1.4	Sex and Date of birth	<input type="checkbox"/> Male <input type="checkbox"/> Female	Day	Month	Year
			_	_	_ _ _
1.4	Sex and Date of birth	Place of birth			Country of birth
1.5	Place of birth and Country of birth	_____			_____
		Street			Number
1.6	Where you keep the records of the foreign national?	_____			_____
		Postcode	Town		
		_ _ _ _ _	_____		

### 2 Details of foreign national

		Surname as stated in the passport			
2.1	Name	_____			
		First names			
		_____			
		> Please tick the applicable situation			
2.2	Sex and Date of birth	<input type="checkbox"/> Male <input type="checkbox"/> Female	Day	Month	Year
			_	_	_ _ _
2.2	Sex and Date of birth	Place of birth			Country of birth
2.3	Place of birth and 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	_____			



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](http://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.

**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.



This appendix is only available in Dutch

## Bijlage

### Gegevens (over noodzaak) lerend werken in het kader van arbeid (praktikant)

#### 1 Gegevens huidige werkgever van de vreemdeling

- 1.1 Is de vreemdeling in dienst bij een buitenlandse werkgever  Ja, sinds  Nee
- Dag Maand Jaar
- Naam buitenlandse werkgever
- > CV van de vreemdeling toevoegen
- 1.2 Is er een overeenkomst tussen het Nederlandse en buitenlandse bedrijf  Ja  Nee > Kopie overeenkomst of toelichting bijvoegen
- Toelichting
- 1.3 Neemt de vreemdeling een reguliere arbeidsplaats in bij het Nederlandse bedrijf  Ja  Nee
- Toelichting
- 1.4 Zal de vreemdeling na terugkeer direct weer bij de buitenlandse werkgever in dienst komen.  Ja  Nee
- Toelichting
- >Voeg een getekende verklaring van de buitenlandse werkgever toe.
- Toelichting
- 1.5 Wat is het doel van de tewerkstelling als praktikant
- 1.6 Is het leertraject van belang voor de ontwikkeling van de bedrijfsvoering van de buitenlandse onderneming  Ja  Nee
- >Kopie van het in (bij voorkeur per maand) gefaseerd leerplan bijvoegen, met daarin uitleg over het werk dat de vreemdeling zal verrichten, wat de leerdoelen zijn en de begeleiding die de vreemdeling krijgt
- Toelichting
- 1.7 Aantal praktikanten dat gelijktijdig tewerkgesteld wordt
- 1.8 Wat is nu het aantal personeelsleden in vaste dienst

### Overzicht bij te voegen bewijsstukken praktikant

- Door de werkgever getekende conceptarbeidsovereenkomst of werkgeversverklaring met daarin:
  - a naam, adres en vestigingsplaats van de werkgever,
  - b de naam van de functie;
  - c de personalia van de vreemdeling;
  - d het geboden brutoloon per maand; gedurende de tewerkstelling in Nederland
  - e het aantal uren per week;
  - f de duur van het uitzending (begin en einddatum ;
  - g de handtekening van de werkgever.
- Een CV van de vreemdeling
- Overeenkomst tussen Nederlands en buitenlands bedrijf;
- Verklaring over terugkeer naar buitenlandse werkgever;
- Het (bij voorkeur per maand) gefaseerde leerplan met daarin vermeld: het werk dat de vreemdeling doet (geef aan welke taken hij in welke periode doet); de leerdoelen; de toegevoegde waarde van de werkervaring van de vreemdeling voor de buitenlandse werkgever.

#### **Verwerking van persoonsgegevens**

De Immigratie- en Naturalisatiedienst (IND) verwerkt persoonsgegevens tijdens de behandeling van uw aanvraag, melding of verzoek. Dit betekent dat de IND gegevens opvraagt bij uzelf en bij andere organisaties of personen als dat nodig is. Ook gebruikt en bewaart de IND gegevens en geeft deze door aan andere organisaties. De IND houdt zich daarbij aan de regels die in de privacywetgeving staan. Zo moet de IND zorgvuldig en veilig met gegevens omgaan. De wet geeft ook rechten. Als u dat vraagt, mag u bijvoorbeeld zien welke gegevens de IND over u verwerkt. Ook kunt u informatie krijgen over waarom de IND deze gegevens verwerkt en aan wie deze zijn doorgegeven. Op [www.ind.nl](http://www.ind.nl) leest u hoe de IND met uw gegevens omgaat en welke rechten u hebt. Ook leest u hoe u gebruik kunt maken van uw rechten.



This appendix is only available in Dutch

## Bijlage

### Gegevens (over noodzaak) van lerend werken (stagiair)

Bij stage als onderdeel van de opleiding (stagiair)


> Ga naar 1

Bij stage na afronding HBO/WO-studie als werkervaringsplaats

> Ga naar 2

#### 1 Gegevens huidige opleiding van de vreemdeling


1.1	Naam onderwijsinstelling	<input type="text"/>
1.2	Adres onderwijsinstelling	<input type="text"/> Straat <span style="float: right;">Nummer</span> <input type="text"/> Postcode <span style="float: right;">Plaats</span> <input type="text"/>
1.3	Website onderwijsinstelling	<input type="text"/>
1.4	Naam opleiding(srichting)	<input type="text"/>
1.5	Totale duur van de opleiding (in jaren)	<input type="text"/>
1.6	In welk studiejaar zit de vreemdeling	<input type="text"/> Vanuit de opleiding <span style="float: right;">Op de stageplaats</span>
1.7	Naam stagebegeleider	<input type="text"/>
1.8	Niveau van de opleiding naar Nederlandse maatstaven	<input type="checkbox"/> MBO <input type="checkbox"/> HBO <input type="checkbox"/> Universitair <input type="checkbox"/> Anders: <input type="text"/>
1.9	Is de stage noodzakelijk voor het afronden van de studie	<input type="checkbox"/> Ja > Indien ja verklaring onderwijsinstelling bijvoegen waaruit blijkt dat stage noodzakelijk is Toelichting <input type="text"/> <input type="checkbox"/> Nee > Stuur een verklaring van de onderwijsinstelling mee waaruit blijkt dat betrokkene gedurende de stage staat ingeschreven bij de onderwijsinstelling en de stage relevant is voor de opleiding. Toelichting <input type="text"/>
1.10	Zijn de leerdoelen van de stage in overeenstemming met het niveau en de studierichting van de opleiding	<input type="checkbox"/> Ja <input type="checkbox"/> Nee > Een in tijd gefaseerd stageplan bijvoegen met vermelding van de leercomponenten en educatieve doelstellingen Toelichting <input type="text"/>
1.11	Aantal stagiairs met een gecombineerde vergunning of met twv dat gelijktijdig stage loopt	<input type="text"/> Afgerond in hele euro's

- 1.12 Stagevergoeding per maand €  (Minimaal 50% van het wettelijk minimum(jeugd)loon)
- > Kopie van een door stagiair en stagebieder getekende stageovereenkomst met vermelding van de stagevergoeding bijvoegen
- 1.13 Heeft de vreemdeling nog ander inkomsten (beurs/eigen middelen)
- > Stuur bewijsstukken van deze inkomsten mee (bijv. bankafschrift, beursverklaring)

#### Overzicht bij te voegen bewijsstukken bij stage gedurende de opleiding:

- Een schoolverklaring waaruit blijkt dat betrokkene gedurende de stage staat ingeschreven bij de opleiding of een verklaring waaruit blijkt dat de stage noodzakelijk is
- Het in tijd gefaseerde stageplan, met vermelding van de leerdoelen en educatieve componenten
- De stageovereenkomst die is ondertekend door de werkgever die de stage aanbiedt en de vreemdeling (in de overeenkomst is de stagevergoeding vermeld);

## 2 Gegevens afgeronde opleiding van de vreemdeling

- 2.1 De HBO/WO-studie is maximaal 2 jaar geleden afgerond  Ja > (kopie diploma bijvoegen vertaald naar het Nederlands of Engels. Indien de waarde niet uit het diploma blijkt, laat het dan naar Nederlandse maatstaven waarden (zie [www.idw.nl](http://www.idw.nl)))  Nee
- 2.2 Wat is het doel van de stage? \_\_\_\_\_
- 2.3 De werkervaringsplaats sluit aan bij de afgeronde opleiding  Ja  Nee  
Toelichting  
\_\_\_\_\_
- 2.4 Zijn de leerdoelen van de werkervaringsplaats in overeenstemming met het niveau van de afgeronde opleiding?  Ja  Nee  
Toelichting  
\_\_\_\_\_
- 2.5 De werkgever verklaart dat tijdens de stage het accent ligt op de leercomponenten en educatieve doelstellingen zoals opgenomen in het stageprogramma  Ja  Nee
- 2.6 Verklaring (kruis aan)  Ik verklaar dat de stagiair geen reguliere arbeidsplaats inneemt  
Afgerond in hele euro's
- 2.7 Stagevergoeding per maand €  (Minimaal 50% van het wettelijk minimum(jeugd)loon)
- > Kopie van een door stagiair en stagebieder getekende stageovereenkomst met vermelding van stagevergoeding bijvoegen. In deze overeenkomst dient ook het stageprogramma (bij voorkeur gefaseerd per maand) te zijn opgenomen met vermelding van de leercomponenten en educatieve doelstellingen.
- 2.8 Heeft de vreemdeling nog andere inkomsten? (Bijvoorbeeld nog eigen middelen?)  Ja  Nee > Bewijsstukken toevoegen.  
Toelichting  
\_\_\_\_\_

#### Overzicht bij te voegen bewijsstukken werkervaringsplaats (stage na afronding opleiding):

- Kopieën van diploma's en getuigschriften (vertaald in het Nederlands of het Engels door een beëdigd vertaler);
- Waardering van het diploma van de vreemdeling door een erkende instantie als uit het diploma niet blijkt wat het niveau is (meer informatie daarover vindt u op [www.idw.nl](http://www.idw.nl));
- De stageovereenkomst die is ondertekend door de werkgever die de stage aanbiedt en de vreemdeling (in de overeenkomst is de stagevergoeding vermeld); In de stageovereenkomst dient, naast de stagevergoeding, het stageprogramma met vermelding van de educatieve doelstellingen en leercomponenten te zijn opgenomen.
- Indien eigen middelen: Bewijsstukken andere inkomsten (beurs / eigen middelen).

#### Verwerking van persoonsgegevens

De Immigratie- en Naturalisatiedienst (IND) verwerkt persoonsgegevens tijdens de behandeling van uw aanvraag, melding of verzoek. Dit betekent dat de IND gegevens opvraagt bij uzelf en bij andere organisaties of personen als dat nodig is. Ook gebruikt en bewaart de IND gegevens en geeft deze door aan andere organisaties. De IND houdt zich daarbij aan de regels die in de privacywetgeving staan. Zo moet de IND zorgvuldig en veilig met gegevens omgaan. De wet geeft ook rechten. Als u dat vraagt, mag u bijvoorbeeld zien welke gegevens de IND over u verwerkt. Ook kunt u informatie krijgen over waarom de IND deze gegevens verwerkt en aan wie deze zijn doorgegeven. Op [www.ind.nl](http://www.ind.nl) leest u hoe de IND met uw gegevens omgaat en welke rechten u hebt. Ook leest u hoe u gebruik kunt maken van uw rechten.