



## Application for extension of residence permit for residence as family member or relative (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 the 'family member or relative' purpose of residence. You can use this form to extend the period of validity of this residence permit. If you are a sponsor and you want to submit an application for a foreign national, you can use the form 'Application for extension of residence permit for residence as family member or relative for the sponsor.'

You can use this form to submit an application to extend the period of validity of the residence permit for residence as family member or relative with:

- Spouse/registered partner/unmarried partner
- Parent(s)
- Minor child (younger than 18 years old)
- Adopted or foster child
- Other family members

### Why use this form?

The Immigration and Naturalisation Service (IND) sends, approximately 3 months before the validity of the current residence permit expires, a service letter to notify you about the expiration date of your residence permit. The letter states that you have the possibility to extend your residence permit online via the website. For more information check "Apply online" on [www.ind.nl](http://www.ind.nl). Can you or do you prefer not to submit the application online? You can 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 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, 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](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

### 1.1 Declaration of Circumstances

> 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.*

- Since the current residence permit was issued, there have been **no** changed facts or circumstances that might affect your right of residence.
- Since the current residence permit was issued, there have been changes to the facts and circumstances that might affect your right of residence, namely:
  - Your family situation has changed, namely:
    - You and the sponsor do not live on the same address
    - Marriage/registered partnership
      - > Enclose a copy of the marriage certificate/registration
    - New relationship
      - > Please note! Do not submit this form. Contact the IND
    - Ending of marriage/relationship
      - > Please note! Do not submit this form. Contact the IND
  - Your income situation or that of your sponsor has changed.
    - > Enclose the means of evidence cited in the 'Proof of income' appendix.
  - Other, namely:

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### 1.2 Antecedents Certificate

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

#### Please note!

If you have a residence permit at the moment on grounds of the Dutch-German Convention on Establishment or the Dutch-Swiss Treaty, then you are not required to complete this declaration.

In case of an application for a minor child who is younger than 12 years old, then you do not need to complete this declaration.

If you do not complete the antecedents certificate truthfully, this may have consequences for the right of residence

- 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 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 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.

Yes, I am in possession of a valid passport.

Passport information

Number

Country

Valid from

Day	Month	Year

to

Day	Month	Year

No, I am not in possession of a valid passport.

Explanation

- If I am issued with a new residence permit, then I will take this passport with me when I go to collect my new residence pass. Without a valid passport, your residence document will not be issued to you, unless you are exempted from the passport requirement.
- If you were exempted from the requirement of having a valid passport at the time of issue of the current permit, or you were temporarily exempted from this requirement, then you must hand over a copy of your valid passport (if you have taken possession of this passport in the meantime), or enclose a declaration showing that there are no changed circumstances and that you still cannot receive a valid passport from the authorities.
- If you have a residence permit on grounds of residence as a foreign national who cannot leave the Netherlands through no fault of your own, then you are not required to complete this declaration. You do not have to complete this declaration if the child has a residence permit as adopted child

## 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 4 months continuously
- I was not in the Netherlands for a period of more than 4 months continuously. I was then in:

Country

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Period from: to:

Day	Month	Year						Day	Month	Year				

## 2 Choose the purpose of residence

**Choose the purpose of residence of the permit for which you want to extend the period of validity.** You can only extend one residence permit with this form. If several family members want to extend their residence permits, then every family member must complete a separate application form. If you choose more than one purpose then (possibly) your application will be no longer valid. If you are in doubt, then contact the IND. Do not submit your application if you are not sure whether you and the foreign national comply with the conditions. Visit the IND website at [www.ind.nl](http://www.ind.nl) for the conditions for extending the residence permit.

> Please tick the applicable situation

The foreign national has a residence permit for:

- stay for the purpose of carrying out family life in accordance with Article 8 of the ECHR (334)
  - > Proceed to 3 'Means of evidence'
- stay with spouse or (registered) partner (320)
- stay with partner (322)
- stay with parent(s) (326 - 328)
- extension of family reunification (parent with a child, children aged 18 and over with a parent, other family members) (330 - 332))
- stay with a foreign national minor who holds a temporary asylum residence permit (347)
- stay with foster parent(s) (352)
- stay with adoptive parent(s) (350 - 355 - 356)
- stay with the holder of a medical residence permit (415 - 416 - 417 - 418)
  - > Proceed to 4 'Passport photo, fingerprints and signature'

## 3 Means of evidence

By 2 'Choose the purpose of residence' you ticked the box stating that you want to extend the period of validity of your residence permit for the purpose of residence of 'staying to carry out family life in accordance with Article 8 of the ECHR'. If you want to extend the period of validity of this permit for carrying out family life with your minor child, then you must enclose with your application means of evidence showing the way in which you carry out your family life with your minor child.

## 4 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.

NB. No fingerprints are taken from children younger than 6 years of age, only a passport photo is required. You can send a passport photo of your child to the IND, using the appendix passport photo form on [www.ind.nl](http://www.ind.nl). You can also have a passport photo taken at the IND desk. Herefore you have to make online an appointment via [www.ind.nl](http://www.ind.nl).

## 5 Details of the sponsor

*Write in block letters*

5.1 Citizen Service Number  
(if known)

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*Surname as stated in the passport*

5.2 Name

\_\_\_\_\_

*First names*

5.3 Sex

- Male  
 Female

5.4 Date of birth

Day		Month		Year							

5.5 Place of birth

5.6 Country of birth

5.7 Nationality

5.8 Civil status

- unmarried  
 married  
 registered partnership  
 divorced  
 widow/widower

5.9 Home address

\_\_\_\_\_

*Street*

\_\_\_\_\_

*Number*

\_\_\_\_\_

*Postcode*

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*Town*

5.10 Telephone number

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6.10 Home address

Street

Number

Postcode

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

Town

Country

6.11 Telephone number

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6.12 E-mail

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## 7 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 position of my right of residence, or that an administrative fine might be incurred.

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

7.2 Name

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7.3 Place and date

Place

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

7.4 Signature

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## 8 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'.







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?

Yes

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?

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 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  Day  Month  Year

5.5 Place and date

5.6 Signature of administrator/ accountant

<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.

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