



Application for the purpose of stay 'Intra Corporate Transfer' (Directive 2014/66/EU) (sponsor)

Please read the explanatory notes before you start completing the form.

Who is this form for?

You can only use this form if you are a sponsor of an employee (a foreign national) for whom you wish to apply for a residence permit on the basis of work, for the purpose of which it is required that the foreign national has a combined permit for residence and work. The sponsor is the employer of the employee.

By using this form, you can make an application on behalf of the employee for a combined permit for residence and work with the purpose of stay 'Directive of the Intra Corporate Transfer'. You must submit the application to the IND. The IND requests advice from the Employee Insurance Agency (UWV). UWV's advice subsequently forms part of the decision taken on the part of the IND.

How to complete the form.

This form consists of a number of appendices. You have to fill in certain appendices which shall depend on the situation the foreign national is in. Do not submit this form until you completed it in full, signed it and until you collected all the required documents and evidence. IND is not able to make a proper assessment of your application if it is not complete.

Processing of personal data

The Immigration and Naturalisation Service (IND) processes personal data when it processes your application, notification, or request. This means that if needed the IND will request data from you yourself and other organisations or persons. The IND also uses and stores data and shares them with other organisations. When doing so, the IND strictly adheres to the stipulations of privacy legislation. For instance, the IND must treat data safely and with due care. The law also gives rights. At your request, you are allowed to see which data on you the IND processes. You can also get information on why the IND does so and to whom your data have been passed on. On www.ind.nl you can read how the IND processes your data and which rights you have. You can also read how to use your rights.

Do you wish to have more information?

Please go to IND's website, www.ind.nl. You can also telephone IND. The telephone number is 088 0430 430 (you pay the usual rate for this information number), which is reachable on working days from 9.00 to 17.00 hrs. If you call from abroad, please dial +31 88 0430 430.

1 What is the situation of the foreign national?

> Please tick the boxes below as appropriate for the situations that apply and follow the instructions provided.

1. A foreign national has his principal residence abroad and he would like a residence permit and the foreign national has the nationality of Australia, Canada, Japan, New Zealand, United States of America, South Korea, Monaco or Vatican City.

- You wish to submit an application for a regular residence permit.
> Continue to 4 'Tuberculosis'

2. The foreign national resides abroad and he has a nationality for which a provisional residence permit (mvv) is required (a nationality other than the nationalities referred to under 1).

A mvv is a visa with which the foreign national can travel into the Netherlands for the purpose of residence for a period of time which is longer than 90 days. A valid mvv may enable the foreign national to obtain a residence permit.

- You wish to make an application for a provisional residence permit or mvv and a residence permit (procedure for 'access and residence')
> Please continue to 2 'the location for the collection of a provisional residence permit (mvv) and an entry date'

3. Extension of the validity of the residence permit.

- You wish to submit an application for extension of the validity of the residence permit.

Please note! There is a maximum term of residence. The maximum duration of a transfer to the European Union is not to be any longer than 3 years for managers and specialists and 1 year for trainee employees. Make sure that the IND has received the application for renewal before expiration of the residence permit of the foreign national. It is important to avoid unlawful residence.

Do not submit an application for extension of the validity 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.

> Continue to 3 'Location where the residence permit is collected'

2 Place of collection of regular provisional residence permit and entry date

2.1 Dutch embassy or consulate in the country of origin (or country of continuous residence). If no Dutch embassy or consulate is available, then you need to collect the regular provisional residence permit in the nearest country where a Dutch embassy or consulate is available.

NB! The foreign national must collect the regular provisional residence permit from the Embassy or Consulate where he sat the civic integration examination abroad. The foreign national can travel to the Netherlands with this regular provisional residence permit.

2.2 The expected entry date of the foreign national into the Netherland
NB! This is the date of entry of the residence permit. If you do not state a date here, the IND shall use the date after the foreign national collected the mvv as the entry date of the residence permit.

Town

Country

Day Month Year

3 Location where the residence permit is collected

Please indicate below the IND Desk where the foreign national will collect the residence permit

> Please tick the applicable situation

- Amsterdam Den Bosch Eindhoven Den Haag
 Rotterdam Utrecht Zwolle

The foreign national can also collect his residence permit at an Expatcenter

(NB. Some Expatcenters charge a fee for this service. To collect the residence permit you must make an appointment)

- Amsterdam Den Haag Eindhoven Enschede
 Groningen Rotterdam Utrecht Wageningen

4 Tuberculosis

You want to apply for a residence permit in the Netherlands on behalf of a foreign national. The foreign national may need to undergo an examination and treatment for tuberculosis (TB). This depends on the situation.

> Please tick the applicable situation

- The foreign national does not need to undergo a TB test because he is applying for extension of the validity of the residence permit.
 The foreign national does not need to undergo a TB test because he is a national of one of the countries listed in the appendix 'Exemption from the obligation to undergo a tuberculosis (TB) test'.
 The foreign national has a different nationality and has not yet undergone a TB test in the Netherlands. Then you should complete the 'Declaration of intent to undergo a TB test' appendix and send this together with the application. The foreign national must sign this appendix him/herself.

If the foreign national is in the Netherlands, then an appointment should be made for the test with the Municipal Health Service (GGD) in the area where he/she lives or will be living (for further information visit the website www.ggd.nl). Take the appendix 'TB test referral form' with you to the Municipal Health Service (GGD). The Municipal Health Service (GGD) will then send the form to the IND.

Application

for the purpose of stay 'Intra Corporate Transfer' (Directive 2014/66/EU)
(sponsor)

Immigration and Naturalisation Service
Ministry of Justice and Security

5 Means of evidence

You have to collect means of evidence to file the application. The personal situation of the foreign national and the purpose of residence determine what evidence is needed. Please do not submit an application until all of the means of evidence is collected and copied. Please ensure that the copies are of a good quality.

Requirements of foreign means of evidence

It may be so that documentary evidence from abroad may have to be added to this application. The personal situation and the purpose of residence determine which foreign means of evidence has to be added.

Language

All foreign means of evidence must be compiled in Dutch, English, French or German. However, it is preferable for the documents to be set out in Dutch or English. Is this not the case? Please arrange for the translation of the documentary evidence by a translator who has been sworn in by the District Court. Please send the translation and the documentary evidence together with the application to the IND. If you are arranging for the translation abroad and not in the Netherlands by a translator sworn in by the District Court, the translation must be legalized or it must be provided with an apostille stamp from the competent authorities in the country of issue.

Official means of evidence

Official foreign means of evidence must be issued and legalised by the competent authorities of the country that issued the means of evidence. In some countries the document must then also be legalized by the Dutch embassy or the Dutch consulate in the country in question. In 'apostille countries' an apostille, issued by the competent local authorities, is sufficient. If no Dutch embassy or consulate is available in that country, the document must be legalised by the Dutch embassy or consulate responsible for that country. Official foreign means of evidence include, for example, birth certificates and marriage certificates. Having these means of evidence legalised or provided with an apostille stamp can take a long time. You should start several months in advance of submitting your application with having documents legalised or provided with an apostille stamp in the country of origin. For more information about legalisation or apostille requirements for documents per country and any exceptions to these requirements, you can telephone the 'Public Information Service', telephone number 1400. You can also visit the website www.rijksoverheid.nl.

> Please tick

The transfer within a corporation (GVVA - 933)

Please add the following documentary evidence to your application:

- A copy of the passport of the foreign national (only the pages showing the identity details and stamped pages);
- The appendix 'Engagement letter' from the employer as completed, showing the details of the current employment at the employer abroad, the transfer and the details of the position at the Dutch employer;
- The appendix 'Declaration of intent to undergo a TB test' as completed;
- The appendix 'Antecedents certificate as completed by the foreign national';
- The appendix 'Declaration by sponsor (employment)' as completed and signed;
- The Curriculum Vitae of the foreign national showing what training courses he has completed and - if applicable - the working experience of the foreign national.

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

- Proof of acknowledgement of the professional qualifications.

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

- Diplomas and degree certificates; a copy of a Master's Degree if applicable;
- A trainee agreement. The aforesaid relates to the preparation of the prospective position within the company or the group of companies, together with a description of the trainee programme. The description shows:
 - that the aim of the residence is to provide training to the trainee employee to develop a career or to provide training in relation to techniques and methods of the corporation.
 - the duration of the agreement;
 - the way in which supervision of the trainee employee is carried out during the transfer.

6 Biometric information (fingerprints, passport photo) and signature, Antecedents certificate

- The foreign national must have his fingerprints and facial image (passport photo) taken to determine his identity. The biometric information is also required to create a residence permit. For the residence permit the IND also needs a signature of the foreign national. See the appendix Fingerprints, passport photo and signature.
- Fill out the Antecedents certificate appendix and submit this appendix together with your application.

7**Details from the sponsor (employer)**

WRITE IN BLOCK LETTERS

7.1 Name of company _____

7.2 Name of contact and Sex _____ Male Female
Street _____ Number _____

7.3 Postal address (the registered office of the company) _____
Postcode _____ Town _____

7.4 Telephone number of contact _____

7.5 E-mail of contact _____

7.6 Website _____

7.7 Registration number of the Chamber of Commerce Yes _____
Explanation _____
 No _____

7.8 The type of business _____

7.9 What is the relationship between the foreign employer and the Dutch employer (host entity)?

7.10 The total number of staff permanently employed _____

7.11 Employer Tax ID _____

8**Details of the authorized representative (if applicable)**

Please send an authorization if you do not work at the aforesaid company.

8.1 Name of company _____

8.2 Name of contact and Sex _____ Male Female
Street _____ Number _____

8.3 Postal address _____
Postcode _____ Town _____

8.4 Telephone number of contact _____

8.5 E-mail of contact _____

8.6 Website _____

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9

Details of the foreign national (the employee)

WRITE IN BLOCK LETTERS

9.1 V-number (if known)

9.2 Citizen Service Number (if known)

9.3 Name
Surname as stated in the passport

First names

9.4 Sex and date of birth
 Male Female
> Please tick the applicable situation
Day Month Year

9.5 Place of birth

9.6 Country of birth

9.7 Nationality

> Please tick the applicable situation

9.8 Civil status
 unmarried married registered partnership divorced widow/widower

9.9 Passport details
Number Country

Valid from (date) to (date)

9.10 (prospective) Residential address
Street Number

Postcode Town

Country

9.11 Telephone number

9.12 E-mail

9.13 Educational background

> Please tick the applicable situation

9.14 Earlier residence in the Netherlands
 Yes No

9.15 Latest period of time (from/to)
Start Day Month Year end Day Month Year

9.16 Residency in another EU country pursuant to the Directive ICT?
 Yes, from Day Month Year to Day Month Year
 No

10 Details of employment

10.1	Address where the work is being done	Street Number
		Postcode Town
		> Please tick the applicable situation
10.2	The position concerns	<input type="checkbox"/> A Manager (933);* <input type="checkbox"/> A Specialist (933);* <input type="checkbox"/> A Trainee employee (933).
10.3	* Designation of the position of employee	

11 Signature

If you sign this form you have rights and obligations. If you are not aware of your rights and obligations, please go to www.ind.nl.

I declare that I have truthfully completed this form. I am aware of the fact that the personal details as provided will be processed within the context of the implementation of the Aliens Act 2000 and these details are being passed on to the institutions that need these details for such a purpose. I shall provide the IND immediately with information on any alterations of my situation which have consequences for my position as a sponsor for the residency rights of the foreign national. I am aware of the fact that if I fail to do the same, this may affect my position as a sponsor in relation to the residency rights of the foreign national. I am aware of the fact that I may be subject to an administrative fine. I am aware of my rights and obligations.

I have enclosed the signed appendix 'Declaration by sponsor'.

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

11.1	Name	
11.2	Place and date	Place Day Month Year
11.3	Signature	

12 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 (by the sponsor)".



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

Appendix Antecedents Certificate

1 Certificate

> Please tick the applicable situation

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

2 Signing (by the foreign national)

I have completed this form truthfully.

2.1	Name																		
2.2	Date of birth and V-number	Day	Month	Year	V-number														
2.3	Place and date	Place						Day	Month	Year									
2.4	Signature																		

Processing of personal data

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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.

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 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 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.
- 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.

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.

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.

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Appendix Declaration of intent to undergo a TB test

In order to obtain a residence permit, you (or the person you represent) must be prepared to undergo a tuberculosis (TB) test and - if necessary - treatment. If you submit the completed declaration of intent to undergo a TB test to the IND together with your application (and also meet all other conditions), the IND will grant you a residence permit as soon as possible.

You are granted this permit under the express condition that you will actually undergo a TB test within three months after having received your residence permit. Should it become clear after the issue of a residence permit that - despite signing the declaration of intent - you failed to undergo a TB test within the period of three months, this may result in a cancellation of the permit that was granted.

Enclose the completed and signed declaration of intent with your application before you make an appointment with the Municipal Health Service. In doing so, you declare that you are prepared to undergo a TB test and, if necessary, TB treatment. For the appointment with the Municipal Health Service, you must complete the referral form as much as possible (part 1) and take it with you.

The obligation to undergo the test does not apply if you are a national of one of the countries listed in the appendix 'Exemption from the obligation to undergo a tuberculosis (TB) test'. Nor does the obligation to undergo the test apply if you have an EU residence permit for long-term residents issued by another EU country or are his/her family member and were already admitted to another EU country as a family member of the long-term resident.

1 Details of foreign national to be tested (the applicant)

1.1	Application for a permit for the purpose of work, wealthy foreign national, learning while working or study?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.2	V-number (if known)	<input type="text"/>
1.3	Name	<input type="text"/> Surname as stated in the passport <input type="text"/> First names <input type="text"/>
1.4	Sex and Date of birth	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year
1.5	Place of birth	<input type="text"/>
1.6	Country of birth	<input type="text"/>
1.7	Nationality	<input type="text"/>
1.8	Home address	<input type="text"/> Street <input type="text"/> Number <input type="text"/> <input type="text"/> Postcode <input type="text"/> Town <input type="text"/>
1.9	Civil status	<input type="checkbox"/> unmarried <input type="checkbox"/> married <input type="checkbox"/> registered partnership <input type="checkbox"/> divorced <input type="checkbox"/> widow/widower Number <input type="text"/> Country <input type="text"/>
1.10	Details passport	<input type="text"/> Valid from (date) <input type="text"/> to (date) <input type="text"/>

1.11.1 Do you have a spouse or (registered) partner? No > Go to 2 'Signing'
 Spouse > Please complete the requested details below
 (Registered) partner > Please complete the requested details below

1.11.2 Name Surname as stated in the passport
 |
 First names
 |
 > Please tick the applicable situation

1.11.3 Sex Male Female

1.11.4 Home address Street | Number
 |
 Postcode | Town
 | | | | | | | | | |

1.11.5 Nationality
 |

2 Signing

I hereby declare that I am prepared to cooperate in a tuberculosis test and any treatment. I am aware of the fact that I must undergo a TB test within three months after the residence permit has been received. If I fail to do so, this might have consequences for my right of residence in the Netherlands.

2.1 Name of foreign national
 |

2.2 Place and date Place | Day | Month | Year | | | | | |

2.3 Signature of foreign national
 |

2.4 Name in case of legal representative
 |

2.5 Place and date Place | Day | Month | Year | | | | | |

2.6 Signature of legal representative
 |

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Do not enclose this appendix with the form!

Below, you can read how you can submit and pay for the Entrance and Residence Procedure (TEV procedure), the application for a residence permit (without a regular provisional residence permit) or a change to the restriction on the residence permit.

Please note! If the foreign national relies on an exemption from the requirement to apply for a regular provisional residence permit you cannot send the application by post. In that case, the foreign national must always submit the application to the IND Desk in person. Please visit www.ind.nl for the ways you can contact the IND.

Submitting the Entrance and Residence Procedure (TEV procedure), a residence permit without a regular provisional residence permit or a change to the restriction on the residence permit

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 economic purpose of residence (work, study, for example)

**Immigratie- en Naturalisatiedienst
Postbus 5
9560 AA Ter Apel**

Application for a social purpose of residence (family formation or family reunification, for example)

**Immigratie- en Naturalisatiedienst
Postbus 16
9560 AA Ter Apel**

Appendix

Submitting and paying for the application by the sponsor

How do you pay?

An application 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 (unless you use a direct debit collection) (*direct debit collection is not available for private persons, non-recognised sponsors and applications for recognition as sponsor*).

Here, you can find no information about the costs or any exemption from having to pay fees. Please visit www.ind.nl if you want to know the costs beforehand. If the assessment of your application shows that you do not qualify for the residence permit applied for, you will not receive a refund.

What happens with your application?

If you have submitted your application 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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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. 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 you can read how the IND processes your data and which rights you have. You can also read how to use your rights.



Appendix Engagement letter

Intra Corporate Transfer Directive 2014/66/EU

1 Details of the current employment at the employer established outside the EU

1.1	Name of the employer established outside the EU	<hr/> Street Number				
1.2	Address details	<hr/> Postcode Town <hr/> Country <hr/> Surname as stated in the passport				
1.3	Name of employee	<hr/> First names <hr/>				
1.4	Date of birth	<hr/> Day Month Year <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> </table>				
1.5	Nationality	<hr/> Day Month Year <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> </table>				
1.6	Date of commencement of employment at the foreign employer	<hr/>				
1.7	Current position at the foreign employer	<hr/>				

2 Details of transfer

2.1	Name of Dutch employer	<hr/>								
2.2	Registration number at the Chamber of Commerce	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> </table> <hr/> Street Number								
2.3	Branch details of the employer in the Netherlands (no postal address)	<hr/> Postcode Town <hr/>								
2.4	Period of transfer to the Netherlands	From <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> </table> <hr/> To <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> </table> <hr/> <i>> Please tick the applicable situation</i>								
2.5	Declaration	Following the residency in the Netherlands, the employee shall return to the employer established outside the EU or to another branch of the corporation whose registered office is outside the EU <input type="checkbox"/> Yes <input type="checkbox"/> No								

3 Details of employment with Dutch employer

3.1	Name function employee	<hr/>
3.2	Duties within the job position	<hr/>
3.3	Job requirements	Educational background <hr/>
		Experience <hr/>
3.4	Weekly working hours per week	<hr/>
3.5	Gross monthly wages during the period of transfer (excluding holiday allowance)	€ <hr/> > Please tick the applicable situation
3.6	Is the reward of your organisation and industry common to Dutch standards for someone with such a function in view of the tasks/activities and taking into account the age, knowledge and experience? Would you explain this?	<input type="checkbox"/> Ja <input type="checkbox"/> Nee Explanation (please provide in this note the CAO or the remuneration policy within your organisation/ industry) <hr/> <hr/> <hr/> <hr/>

Processing of personal data

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Do not enclose this appendix with the form!

Appendix

Exemption from the obligation to undergo a tuberculosis (TB) test

If you have the nationality of one of the countries on this list, you do not have to undergo a tuberculosis (TB) test.

Albania	Jordan	United Arab Emirates
Andorra	Kosovo	United Kingdom
Antigua and Barbuda	Kuwait	United States of America
Argentina	Latvia	Uruguay
Armenia	Lebanon	Venezuela
Australia	Libya	
Austria	Liechtenstein	
Bahamas	Lithuania	
Bahrain	Luxembourg	
Barbados	Macedonia	
Belgium	Maldives	
Belize	Malta	
Bosnia and Herzegovina	Mauritius	
Brazil	Mexico	
Bulgaria	Monaco	
Canada	Montenegro	
Chile	Netherlands	
Colombia	New Zealand	
Comoros	Niue	
Costa Rica	Norway	
Croatia	Oman	
Cuba	Paraguay	
Cyprus	Poland	
Czech Republic	Portugal	
Denmark	Qatar	
Dominica	Romania	
Egypt	Samoa	
El Salvador	San Marino	
Estonia	Saudi Arabia	
Finland	Serbia	
France	Seychelles	
Germany	Singapore	
Greece	Slovakia	
Grenada	Slovenia	
Guatemala	Spain	
Honduras	St Kitts & Nevis	
Hungary	St Lucia	
Iceland	St Vincent and the Grenadines	
Iran	Suriname	
Iraq	Sweden	
Ireland	Switzerland	
Israel	Syria	
Italy	Tonga	
Jamaica	Trinidad and Tobago	
Japan	Tunisia	
Yemen	Turkey	

