



It is also possible to submit and manage this application online. Start the online application on www.ind.nl/en. Choose the button 'Login Business Portal' and login with eHerkenning.

Please use this form if the foreign national holds an Intra Corporate Transfer permit issued by another Member State.

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

1 Who can submit this application?

> Please tick the applicable situation

- You can only use this form if the IND has acknowledged you as a sponsor or if you are the authorized representative of the acknowledged sponsor. It concerns an application for the following procedure:
- Procedure for a regular residence permit: the foreign national does not have the obligation to have a provisional residence permit.
 - 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 Netherlands may be no longer than the duration of the Intra Corporate Transfer permit issued by the other Member State. 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.

2 Details of the acknowledged sponsor

WRITE IN BLOCK LETTERS

2.1	Name of corporation	<input type="text"/>				
2.2	IND Client number	<input type="text" value="K 1-"/>				
2.3	Name of contact	<input type="text"/>				
2.4	Postal address	<table border="0" style="width: 100%;"> <tr> <td style="width: 80%;"><input type="text" value="Street"/></td> <td style="width: 20%;"><input type="text" value="Number"/></td> </tr> <tr> <td><input type="text" value="Postcode"/></td> <td><input type="text" value="Town"/></td> </tr> </table>	<input type="text" value="Street"/>	<input type="text" value="Number"/>	<input type="text" value="Postcode"/>	<input type="text" value="Town"/>
<input type="text" value="Street"/>	<input type="text" value="Number"/>					
<input type="text" value="Postcode"/>	<input type="text" value="Town"/>					
2.5	Telephone number of contact	<input type="text"/>				
2.6	E-mail of contact	<input type="text"/>				
2.7	Registration number Chamber of Commerce	<input type="text"/>				

3 Details of an authorised representative (if applicable)

3.1	Name of corporation	<input type="text"/>				
3.2	Name of contact	<input type="text"/>				
3.3	Postal address	<table border="0" style="width: 100%;"> <tr> <td style="width: 80%;"><input type="text" value="Street"/></td> <td style="width: 20%;"><input type="text" value="Number"/></td> </tr> <tr> <td><input type="text" value="Postcode"/></td> <td><input type="text" value="Town"/></td> </tr> </table>	<input type="text" value="Street"/>	<input type="text" value="Number"/>	<input type="text" value="Postcode"/>	<input type="text" value="Town"/>
<input type="text" value="Street"/>	<input type="text" value="Number"/>					
<input type="text" value="Postcode"/>	<input type="text" value="Town"/>					

3.4 Telephone number of contact

3.5 E-mail of contact

4

Details of the foreign national

WRITE IN BLOCK LETTERS

4.1 V-number (if known)

4.2 Citizen Service Number (if known)

4.3 Name
Surname as stated in the passport

4.3 Name
First names

4.4 Sex and date of birth Male Female Day Month Year

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 Passport data Number Country
Valid from (date) to (date)
Street Number
Postcode Town
Country

4.10 Address abroad, or the address in the Netherlands if that is already known

4.11 Telephone number

4.12 E-mail

4.13 The position concerns A Manager (934);*
 A Specialist (934);*
 A Trainee employee (934).

4.14.1 * Job position of the foreign national

4.14.2 Gross monthly salary (excluding holiday allowance) € All amounts rounded to the nearest full euro

4.15 EU country of the issued ICT residence permit

4.16 Period of validity of the issued ICT residence permit in the other EU country Start Day Month Year end Day Month Year

Application

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

Immigration and Naturalisation Service
Ministry of Justice and Security

5 A statement of the terms and conditions

> Please tick

I declare the following:

- The Dutch employer (host entity) and the employer not situated in the EU are part of the same company or the same group of companies. Yes No
- It is a position at higher education or university level. Yes No
- The foreign national has a valid employment contract with the company not situated in the EU. Yes No
- In the practice of a regulated profession, the foreign national has the required recognition of professional qualifications. Yes No or not applicable
- The employment conditions, employment relationships or working conditions of the relevant job are at least at the level required by law and customary in the relevant industry. Yes No
- The Dutch employer (host entity) was not incorporated with the principal aim of facilitating the entry of Intra Corporate Transferees. Yes No
- Over the past 5 years, no fines have been imposed on the Dutch employer (host entity) under the Foreign Nationals (Employment) Act or the State Taxes Act. Yes No
- The Dutch employer (host entity) performs economic activities. Yes No
- The other Member State is the country where the foreign national will stay the longest during his transfer. Yes No
- During the application, the main residence of the foreign national will be outside the Netherlands. Yes No
- The Dutch employer (host entity) did not submit a notification for short-term mobility for the foreign national with the Netherlands Employees Insurance Agency (UWV) at the same time as this application. Yes No
- The Dutch employer (host entity) uses this form to act as a sponsor for the above-mentioned foreign national as referred to in Article 2a of the Aliens Act. Yes No
- The foreign national has filled out and signed the Appendix 'Antecedents Certificate'. Yes No
- In the antecedents certificate the foreign national has stated that he or she has no antecedents. Yes No
 - > If the antecedents certificate is not signed and / or if the foreign national has not declared that he or she has no antecedents, then enclose the antecedents certificate to the application.
- It is the intention of the foreign national to subject himself to a TB examination (if necessary) within 3 months of arrival in the Netherlands (only applicable upon first entry). Yes No or not applicable

6 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

7 Signing by the recognised sponsor

7.1	Name	_____
7.2	Place and date	_____
7.3	Signature (by a person authorised for this purpose)	_____

8 Means of evidence and documents

Please enclose the following documents with this form:

- A copy of the foreign national's passport (only the identity details and stamped pages).
- The completed appendix 'Direct debit collection'.
- A copy of the valid Intra Corporate Transfer residence permit, issued by the other EU Member State.
- The appendix 'Engagement letter' from the employer, as completed, showing the details of the current employment with the employer not based in the EU, the transfer to the EU and the content of the job with the Dutch employer.

If the antecedents certificate is not signed and / or if the foreign national has not declared that he or she has no antecedents:

- The antecedents certificate.

9 Biometric information (fingerprints, passport photo) and signature

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

10 Submitting the application and payment

You have collected, copied and enclosed all the means of evidence necessary for the application. Proceed to the appendix: "Submitting and paying for the application (by the sponsor)".

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.



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											Day	Month	Year									
2.4	Signature																						

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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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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, recognised sponsors relating to 'exchange' established in another Member State of the EU, EEA or Switzerland 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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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 <hr/>
1.5	Nationality	<hr/> Day Month Year <hr/>
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	<hr/>
2.3	Branch details of the employer in the Netherlands (no postal address)	<hr/> Street Number <hr/> Postcode Town <hr/>
2.4	Period of transfer to the Netherlands	<hr/> From Day Month Year <hr/> To Day Month Year <hr/>
2.5	Declaration	<p>> Please tick the applicable situation</p> <p>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</p> <hr/>

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"/> Yes <input type="checkbox"/> No Explanation (please provide in this note the CAO or the remuneration policy within your organisation/ industry) <hr/> <hr/> <hr/> <hr/>

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Please note! If you do not agree with this withdrawal, you can have it reversed. Please contact your bank for this within 8 weeks. Ask your bank for the conditions. The IND does not accept a form that is not filled out completely or illegibly. (Version 2018b)

Appendix Direct debit collection

(One time authorisation - SEPA)

Complete and sign the form. Do so for each foreign national separately. (Direct debit is only available for recognised sponsors and their authorised representatives. This paying method is not available for applications for recognition as sponsor.) IND debits your account for legal fees to be paid within three months stating the ID and reference of the collecting officer.

(Debit collection takes place per foreign national and per procedure). If assessment of the application shows that the foreign national does not qualify for the requested residence permit, you will not be reimbursed. See for current fees: www.ind.nl/fees

1 Details of collecting officer

1.1	Name	Immigration and Naturalisation Service
1.2	Postal address	PO Box: 5 Postcode: 9560 AA Town: Ter Apel Country: Netherlands
1.3	ID Collecting Officer	NL77ZZZ507204570001
1.4	Authorisation Reference	(future) invoice number of the application

2 Details of the bank account from which the fees are debited

> The IND only accepts authorisations for Euro accounts (SEPA).
Fill in the details of the paying party and not the details of the bank.

2.1	Name account holder	
	Street	
	Number	
2.2	Postal address	
	Postcode	
	Town	
2.3	IBAN	
2.4	BIC	

3 Details of the foreign national

		Surname as stated in the passport
3.1	Name	
		First names
3.2	Date of birth	
		Day
		Month
		Year

4 Signing

By signing this form, you authorise IND to send a once only direct debit collection order to your bank to debit your account for the legal fees to be paid. By signing this form you also authorise the bank to debit your account once only according to the order by IND.

4.1	Name	_____			
		Place	Day	Month	Year
4.2	Place and date	_____			
		Signature account holder		Stamp (optional)	
4.3	Signature account holder (by a person authorised for this purpose) and company/organisation stamp	_____			

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