



Notification form for Intra Corporate Transfer (non-recognised sponsor)

You can only use this form if you:

- are the sponsor of a foreign national who has a residence permit as an intra corporate transferee.
- if you are an authorised representative of the sponsor.

You can use this form to submit any changes that you have to report to the IND under your obligation to provide information. A change must be reported to the IND within **4 weeks** after the commencement of the change. There is one exception. If the address where the records of the enterprise are kept has changed, this must be reported to the IND within **2 weeks** after the commencement of the change.

1 Details of the sponsor

1.1 Company name

1.2 IND client number (if known)

1.3 Name contact person

1.4 Telephone number contact person

1.5 E-mail contact person

1.6 Chamber of Commerce number

2 Details of the foreign national

2.1 V-number (if known)

2.2 Citizen Service Number (if known)

2.3 Name
Surname as stated in the passport

First names

2.4 Sex and Date of birth Male Female

3 Please state the change you want to submit

> Please tick the applicable situation

- The foreign national whose sponsor I am now
 My position as sponsor

> Proceed to 4
> Proceed to 5

4 Change with respect to the foreign national

> Please tick the applicable situation. If multiple conditions are true then you can tick several boxes. Enter in the 'Comments' box to which situations apply to each situation and give the date.

- 1. The foreign national no longer wants to come to the Netherlands.
- 2. The foreign national no longer stays in the Netherlands and this change was not notified in good time (within 4 weeks) to the Municipal Personal Records Database (BRP) of the municipality where the foreign national is registered.
- 3. The foreign national is no longer employed by the sponsor or the enterprise outside the European Union.
- 4. The foreign national is no longer working in management or as a specialist or trainee-employee.
- 5. The employment terms, employment relationship or working conditions of the foreign national are no longer the level required by law and which is common in the line of corporation concerned.
- 6. The foreign national has a regulated profession and no longer has a recognition of the professional qualifications.
- 7. The foreign national has been deregistered from the BIG-register.
- 8. The foreign national no longer has sustainable and enough means of support.
- 9. The foreign national has died.
- 10. Other changes

Comments

> Proceed to 6 'Date of change'

5 Change with respect to my position as sponsor

> Please tick the applicable situation. If multiple conditions are true then you can tick several boxes. Enter in the 'Comments' box to which situations apply to each situation and give the date.

- 1. The enterprise no longer belongs to the same enterprise or group of enterprises as the enterprise outside the European Union.
- 2. The address where the accounts of the enterprise is kept changes to:

Street

Number

Postcode

Town

- 3. The enterprise has a different contact person or authorised representative.
It concerns: a contact person an authorised representative

Name

Telephone number

E-mail

- 4. The enterprise will no longer be a sponsor

Comments

> Proceed to 6 'Date of change'

6 Date of change

Day Month Year

6.1 From which date does the change occur?

> If you have not reported the change in time, please provide an explanation

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Immigration and Naturalisation Service
Ministry of Justice and Security

7 Signing (by the sponsor or authorised person)

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

8 Submitting the notification form

Send the notification form to:

Immigratie- en Naturalisatiedienst
Postbus 5
9560 AA Ter Apel

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.