



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	
		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
1.5	Place of birth and Country of birth	Place of birth Country of birth
1.6	Where you keep the records of the foreign national?	Street Number
		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
2.3	Place of birth and Country of birth	Place of birth Country of birth

### 3 Signing by sponsor

I declare that I present myself as sponsor as referred to in Article 2a of the Aliens Act for the following foreign national for whom a residence permit is applied for.

3.1	Place and date	Place Day Month Year
3.2	Signature	

If you apply for a residence permit for a foreign national, you are the sponsor. This comes with responsibilities. As a sponsor, you must ensure that the foreign national meets the conditions for a residence permit. Not only when applying for a residence permit, but also afterwards. If the foreign national can no longer lawfully reside in the Netherlands, you, as sponsor, are responsible for the foreign national leaving the Netherlands.

**Obligation to provide information**

You are obliged to report changes to the IND within 4 weeks if they could have an effect on the residence permit. Please use the 'Notification form for labour-related residence purposes', which you can download from [www.ind.nl](http://www.ind.nl). The form lists the changes you need to report to the IND.

**Duty to keep records**

You are obliged to collect and store any relevant information about the foreign national. You can find the data you are obliged to store in the Aliens Regulations. You must store this documentary evidence up to 5 years after you are no longer the sponsor of the foreign national. The IND can request data at any time in order to assess whether you have complied with your obligations.

**Processing of personal data**

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