



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	
		Street Number
1.2	Address details	
		Postcode Town
		Country
		Surname as stated in the passport
1.3	Name of employee	
		First names
		Day Month Year
1.4	Date of birth	
		Day Month Year
1.5	Nationality	
		Day Month Year
1.6	Date of commencement of employment at the foreign employer	
		Day Month Year
1.7	Current position at the foreign employer	

2 Details of transfer

2.1	Name of Dutch employer	
2.2	Registration number at the Chamber of Commerce	
		Street Number
2.3	Branch details of the employer in the Netherlands (no postal address)	
		Postcode Town
		Day Month Year
2.4	Period of transfer to the Netherlands	
		From Day Month Year
		To Day Month Year
		> Please tick the applicable situation
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"/> 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/>

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.