



Business Newsletter

Edition 24 July 2025

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Reporting address changes

On our page [Obligations of sponsors and recognised sponsors](#), we explain that you must report any changes in your situation to us. In this newsletter, we would like to remind you once again to report any changes of address.

Any change in your administrative address must be reported within two weeks of the change. Failure to do so constitutes a violation. Changes to your administrative address must be reported using an IND form. You can report these changes in the Business Portal using the form "Report change in status of authorised sponsor". This ensures that the change is immediately received by the IND.

You can also do this using the form on our website:

[Reporting form for changes concerning a recognised sponsor 7588](#)

Please fill in all fields and write in block letters. You can also use the notification form to report changes to the visiting and business addresses.

It is also important to note that:

- you must also state the effective date of the change on the notification form.
- the IND also checks this in the Trade Register of the Chamber of Commerce.
- the address changes you report to the Trade Register of the Chamber of Commerce are not automatically passed on to the IND.

Taking all the above into account ensures that the IND always has the most up-to-date address details.

Automation of processing reporting forms

The IND is busy automating various processes. We are currently working on automating the processing of reporting forms. Because of this, they can be processed more quickly. However, this only applies to reporting forms submitted digitally where the "other" option has not been selected for types of changes.

If you use a written form or a digital form where you tick the "other" option, processing may take longer. We therefore kindly request that you submit the reporting forms digitally and use one of the options that applies to the situation at hand. Unfortunately, it often happens that recognised sponsors automatically select the "other" option when another option applies. This causes unnecessary delays.

It is also not necessary to deregister an employee who now has a permanent residence permit, an EU long-term resident permit or Dutch nationality.

Summer period and busy times at the Cooperating Service

The summer period has arrived. In the previous Newsletter, we already indicated that it may take longer for cases to be distributed and processed. Many colleagues at the Cooperating Service are also on leave. This affects staffing levels and, consequently, our availability by phone. Due to staffing levels, we ask that you refrain from calling where possible, even if the target deadline has already passed.

As always, cases will be handled in the order in which the application was received by us. The IND will inform you if more information is needed or if a decision has been made. Thank you for your understanding.

Cooperating Service closed in the morning of 2 September

The Cooperating Service will be closed on 2 September 2025 in the morning from 09:00 to 13:00.

This may result in longer waiting times than usual in the afternoon. Please call the next day or later in the week. Thank you for your understanding.