



## Application for recognition as sponsor

*Read the explanation on this page before you start to fill out the form.*

You can use this form to submit an application for recognition as sponsor for one or more of the following purposes of residence:

1. Labour (this includes: for the purpose of working experience (trainees), seasonal labour, regular labour, intra corporate transfer, labour as a highly skilled migrant and residence based on the European blue card)
2. Researcher within the context of Directive (EU) 2016/801
3. Exchange
4. Study

### How do you submit the application?

With this form you can submit an application for recognition as sponsor. Only submit your application once you have completed filling out this form, signed and you have gathered together all the requested documents and evidence. If your application is incomplete, the IND will be unable to assess your application properly. Please send the complete application to the address as stated in paragraph 8 of this form.

### How much does your application cost?

You have to pay for an application for recognition. The costs (fees) depend on the purpose of residence for which you apply for recognition. There is a reduced fee rate for enterprises with 50 employees or less and for recognised sponsors who must submit a new application because of a change of legal form of the enterprise, a merger or an acquisition. You must make a separate payment for each purpose of residence for which you want to be recognised. If you want to know beforehand what the costs are and whether you qualify for the reduced fee rate, please visit [www.ind.nl](http://www.ind.nl). If the assessment of your application shows that you do not qualify for the recognition applied for, you will not receive a refund. When the IND receives your application, you will receive a letter with the amount and the way you can pay the fees.

### What happens with your application?

If you have submitted your application for recognition as sponsor and paid the related costs, the IND will assess your application. The IND has to take a decision within 3 months. And you will be informed in writing once your application has been handled. If your application is granted, the IND will include you in its public register of recognised sponsors on [www.ind.nl](http://www.ind.nl). You are a recognised sponsor for an indefinite period of time, unless you inform the IND of the fact that you no longer want to be a recognised sponsor or the IND withdraws your recognition as sponsor.

### What does recognition as a sponsor imply?

As a recognized sponsor, you qualify for the accelerated procedure for applying for a temporary regular residence permit, a change to the purpose of residence or an extension of the validity. This means that the IND will try to decide on the application for a residence permit within 2 weeks. According to the law, the IND is allowed to make a decision within 3 months. More information about the rights and obligations of the recognition as sponsor can be found in the brochure 'Recognition as sponsor' and at [www.ind.nl](http://www.ind.nl).

### 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.

### Would you like more information?

Then visit the IND website at [www.ind.nl](http://www.ind.nl).

## 1 Details of the applicant (enterprise/institution)

1.1 Name of enterprise/institution

Street  Number

1.2 Correspondence address

Postcode  Town

Street  Number

1.3 Address administration (if different from postal address)

Postcode  Town

1.4 Name of the contact person

1.5 Telephone number of the contact person

1.6 E-mail of the contact person

1.7 Wage tax and national insurance contributions number

1.8 Details for determining reduced fee rate

You are a start-up or enterprise with a maximum of 50 employees, that wants to bring employees to the Netherlands for labour. Is the enterprise part of an international group of enterprises\* with more than 50 employees worldwide, the reduced fee rate does not apply.  
 \* A group of enterprises is being defined as 2 or more enterprises of which is acknowledged that, according to international law, are connected in one of the following ways:

- An enterprise, directly or indirectly, holds the majority of the issued share capital of the enterprise in relation to another enterprise;
- One enterprise has the majority of the votes connected to the shares issued by the other enterprise;
- One enterprise is authorised to appoint more than half of the members of the board of directors, management or supervisory body of the other enterprise, or
- The enterprises are under central management of the parent enterprise.

> You have to proof that your enterprise has a maximum of 50 employees. Therefore, please enclose the following with your application:

- a recent collect payroll of all employees within the organisation
- an organizational chart of the organisation
- information from the Chamber of Commerce or a foreign equivalent of all parts of the organisation

If you do not produce these documents, you might not be eligible for the lower fees and you will receive an invoice for the standard rate.

Your enterprise arose from a merger of 2 recognised enterprises.

Your enterprise was taken over entirely by a recognised enterprises.

The legal form of your enterprise has changed. Your enterprise was recognised as a sponsor before that change and a notarial deed shows that:

- the nature of the business activities has not expanded; and
- the control of the new enterprise or legal entity remains the same.

> Enclose means of evidence such as deeds and/or articles of association with your application.

The reduced fee rate does not apply to my enterprise.

## 2 Details of an authorised representative (if applicable)

This authorised representative is allowed to submit the present application on behalf of the organization or institution.

This authorised representative can perform acts on behalf of the recognized sponsor related to applications for residence permits (e.g. signing and submitting the application). The authorised representative can also notify the IND of changes which the recognized sponsor has to report to the IND under the obligation to provide information (with the correct notification forms).

2.1 Name of enterprise/institution

Street  Number

2.2 Correspondence address of enterprise/institution

Postcode  Town

2.3 Name of the contact person

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2.4 Telephone number of the contact person

2.5 E-mail of the contact person

> Please enclose with your application an authorisation signed by the recognised sponsor. No authorization is required if the authorized representative is a lawyer.

## 3 Registration in the Commercial Register

In order to qualify for recognition as sponsor, you must be registered in the Commercial Register of the Chamber of Commerce, unless you are not obliged to register pursuant to the Commercial Registers Act 2007.

> Please tick the applicable situation

The legal entity/enterprise/institution is registered in the commercial register.

Chamber of Commerce number

Legal Entities and Partnerships Identification Number (RSIN)

- The enterprise/institution is not registered in the Commercial Register because this is not mandatory. I enclose the following details with the application: the surname, first names, date of birth, place of birth, nationality, citizen service number and position of each managing director of the enterprise or legal entity.
- > Please provide these requested details on a separate A-4 page and enclose it with the application.
- The organisation is a religious organisation that forms part of an umbrella organisation: I enclose details showing the legal personality.
- > Please provide these requested details on a separate A-4 page and enclose it with the application.

## 4 Purpose of residence

I want to qualify for recognition as sponsor to submit applications for residence permits for one or more of the following purposes of residence:

> Please indicate the purpose(s) of residence for which you want to qualify for recognition (these could be several purposes)

- Labour
- Residence as researcher within the context of Directive (EU) 2016/801
- Exchange
- Study

A fee is to be paid for the processing of the application. It is possible to apply for recognition for more categories at the same time. You then pay a separate fee for every category. Please check [www.ind.nl](http://www.ind.nl) for the fees.

## 5 General conditions

### Reliability

The reliability of your enterprise or institution must be guaranteed. In order to assess this, the IND will investigate whether you, your board members and any other legal entities or natural persons have a criminal record. If this is the case, the IND requests that you submit a Certificate of Good Conduct. If you are an enterprise engaged in job placement services or providing employees, as referred to in article 1, preamble and under b and c, of the Placement of Personnel by Intermediaries Act, then you must be registered with the Labour Standards Association (SNA).

*The IND may reject the application for recognition because the reliability has not been sufficiently established. This could be the case, for example if during the four years preceding the application, the applicant or persons involved with the applicant have been imposed any penalties under the Aliens Act, Foreign Nationals Employment Act and/or Minimum Wage Act or tax negligence penalties or have gone through several bankruptcies.*

### Continuity and solvency

The continuity and solvency of your enterprise or institution must be guaranteed. In order to assess this, you must enclose means of evidence with the application. The IND also uses the details of your enterprise or institution from the Commercial Register in assessing its continuity and solvency.

> Please tick the applicable situation

- Your enterprise exists for at least 1,5 year and your enterprise has conducted (actual) business activities for at least than 1,5 year.
- > Enclose with your application a declaration of payment behaviour (Verklaring betalingsgedrag nakoming fiscale verplichtingen). This declaration is issued by the Tax and Customs Administration and it should be no more than 3 months old at the time of submission of your application. Or enclose with your application a signed authorisation for the IND to request this declaration from the Tax and Customs Administration on your behalf. See appendix 'Machtiging Verklaring betalingsgedrag nakoming fiscale verplichtingen'.
- Your enterprise exists for less than 1,5 year or your enterprise has conducted (actual) business activities for less than 1,5 year. Your enterprise is fully owned and controlled by an enterprise which exists and has conducted (actual) business activities for at least 1,5 year.
- > Enclose with your application a declaration of payment behaviour (Verklaring betalingsgedrag nakoming fiscale verplichtingen), of the enterprise which has a full ownership. This declaration is issued by the Tax and Customs Administration and it should be no more than 3 months old at the time of submission of your application. Or enclose with your application a signed authorisation for the IND to request this declaration from Tax and Customs Administration on your behalf. See appendix 'Machtiging Verklaring betalingsgedrag nakoming fiscale verplichtingen'.

## Continuation of 5. General conditions

- Your enterprise exists for less than 1,5 year or your enterprise has conducted (actual) business activities for less than 1,5 year. Your enterprise is a starting enterprise.
- > Enclose a business plan of your enterprise with your application, accompanied by such documents as:
  - copies of studies, articles and statements by branch experts indicating the special features and added value of the product or service;
  - copies of market surveys, contracts for services, received orders, letters of intent, CVs, references, diplomas;
  - (forecasts of) annual accounts, VAT returns and VAT decisions;
  - proof that a bank finances your company by means of a business credit, or that the government (co) finances your company by means of credit or subsidy schemes;
  - (statements/forecasts of) income and expenditure;
  - liquidity forecasts. The assessment of the continuity and solvability of the starting enterprise takes place in accordance with the policy as mentioned in par. B.1.2.3 of the Aliens Act Implementation Guidelines.
- Your enterprise arose from a merger of 2 recognised enterprises.
  - > Please enclose the deed of merger with your application.
- Your enterprise was taken over entirely by a recognised enterprises.
  - > Please enclose the deed of transfer with your application.
- The legal form of your enterprise has changed. Your enterprise was recognised as a sponsor before that change and a notarial deed shows that:
  - the nature of the business activities has not expanded; and
  - the control of the new enterprise or legal entity remains the same notarial deed.
  - > Please enclose the notarial deed with your application.
- Your enterprise is a branch of an enterprise which is part of a foreign concern. The Netherlands Foreign Investment Agency (NFIA) was involved in the decision to invest in the Netherlands.
  - > Enclose a declaration from the NFIA showing that it is familiar with your company.

## 6 Purpose of residence

### 6.1 Conditions for labour

> Please tick

- You (as a company/enterprise) want to qualify for recognition as sponsor (954)**
  - Your enterprise is engaged in job placement services or providing employees, as referred to in article 1, preamble and under b and c, of the Placement of Personnel by Intermediaries Act, and you are registered with the Labour Standards Association (SNA).
  - > Please enclose an extract from the Register of the Labour Standards Association. If you are not included in the Register of the Labor Standards Association, please enclose documentary evidence to your application showing that you can not be included in the Register of the Labor Standards Association.
  - You are a company that is engaged in activities other than providing employees or job placement services.

### 6.2 Conditions for researcher within the context of Directive (EU) 2016/801

> Please tick the applicable situation

- You (as a research institution) want to qualify for recognition as sponsor for research within the context of Directive (EU) 2016/801 (957)**
  - You are a public research institution as referred to in Article 1 d(1), under b, of the Decree Implementing the Foreign Nationals Employment Act which uses job profiles as included in the University Job Classification (UFO) system under the job family of "research and education" for employed researchers.
  - You are a public research institution that has been included in the annex to the Higher Education and Research Act.
  - You are a private research institution that has been included in the National Academic Research and Collaborations System (NARCIS).
  - You are a private research institution that has been issued with an R&D statement as referred to in Article 1(1), under q, of the Salaries Tax and National Insurance Contributions (Reduced Remittances) Act with respect to the current or preceding calendar year.
  - > You have to submit a S&O declaration

### 6.3 Conditions for exchange

> Please tick

- You (as an enterprise) want to qualify for recognition as sponsor for exchange purposes (950)**

You make a copy of an exchange programme showing:

  - how the foreign national will be introduced to Dutch society and culture during the temporary residence in the Netherlands;
  - how you implement the duty of care;
  - the nature and extent of the work the foreign national will carry out;
  - if it concerns an exchange programme for au pairs: that the au pair and host agree on a day programme and sign the 'Appendix Au Pair Awareness Declaration'.

For more information on the exchange programme, see the 'Factsheet Exchange programme' on [www.ind.nl](http://www.ind.nl).

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## 6.4 Conditions for study

> Please tick the applicable situation

- You (as an institution of higher education) want to qualify for recognition as sponsor for study purposes (951)**
- The educational institution provides accredited higher education as registered in the Central Register of Higher Education Study Programmes (CROHO);
  - The educational institution offers training courses within the context of the development assistance policy of the Ministry of Foreign Affairs; or
  - The educational institution facilitates training activities within the context of the Cultural Policy (Special-Purpose Funding) Act.
- In order to qualify for recognition, you must also state whether you are affiliated with the Code of Conduct for international students in higher education. Please indicate whichever is applicable to you below:
- affiliated with the Code of Conduct for international students in higher education.
  - not affiliated with the Code of Conduct for international students in higher education.
- You (as an institution of secondary education or senior secondary vocational education) want to qualify for recognition as sponsor (952)**
- The educational institution provides secondary education as referred to in Article 2 of the Secondary Education Act
  - The educational institution provides vocational education as referred to in Article 1.2.1 of the Adult and Vocational Education Act.
- You (as an institution of secondary education offering the International Baccalaureate Diploma Programme (IBDP)) want to qualify for recognition as sponsor (947)**
- The educational institution has been accredited by the International Baccalaureate Organisation;
    - > Please enclose with your application: a document showing the accreditation
  - The educational institution offers the International Baccalaureate Diploma Programme;
    - > Please enclose with your application: a document showing this
  - The educational institution is financed under the Secondary Education Act;
  - The educational institution forms part of an international organisation whereby students are exchanged all over the world and the country of placement is determined by national committees of this international organisation or students are placed in a boarding school.
    - > Please enclose with your application: a document showing this

## 7 Signing

I declare I have completed this form truthfully and I am aware of the rights and obligations of recognised sponsors according to the applicable laws and regulations and related sanctions for failing to comply with the obligations.

7.1 Name

\_\_\_\_\_

Place

Day

Month

Year

7.2 Place and date

\_\_\_\_\_

7.3 Signature

\_\_\_\_\_

## 8 Submitting and sending the application

You have gathered together all the means of evidence necessary for the application. Send your application and the means of evidence to the following address:

**Immigratie- en Naturalisatiedienst**  
**Postbus 5**  
**9560 AA Ter Apel**





## Appendix

### Machtiging Verklaring betalingsgedrag nakoming fiscale verplichtingen

On behalf of my enterprise/institution I hereby authorize the Immigration and Naturalisation Service (IND) to apply for a declaration 'Betalingsgedrag nakoming fiscale verplichtingen' from the Tax Office.

1.	Name enterprise/institution	_____			
		Surname	First names		
2.	Name of contact person	_____   _____			
3.	Telephone number contact person				
		Place	Day	Month	Year
4.	Place and date	_____			
5.	Signature	_____			