



## Application for extension of residence permit for economically inactive long-term third country national from outside the EU (foreign national)

### *Please note!*

Please print the form in **A4 format** and in **actual size**. You must send this cover page with the application. This prevents delays in processing your application!

*Please read the explanation below before you start filling in the form.*

### Filling-in instructions

In order to be able to assess your application quickly and carefully in terms of content, the Immigration and Naturalisation Service uses scanning software with which your application is recorded in the immigration administration system. To support this, this form is equipped with a number of features, including a barcode and so-called "adjustment fields" in the corners of each page. The following is important for a good scan of your application:

1. When filling out this form, use only an HB pencil or pen with black or blue ink.
2. Write only in the space provided behind or below each question. Do you need more space? Then add a separate page on which you state your personal data and indicate to which question the added text belongs.
3. When you are presented with a choice where you have to choose between different answer options, keep the following instruction.

Check the box of your choice (as with "b")

a...  b...  c...  d...

You want to change your choice? Then make the box of your first choice completely black and then tick the desired box.

a...  b...  c...  d...

This form comprises different appendices. Which appendices you need to fill out depends on your own situation. 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.



### **For whom is this form intended?**

You can use this form if you are a foreign national who has a temporary regular residence permit with the purpose of residence 'long-term third country national from outside the EU'. You can use this form to submit an application in order to extend the period of validity of this residence permit.

If you are the (recognised) sponsor of a foreign national, then you must use a different form. These forms can be found on the IND website (see [www.ind.nl](http://www.ind.nl)).

### **Why use this form?**

In principle, the Immigration and Naturalisation Service (IND) sends all foreign nationals a letter of extension in good time (approximately 3 months before the validity of your residence permit expires). The foreign national receives a form showing the personal details together with this letter of extension, with questions that are only relevant to the foreign national. If you have not received this letter, then use this form.

Make sure that the IND receives this application in time. Therefore submit the application before the validity of your current residence permit expires. Please note! Do not submit the application later than 4 weeks after the expiry date of the residence permit. This is important to prevent you encountering a residence gap. A residence gap is an interruption in your residence. This has consequences for any subsequent procedures. Do not submit an application if the residence permit is still valid for more than 3 months. The IND will disregard an application which is submitted earlier than 3 months before the expiration date of the residence permit.

The IND assesses the application and decides whether you are eligible for extension of the period of validity of your residence permit. Whether and for how long the period of validity of the residence permit is extended depends on your situation. You will only be eligible for extension of the period of validity of the residence permit if:

- you have a valid temporary Dutch residence permit at the moment; and
- you want to extend the period of validity of the residence permit with the same purpose of residence; and
- there are no changes to your situation that would affect the right of residence.

### **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). You can also contact the IND by telephone via 088 043 04 30 (normal charges apply). From abroad you can call +31 88 043 04 30.

# 1 Declarations

## 1.1 Declaration of Circumstances

> Please tick the applicable situation(s). This relates to changes that may affect the right of residence. Always enclose means of evidence together with your application.

- Since the current residence permit was issued, there have been no changed facts or circumstances that might affect your right of residence.
- Since the current residence permit was issued, there have been changes to the facts and circumstances that might affect your right of residence, namely:
  - Your income situation has changed.
    - > Enclose the means of evidence cited in the 'Proof of income' appendix.
  - other, namely:

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## 1.2 Declaration of Passport requirement

> Please tick the applicable situation and fill in the details requested, if applicable.

- I declare that I have a valid passport.

Passport information	<i>Number</i>
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*Country*

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<i>Valid from</i>	<i>Day</i>	<i>Month</i>	<i>Year</i>				

<i>to</i>	<i>Day</i>	<i>Month</i>	<i>Year</i>				

- If I am issued with a new residence permit, then I will take this passport with me when I go to collect my new residence pass. Without a valid passport your residence document will not be issued to you, unless you are exempted from the passport requirement.
- If you were exempted from the requirement of having a valid passport at the time of issue of the current permit, or you were temporarily exempted from this requirement, then you must hand over a copy of your valid passport (if you have taken possession of this passport in the meantime), or enclose a declaration showing that there are no changed circumstances and that you still cannot receive a valid passport from the authorities.

### 1.3 Main residence

> Please tick the applicable situation and fill in the details requested, if applicable.

- Since the start date of my current residence permit, I have been outside the Netherlands for a period of more than 6 months consecutively. Please enter the country and period below.
- Since my stay in the Netherlands, for 3 years in a row, I have been outside the Netherlands for a period of more than 4 months consecutively. Please enter the countries and periods below.
- Neither of the above situations.

Country \_\_\_\_\_

Period from

Day	Month	Year				

to

Day	Month	Year				

Country \_\_\_\_\_

Period from

Day	Month	Year				

to

Day	Month	Year				

Country \_\_\_\_\_

Period from

Day	Month	Year				

to

Day	Month	Year				

## 2 Means of evidence

### Residence as economically inactive long-term third country national from outside the EU (763)

Please enclose with your application means of evidence showing that you have long-lasting sufficient means to exist independently, such as benefit payments that you receive from the Member State that also issued you with the EC residence permit for long-term resident (this must involve benefit payments that you are also permitted to receive in the Netherlands). An income from previous work outside the Netherlands will suffice (such as a salary, (company) pension or income on the basis of early retirement) or income from your own assets.

### 3 Biometric information, signature and Antecedents certificate

- You must have your fingerprints and facial image (passport photo) taken to determine your identity. The biometric information is also required to create a residence permit. For the residence permit the IND also needs a signature. See the appendix Fingerprints, passport photo and signature.
- Fill out the Antecedents certificate appendix and submit this appendix together with your application.

### 4 Your personal details

Write in block letters

4.1	V-number (if known)											
4.2	Citizen Service Number (if known)											
4.3	Name (as stated in the passport)	<i>Surname</i> <hr/> <i>First names</i> <hr/>										
4.4	Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female										
4.5	Date of birth	<i>Day</i> <i>Month</i> <i>Year</i> <table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
4.6	Place of birth	<hr/>										
4.7	Country of birth (as stated in the passport)	<hr/>										
4.8	Nationality	<hr/>										
4.9	Civil status	<input type="checkbox"/> unmarried (single or living together) <input type="checkbox"/> married <input type="checkbox"/> registered partnership <input type="checkbox"/> divorced <input type="checkbox"/> widow/widower										
4.10	Home address	<i>Street</i> <hr/> <i>Number</i> <hr/> <i>Postcode</i> <table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <i>Town</i> <hr/> <i>Country</i> <hr/>										
4.11	Telephone number											

4.12 E-mail \_\_\_\_\_

## 5 Signing

- ✓ I am requesting the Immigration and Naturalisation Service (IND) to extend the period of validity of the residence permit.
- ✓ I declare I have completed this form truthfully.
- ✓ I know that the personal details supplied will be processed in connection with the Aliens Act 2000 and will be passed on to authorities that need these personal details for that purpose.
- ✓ I will pass on any changes to the situation, which will affect the right of residence, without delay to the IND. I am aware that if I do not do this, it may affect the position of my right of residence, or that an [administrative fine](#) might be incurred.
- ✓ I know what my rights and obligations are.

5.1 I submit this form and \_\_\_\_\_ (number) of appendices/documents in evidence.

5.2 Name \_\_\_\_\_

5.3 Place and date

*Place*

\_\_\_\_\_

<i>Day</i>		<i>Month</i>		<i>Year</i>		

5.4 Signature \_\_\_\_\_

## 6 Submitting the application and payment

You have gathered together all the means of evidence necessary for the application. Proceed to the appendix 'Submitting and paying for the application for extension'.



## Appendix Antecedents Certificate

### Who should complete this appendix?

Pursuant to Articles 3.77, paragraph 11 and 3.86, paragraph 18 of the Aliens Decree, every foreign national aged 12 years or older must complete this appendix.

*Please note!* This statement consists of 2 pages. You must complete **both** pages.

### 1 Declaration of the foreign national

On this form you fill in whether you have ever committed a crime or a criminal offence. These are crimes committed in the Netherlands and criminal offences committed outside the Netherlands. You must answer the questions with *Yes* or *No*. Not completing the form truthfully or failing to report is a criminal offence. This can lead to a sanction. Your answers may have consequences for your application or for a residence permit that you have previously received.

> *Please tick the applicable situation*

Are you currently being prosecuted for committing a crime in the Netherlands? Or for committing a criminal offence abroad?  Yes  No

Have you ever been sentenced to a fine, community service, penalty order by a public prosecutor, custodial measure or imprisonment or have you accepted an out-of-court settlement for committing a crime in the Netherlands? Or have you ever been convicted of committing a criminal offence abroad?  Yes  No

Have you ever committed a crime, or have you been involved in a crime as referred to in Article 1F of the 1951 Geneva Convention on Refugees? Like a murder, war crime, genocide, terrorist crime or crimes against humanity?  Yes  No

Have you received an entry ban from one of the countries of the EU/EEA or Switzerland?\*  Yes  No  
Or a measure similar to an entry ban?

\* *This is a ban on travel to the Netherlands, the EU / EEA or Switzerland.*

Have you submitted incorrect data during earlier residence procedures in the Netherlands?  Yes  No

Have you ever stayed illegally in the Netherlands?  Yes  No

> *Have you ticked Yes for one or more questions? Then explain why.*

## 2 Signature of the foreign national

- ✓ I have completed this form truthfully.
- ✓ I know that the IND can reject my application or withdraw my residence permit if I have ever been convicted of committing a crime.
- ✓ If something changes in my situation through which my statements on this form are no longer correct, I will notify the IND as soon as possible. I do this within four weeks after the change in my situation.

2.1 V-number (if known) 

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2.2 Name 

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2.3 Date of birth 

<i>Day</i>	<i>Month</i>	<i>Year</i>

2.4 **Place and date** *Place* 

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<i>Day</i>	<i>Month</i>	<i>Year</i>

2.5 **Signature** 

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### Processing of personal data

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## Appendix Fingerprints, passport photo and signature

***Please do not enclose this appendix with the form!***

For every new application you submit, the IND needs your photo, signature and fingerprints. The IND uses these biometric details to establish your identity and make your residence document. We do not need new biometrics in the following situations:

- Your biometrics have been taken at an IND desk or embassy abroad less than 6 months ago.
- You apply for a Foreign Nationals Identity Document (Type W and Type W2). Your biometrics have been taken at an IND desk or embassy abroad less than 5 years and 3 months ago. With a Foreign Nationals Identity Document you show that you are allowed to be in the Netherlands because you are waiting for a decision on your application. The IND then reuses old biometric details.

In all cases, the foreign national must bring a valid passport (this can also be a foreign national passport or a refugee passport) or ID card of the EU, EEA or Switzerland.

### **Situation: application starts when the foreign national is abroad**

#### **1. Entry and Residence procedure**

- The sponsor (in the Netherlands) will have submitted the application for a residence permit for the foreign national (who is still abroad).
  - When taking the basic civic integration examination abroad, the employee of the Dutch embassy or consulate will scan the passport photo of the foreign national and take his fingerprints. The foreign national must place his signature. The passport photo must comply with the requirements which also apply for Dutch passports. The embassy can inform the foreign national where he is able to have passport photos made locally, which comply with the relevant requirements. A photo that does not comply with the requirements will cause unnecessary delay.
  - If the foreign national does not have to take a basic civic integration examination abroad, the employee of the Dutch embassy or consulate will scan the passport photo of the foreign national and take his fingerprints when collecting the Regular Provisional Residence Permit (mvv). The foreign national must place his signature. The passport photo must comply with the requirements which also apply for Dutch passports. The embassy can inform the foreign national where he/she is able to have passport photos made locally, which comply with the relevant requirements. A photo that does not comply with the requirements will cause unnecessary delay.

#### **2. Application for a Regular Provisional Residence Permit (mvv) by the foreign national**

- The foreign national has submitted the application for a Regular Provisional Residence Permit to the Dutch embassy or the consulate in the country of origin or long-term residence.
  - When submitting the application, the employee of the Dutch embassy or consulate makes a scan of the passport photo and takes the fingerprints. The foreign national must place his signature. The passport photo must comply with the requirements which also apply for Dutch passports. The embassy can inform the foreign national where he/she is able to have passport photos made locally, which comply with the relevant requirements. A photo that does not comply with the requirements will cause unnecessary delay.

#### **3. Application for temporary Regular Residence Permit for persons who do not require a Regular Provisional Residence Permit**

- If an application is submitted in the Netherlands by a (recognised) sponsor for a foreign national who does not require a Regular Provisional Residence Permit, then the foreign national must go to an Immigration and Naturalisation Service (IND) desk immediately after arrival in the Netherlands. The Immigration and Naturalisation Service (IND) employee will make fingerprints and a passport photo and the foreign national will be required to place his signature. You have to make an online appointment via the website [www.ind.nl](http://www.ind.nl).

### Situation: application starts when the foreign national is in the Netherlands

#### 1. The application is submitted by post

- The foreign national or sponsor sends the application by post to the IND. He will then receive a letter from the IND. This letter states whether the foreign national must have his fingerprints taken and that he must have a passport photo taken and place his signature. For this, the foreign national makes an appointment online at an IND desk. The addresses and opening times of the IND desks can also be found on [www.ind.nl](http://www.ind.nl). If the application form notes that the foreign national will collect the residence permit at an expat centre, then he can also have a passport photo and his fingerprints taken there. Please check [www.ind.nl](http://www.ind.nl) for how to make an online appointment. The addresses and opening hours of the Expat Centres can be found at [www.ind.nl](http://www.ind.nl).

#### 2. The foreign national submits the application in person

- The foreign national submits the application personally at the IND desk. A passport photo is made at the desk and fingerprints are taken if necessary. The foreign national must also place his signature there. The application can only be submitted to the IND desk by appointment. To make an appointment, visit [www.ind.nl](http://www.ind.nl).

### Processing of personal data

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## Appendix Employer's declaration

*Please note! Not completing this employer's declaration truthfully may be considered a crime (such as forgery) and may lead to filing a police report.*

One copy must be completed and signed for each employer. The application form states when and of which person(s) you must enclose the employer's declaration with your application.

*Please note! The IND may check the correctness of your enclosed wage, work and benefit details with another government agency (for example the Netherlands Employees Insurance Agency or the Tax and Customs Administration).*

### 1 Details of employee

*Write in block letters*

1.1 V-number (if known) 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1.2 Name  
(as stated in the passport)

*Surname*

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*First names*

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1.3 Sex

Male  
 Female

1.4 Date of birth

<i>Day</i>	<i>Month</i>	<i>Year</i>

1.5 Place of birth 

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1.6 Country of birth  
(as stated in the passport) 

---

1.7 Nationality 

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1.8 Home address

*Street*

---

*Number*

---

*Postcode*

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--	--	--	--	--	--	--	--

*Town*

---

## 2 Details of company/institution

Write in block letters

2.1 Name company/institution \_\_\_\_\_

2.2 Chamber of Commerce number 

--	--	--	--	--	--	--	--	--	--	--

2.3 Withholding tax number 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2.4 Visiting address

Street \_\_\_\_\_

Number \_\_\_\_\_

Postcode \_\_\_\_\_

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Town \_\_\_\_\_

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## 3 Employment details

Write in block letters

3.1 Position of employee \_\_\_\_\_

3.2 Date of employment

Day	Month	Year

3.3 Nature of the employment

Permanent employment contract

Temporary employment contract

On-call contract

- Zero hours contract
- Contract with minimum-maximum hours
- On-call contract with preliminary agreement

Contract with an employment agency

ABU     Fase A     Fase B     Fase C

NBBU     Fase 1     Fase 2     Fase 3     Fase 4

3.4 Is there a provision in the employment contract that wages do not have to continue to be paid if there is no work?

No

Yes

3.5 Employment period

> Please tick the applicable situation and fill in

3.5.1  Temporary employment contract

from

Day	Month	Year					
-----	-------	------	--	--	--	--	--

up to and including  
(last day of employment contract)

Day	Month	Year					
-----	-------	------	--	--	--	--	--

3.5.2  Permanent employment contract

from

Day	Month	Year					
-----	-------	------	--	--	--	--	--

3.6 Is there a trial period?

- No  
 Yes, up to and including:

Day	Month	Year					
-----	-------	------	--	--	--	--	--

3.7 Working hours per week

Hours per week by contract	Hours per week actually
<input type="text"/>	<input type="text"/>

3.8 Gross salary (excluding holiday allowance)

- Per month, or  
 Per 4 weeks

All amounts rounded to whole euros

€							
---	--	--	--	--	--	--	--

3.9 Wage for social security purposes (excluding holiday allowance)

- Per month, or  
 Per 4 weeks

All amounts rounded to whole euros

€							
---	--	--	--	--	--	--	--

3.10 Net salary (excluding holiday allowance)

- Per month, or  
 Per 4 weeks

All amounts rounded to whole euros

€							
---	--	--	--	--	--	--	--

3.11 Holiday allowance

<input type="text"/>	%
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3.12 Period of residence in the Netherlands (maximum of 3 years)

Date of entry

Day	Month	Year					
-----	-------	------	--	--	--	--	--

**Only for the International Trade Regulation**

up to and including

Day	Month	Year					
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## 4 Signing by employer

I declare that the above employee is employed by the above company/institution. I have completed this form truthfully.

4.1 Name \_\_\_\_\_

4.2 Position \_\_\_\_\_

4.3 Telephone number 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4.4 Place and date *Place*  
\_\_\_\_\_

<i>Day</i>	<i>Month</i>	<i>Year</i>

4.5 Signature and stamp of company/institution *Signature*  
\_\_\_\_\_

*Stamp of company/institution*

### Processing of personal data

The [IND privacy statement](#) explains how the IND handles your data.



## Appendix Proof of income

***Do not enclose this appendix with the form!***

This list shows indicates which means of proof of income are needed to assess the application. The application form indicates the person of whom you must enclose proof of income with your application. The proof of income must be enclosed as a copy.

*Please note!* The IND may check the correctness of your wage, work and benefit details with another government agency (for example the Netherlands Employees Insurance Agency or the Tax and Customs Administration).

**1. You have or your (registered) partner has an employment contract that is valid for at least 1 year at the time of the application; or**

**You (the foreign national) will work as an employee (in the context of an EU action programme or an International Agreement to which the Netherlands is party)**

- Your current employment contract(s) and/or appointment approval(s);
- The completed and signed Appendix/Appendices employer's declaration which must not be older than 3 months;
- Payslips over the past 3 months.

*Please note: If you regularly earn more than evidenced by your employment contract due to irregular income (e.g. overtime), attach your pay slips for the past 12 months*

*If you are paid by a third party from a Personal Budget:*

- Evidence of the complete outsourcing of the salary administration to the Social Insurance Bank (SVB).

**2. You are applying for a residence permit for residence as a family member or relative, a residence permit for long-term residents EC, or a permanent regular residence permit.**

**Both conditions under A and B must apply to your situation. If this is not the case, you must enclose the evidence as indicated under one of the other categories.**

You or your (registered) partner

- A. have/ has, at the time of the application, income from paid employment at least 6 months, but less than 1 year; or will receive a benefit under the Unemployment Insurance Act (WW) or Sickness Benefits Act (ZW) for at least 6 months, but less than 1 year; and
  - B. have/has in the 12 months prior to the application only received income from paid employment or a benefit under the Unemployment Insurance Act (WW) or Sickness Benefits Act (ZW).
- At least 1 of the following means of proof:
    - Your current employment contract(s) and/or appointment approval(s), showing that you have work; or
    - A statement from the employer (for example the employment agency) showing that the income from paid employment will be available for another six months;
  - The completed and signed Appendix/Appendices employer's declaration which must not be older than 3 months;
  - Over the past 12 months:
    - all salary slips; and
    - the annual income statement; and
    - the (temporary) employment contract(s) and/or appointment approval(s); or
    - all specifications of unemployment and sickness benefits.

**3. You have or your (registered) partner has an employment contract that is valid for less than 1 year at the date the IND receives the application**

- Your current employment contract(s) and/or appointment approval(s), showing that you have work
- The completed and signed Appendix/Appendices employer's declaration (not older than 3 months)
- Over the past 3 years:
  - all annual income statements; and
  - all (temporary) employment contract(s) and/or appointment approval(s); and
  - confirmation(s) of benefits awarded and specification(s) of benefits received.

**4. You or your (registered) partner work(s) as a temporary agency worker or under an on-call contract, seasonal work contract, zero hours contract or other contract with a deferred duty of performance**

- Your current (temporary) employment contract(s) and/or appointment approval(s), showing that you have work
- The completed and signed Appendix/Appendices employer's declaration (not older than 3 months)
- Over the past 3 years:
  - all annual income statements; and
  - all (temporary) employment contract(s) and/or appointment approval(s); and
  - confirmation(s) of benefits awarded and specification(s) of benefits received.

**5. You or your partner have a residence permit for the employment as an essential start-up employee**

- an employment contract indicating the nature of the work and the salary;
- a contract signed by both parties (company and essential staff member) indicating the form, the percentage, and the conditions of the employee participation and the associated participation scheme.

**6. You are or your partner is a researcher pursuant to Directive (EU) 2016/801, it concerns the following proof**

- if you receive sponsor funds: a sponsor agreement showing the amount of the sponsor funds and the duration of the sponsor agreement; or
- if you receive periodic payments in order to pay for the stay in the Netherlands: a proof of these payments; or
- if you receive a grant or stipend: proof showing the amount and the start and end date of the grant or stipend; or
- if you have paid work abroad: a copy of an employment contract with the current employer abroad; or
- if you become employed by the research institution: a copy of the employment contract that must be signed by both you and the research institution.

**7. You have or your (registered) partner has a (supplementary) benefit**

- The letter from your benefits agency granting your benefit;
- The most recent specification of benefits received.

**8. You are or your (registered) partner is director-major shareholder of a company**

- The official documents showing your interest in the company (ownership percentage);
- A copy of your employment contract (or contracts if you have several jobs). Please note: if you are a sponsor and you do not have an employment contract with the B.V., you are regarded as a self-employed person and you must enclose the supporting documents belonging to a self-employed person;
- An original and completed Appendix employer's declaration, bearing a date, signature of the employer and company stamp (not older than 3 months);
- Details over the three months preceding the date of your application, showing that a monthly salary was paid (payslips, bank statements);
- Proof that the withheld wage tax was transferred by the company to the Tax and Customs Administration (bank statements).

**9. You are or your (registered) partner is self-employed**

- The Appendix declaration of income of self-employed person with the requested appendices, completed and signed by you and (for example) a registered accountant, accountant, accounting consultant, a tax consultant from the Tax Consultants Federation, a tax consultant from the Tax Consultants Association or an accountant with a BECON number from the Tax and Customs Administration.

*If you are paid by a third party from a Personal Budget:*

- Evidence of the complete outsourcing of the salary administration to the Social Insurance Bank (SVB)

*If you are self-employed under the Dutch-American Friendship Treaty or the Dutch-Japanese Trade Treaty:*

- Documentary evidence that you have invested a substantial capital in your company/enterprise. For a sole proprietorship, general partnership (VOF), limited partnership (CV) or private limited liability company (BV) a minimum capital of € 4,500 applies. For a public limited company (NV) a capital investment of at least €11,250 applies.



#### 10. You have or your (registered) partner has an income from own funds

- A tax statement of the year preceding this application for residence permit.
- the most recent final assessment income tax as issued to you by the Tax and Customs Administration;
- the most recent provisional assessment income tax, only if you have applied for it and have received it from the Tax and Customs Administration; and/or
- documentary evidence showing the own funds at the time of submitting the application.

#### Exemption from the means requirement

In the situations below, the IND assesses whether you qualify for exemption from the means requirement.

##### 1. You submit an application for the purpose of residence as a family member or relative. The sponsor has reached the state pension age (AOW).

When processing your application, the IND will assess whether the sponsor has reached the state pension age.

##### 2. You submit an application for the purpose of residence as a family member or relative. The sponsor is permanently and fully unable to work

*The sponsor receives a WAO, WAZ or Wajong benefit*

- The confirmation of benefits awarded showing that you are incapacitated for work (and the degree of incapacity for work);
- The most recent specification of benefits received (of at least one year after the confirmation of benefits awarded);
- The most recent reassessment;
- A letter from the benefits agency stating the date of reassessment.

*The sponsor receives benefit under the WIA or the Wet Wajong*

- The confirmation of benefits awarded showing that you are incapacitated for work (and the degree of incapacity for work);
- The most recent specification of benefits received;
- The most recent reassessment.

*The sponsor is permanently incapacitated for work but does not receive a WAO, WIA, WAZ, Wet Wajong or Wajong benefit.*

- A statement from the Municipal Health Service, company doctor or medical examiner, showing that you are fully incapacitated for work, for how long you have been incapacitated for work and the expected duration of the incapacity for work.

*The sponsor has a wsw indication*

- Proof of a valid wsw indication.

*The sponsor has an indication of a job agreement (indicatie banenafspraken) for at least 2 years on the basis of the act 'Wet banenafspraken en quotum arbeidsbeperkten'*

- An indication job agreement (banenafspraken) issued by the UWV.

##### 3. You submit an application for the purpose of residence as a family member or relative. The sponsor receives social assistance benefit and is permanently exempted from the obligation to accept work

- All decisions over the past 5 years and any correspondence with the municipality showing that the sponsor is exempted from all obligations to work
- Proof showing that a labor integration is not to be expected within one year.

#### 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.



## Appendix Declaration on income of self-employed person

This declaration is used to determine whether the self-employed person has long-term and independent, sufficient of support in the meaning of the Aliens Act 2000. Fill in this declaration if you are applying for a residence permit or a short stay visa and you, as a foreign national or sponsor, have an income as a self-employed person. Include, as a part of this declaration (under 5) a signed compilation report from an administrator/accountant. Enclose the completed and signed declaration, including the compilation report, with your application.

*Please note! The IND may check the contents of this declaration with another government agency (the Netherlands Employee Insurance Agency or the Tax and Customs Administration, for example).*

### 1 Details of self-employed person

*Write in block letters*

1.1	V-number (if known)	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																												
1.2	Name (as stated in the passport)	<p><i>Surname</i></p> <hr/> <p><i>First names</i></p> <hr/> <hr/>																												
1.3	Date of birth	<table border="1"><thead><tr><th colspan="2"><i>Day</i></th><th colspan="2"><i>Month</i></th><th colspan="4"><i>Year</i></th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	<i>Day</i>		<i>Month</i>		<i>Year</i>																							
<i>Day</i>		<i>Month</i>		<i>Year</i>																										
1.4	Place of birth	<hr/>																												
1.5	Country of birth (as stated in the passport)	<hr/>																												
1.6	Nationality	<hr/>																												
1.7	Home address	<p><i>Street</i></p> <hr/> <p><i>Number</i></p> <hr/> <p><i>Postcode</i></p> <hr/> <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <p><i>Town</i></p> <hr/>																												
1.8	Name of the company	<hr/>																												

1.9 Visiting address

Street

Number

Postcode

Grid for town name

Town

1.10 Chamber of Commerce registration number

Grid for registration number

2 Details of the administrator/accountant

Write in block letters

2.1 Name accountant

2.2 Professional title

- Advisor from the Netherlands Association of Accounting and Tax Experts (Accounting + Tax Expert)
Registered accountant
Tax consultants from the Tax Consultants Register
Accounting consultant
Other, namely:

2.3 BECON number of Tax and Customs Administration

Grid for BECON number

2.4 Telephone number Accountant

Grid for telephone number

2.5 Visiting address

Street

Number

Postcode

Grid for town name

Town

### 3 Income from business activities

Write in block letters

#### Explanation of the calculation of profits or share in the profits

A company's profits for the closed financial year or the current financial year are calculated by deducting the total operating expenses from the total operating income. The income and the expenses must be calculated according to generally accepted commercial standards. With respect to this, the following is noted. If there is no closed financial year, the calculation of the monthly profits must be based on permanence. This means that both the operating income and the operating expenses must be attributable to the relevant period. If the company has the form of a private partnership, general partnership or limited partnership, the profits will then be divided among the partners or associates.

Please note! This explanation goes with 3.2, 3.5 and 3.12

#### Current financial year, immediately preceding the time at which the application was submitted

> Enter the period (from (date), to (date) below

3.1 The data included at 3.2 and 3.3 relate to the period (from/to)

from

Day	Month	Year

to

Day	Month	Year

3.2 Profits or share in the profits from business activities over the above period (see explanation)

€

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3.3 Annual income mentioned at 3.2 gross profits divided by the number of months stated

€

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#### Most recently closed financial year, immediately preceding the time at which the application was submitted

3.4 Financial year (from/to)

from

Day	Month	Year

to

Day	Month	Year

3.5 Profits or share in the profits from business activities in accordance with the financial statements (see explanation)

€

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3.6 Amount stated at 3.5, divided by the number of months in the most recently closed financial year

€

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3.7 Corrections of the above (share in the) profits from business activities for taxable profit\*

€

--	--	--	--	--	--	--	--	--	--

3.8 Taxable profit\* 

€																			
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3.9 Status of processing of tax return by the Tax and Customs Administration Please enclose from the last completed financial year and the current financial year a copy of:

- the profit and loss account;
- the income tax return;
- the provisional and final assessment imposed by the Tax and Customs Administration (as a result of this return).

3.10 If the Tax and Customs Administration has already imposed an assessment, is this assessment based on the stated profits from business activities?  Yes  
 No

*> Please enclose an explanation in a separate appendix*

**Next-to-last closed financial year**

3.11 Financial year (from/to) from

<i>Day</i>	<i>Month</i>	<i>Year</i>																	

To

<i>Day</i>	<i>Month</i>	<i>Year</i>																	

3.12 Profits or share in the profits from business activities in accordance with the financial statements (see explanation) 

€																			
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3.13 Amount stated at 3.12, divided by the number of months in the most recently closed financial year 

€																			
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3.14 Corrections of the above (share in the) profits from business activities for taxable profit\* 

€																			
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3.15 Taxable profit\* 

€																			
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3.16 Status of processing of tax return by the Tax and Customs Administration Please enclose from the next-to-last closed financial year a copy of:

- the profit and loss account;
- the income tax return;
- the provisional and final assessment imposed by the Tax and Customs Administration (as a result of this return).

3.17 If the Tax and Customs Administration has already imposed an assessment, is this assessment based on the stated profits from business activities?  Yes  
 No

*> Please enclose an explanation in a separate appendix*

(\*only for any inspection by the IND)

## 4 Signing by the self-employed person

I, the undersigned, hereby truthfully declare, as a self-employed person, to have acquired income from my own business in accordance with the above information.

4.1 Place and date *Place*

---

<i>Day</i>		<i>Month</i>		<i>Year</i>		

4.2 Signature

---

## 5 Compilation report administrator/accountant

Our client for this compilation report is the self-employed person mentioned under 1. of this declaration, and also signatory of this form under 4, namely:

5.1 Name *Surname*  
(as stated in the passport)

---

*First names*

---

5.2 Name of the company

---

5.3 Chamber of Commerce registration number

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further referred to as: client

This compilation report is part of the declaration on income of self-employed person. Our client has this declaration on income of self-employed person filled in and signed for the purpose of an application procedure at the IND. This report is compiled by us for our client on behalf of the IND, with the aim of assessing whether the resource requirement has been satisfied for compliance with the applicable standard<sup>1</sup>. As a result, the statement may not be suitable for another purpose. The statement is intended solely for our client and the IND and should not be distributed to or used by other parties.

This compilation report, in accordance with the applicable regulations<sup>2</sup>, refers to the information under section 3 Income from business activities. This information is compiled by us based on the information provided by our client.

This compilation engagement has been performed by us in accordance with Dutch law, including the Dutch Standard 4410H, 'Compilation engagements', which is applicable to accountants<sup>3</sup>. The standard requires us to assist the client in the preparation and presentation of section 3 Income from business activities of the declaration on income of self-employed person. To this end we have applied our professional expertise in accounting and financial reporting.

In a compilation engagement, the client is responsible for providing us with all relevant information and the client is also responsible for ensuring the information is correct. Therefore, we have conducted our work, in accordance with the applicable regulations<sup>4</sup>, on the assumption that the client has fulfilled his responsibility. To conclude our work, we have read section 3 of the declaration to consider whether the statement as presented correspond with our understanding of the client. We have not performed any audit or review procedures which would enable us to express an opinion or a conclusion on section 3 of the declaration.

During this engagement we have complied with the relevant ethical requirements prescribed by the 'Verordening Gedrags- en Beroepsregels Accountants' (VGBA, Dutch Code of Ethics)<sup>5</sup>. You and other users of

this statement may therefore assume that we have conducted the engagement in a professional, competent and objective manner and with due care and integrity and that we will treat all information provided to us as confidential.

### Signing

5.4 Name of administration/  
accountants office \_\_\_\_\_

5.5 Place and date Place \_\_\_\_\_

Day	Month	Year

5.6 Signature of administrator/  
accountant \_\_\_\_\_

<sup>1</sup> See article 16 paragraph 1 (c) of the Aliens Act.

<sup>2</sup> For members of the NBA (The Royal Netherlands Institute of Chartered Accountants), the NOAB (Netherlands Association of Financial and Tax Experts) and RB (Register of Tax Advisers).

<sup>3</sup> And/or other applicable regulations, for example, if the administrator is a member of NOAB, RB or another body.

<sup>4</sup> For members of the NBA, the NOAB and RB.

<sup>5</sup> And/or other applicable provisions, for example, if the administrator is a member of NOAB, RB or another body.

#### 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.



## Appendix Submitting and paying for the application for an extension

***Do not enclose this appendix with the form!***

### Submitting the application for an extension

You send the application form, the appendices and the requested evidence to the IND by post. Never send any original evidence. You must send clearly readable and full copies of the original evidence. Do not use any staples or paperclips. Do not send any USB sticks, CDs, DVDs and suchlike. Put all evidence in a sufficiently stamped envelope. Send your application to the following address:

*Application for an extension for an economic purpose of residence (work, study, for example)*

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

*Application for an extension for a social purpose of residence (family formation or family reunification, for example)*

**Immigratie- en Naturalisatiedienst  
Postbus 9  
9560 AA Ter Apel**

*Application for medical circumstances*

**Immigratie- en Naturalisatiedienst  
Postbus 1  
9560 AA Ter Apel**

### How do you pay?

Applying for an extension of the validity of a residence permit is not free of charge. The costs depend on the purpose of the residence applied by you. After the IND has received your application, you will receive a letter stating the amount and the manner in which you have to pay. This form contains no information about the costs or any exemption from having to pay fees. Please visit [www.ind.nl](http://www.ind.nl) if you want to know the costs beforehand. If the assessment of your application shows that you do not qualify for the residence permit applied for, you will not receive a refund.

### What happens with your application?

If you have submitted your application for an extension to the IND and paid the related costs, the IND will assess your application. If your application is incomplete, the IND will be unable to properly assess your application. If you fail to make a payment or timely payment or submit an incomplete application, the handling of your application will be delayed. You will be informed in writing once your application has been handled. If your application is granted, you will also receive a letter with information about the follow-up procedure.

### Providing correct information

Providing incorrect information or withholding relevant information may lead to withdrawal of the permit. If punishable offences are observed, the IND reports this to the police.

### V-number

A V-number is a unique number, which is used for identification of a foreign national by the IND and cooperating organisations (such as the Aliens Police). The number is listed in the correspondence which the foreign national or sponsor receives from the IND and other organisations and is also printed on the residence document itself.

### Processing of personal data

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