



2.6 E-mail of contact \_\_\_\_\_

2.7 Registration number  
Chamber of Commerce 

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

**3 Details of an authorised representative (if applicable)** *Write in block letters*

3.1 Name of corporation \_\_\_\_\_

3.2 Name of authorised  
representative \_\_\_\_\_

3.3 Name of contact \_\_\_\_\_

3.4 Postal address *Street* \_\_\_\_\_

*Number* \_\_\_\_\_

*Postcode* \_\_\_\_\_

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

  
*Town*

3.5 Telephone number of contact 

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

3.6 E-mail of contact \_\_\_\_\_

**4 Details of the foreign national** *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) *Surname* \_\_\_\_\_  
*First names* \_\_\_\_\_

4.4 Sex  Male  
 Female

4.5 Date of birth *Day* *Month* *Year*  

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

4.6 Place of birth \_\_\_\_\_

4.7 Country of birth  
(as stated in the passport) \_\_\_\_\_

4.8 Nationality

---

4.9 Civil status

- unmarried (single or living together)
- married
- registered partnership
- divorced
- widow/widower

4.10 Passport data

*Number*

---

*Country*

---

*Valid from*

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

*to*

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

4.11 Address abroad, or the address in the Netherlands if that is already known

*Street*

---

*Number*

---

*Postcode*

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

*Place*

---

*Country*

---

4.12 Telephone number

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

4.13 E-mail

---

4.14 The position concerns

- A managerial or specialist position (933)\*
- A trainer (specialist) (933)\*
- A trainee employee (933)

4.15 \* Job position of the foreign national

---

4.16 Is the foreign national (co-) owner of the foreign parent company?  Yes  No

If so, for what percentage?

Is the foreign national (co-) owner of the Dutch branch?  Yes  No

If so, for what percentage?

4.17 Gross monthly salary (excluding holiday allowance) €

## 5 A statement of the terms and conditions

I declare the following:

- The Dutch employer (host entity) and the employer with its registered office outside the European Union form part of the same corporation or of the same group of corporations.  Yes  No
- Prior to transfer, the foreign national has been employed by the same corporation or group of corporations for a continuous period of time of at least 3 months.  Yes  No
- It concerns a job position with a higher professional education or a university education.  Yes  No
- The foreign national has a valid employment contract with the corporation with its registered office outside the European Union.  Yes  No
- The foreign national has the professional qualifications and the experience required at the Dutch employer (host entity) to which he is being transferred.  Yes  No
- The foreign national meets the income requirement. The income will be transferred to a bank account.  Yes  No
- The position which is to be filled has employment terms and conditions, labour relationships or working circumstances which are at least the level required by law and which is a level common in the line of corporation concerned. The IND considers the income in accordance with market conditions when this meets the income requirements for knowledge migrants. Please check [www.ind.nl](http://www.ind.nl) for the most recent standard income amounts.  Yes  No
- The Dutch employer (host entity) was not incorporated with a principal objective to facilitate the entry of transferees within a corporation.  Yes  No
- The employer in the Netherlands (the host entity) did not get any penalty in the last 5 years pursuant to the Foreign Nationals (Employment) Act or the States Taxes Act.  Yes  No
- The Dutch employer undertakes economic activities (host entity).  Yes  No
- Over the period of 6 months prior to the application, the foreign national has not been resident in the Netherlands as a result of an earlier transfer within a corporation within the meaning of the Directive ICT.  Yes  No
- The Netherlands is a Member State in which the foreign national stays the longest during the course of his transfer.  Yes  No
- During the course of the application, the foreign national has his principal residence outside the European Union.  Yes  No
- The Dutch employer (host entity) states itself to be a sponsor by way of this form for the foreign national referred to above, within the meaning of the provisions of Article 2a of the Aliens Act.  Yes  No
- The foreign national has filled out and signed the Appendix 'Antecedents Certificate'.  Yes  No
- In the antecedents certificate the foreign national has stated that he or she has no antecedents. > *If the antecedents certificate is not signed and / or if the foreign national has not declared that he or she has no antecedents, then enclose antecedents certificate to the application.*  Yes  No
- By practising a regulated profession, the foreign national has the required acknowledgement of the professional qualifications.  Yes  No  N/A
- It is the intention of the foreign national to subject himself to a TB examination (if necessary) within 3 months of arrival in the Netherlands (only applicable upon first entry).  Yes  No  N/A

### Statement employer due to European sanctions against Russia and Belarus

- 5.1 Is your company a subsidiary of a parent company?  
*If the company is a sole trader, then tick 'No'*
- Yes Skip to question 5.2  
 No Continue with section 6 of this form
- 5.2 Is the parent company Russian/Belarussian?
- Yes Skip to question 5.3  
 No Continue with section 6 of this form
- 5.3 Is the parent company in Russia or Belarus on the European sanctions list?  
(see [www.sanctionsmap.eu](http://www.sanctionsmap.eu))
- Yes Skip to question 5.4  
 No Continue with section 6 of this form
- 5.4 Is your company under control or owned by the parent company in Russia or Belarus?
- Yes  
 No
- See the text box below for a more detailed explanation of control or ownership*

#### When does ownership or control exist?

This follows from the European Sanctions Guidelines ([pdf \(europa.eu\)](http://europa.eu)) under 55a and 55b:

**Ownership:** The criterion to be taken into account when assessing whether a legal person or entity is owned by another person or entity is possession of more than 50% of the proprietary rights of an entity or having a majority interest in it.

**Control:** The criteria to be taken into account when assessing whether a legal person or entity is controlled by another person or entity, alone or pursuant to an agreement with another shareholder or other third party, could include, inter alia):

- a. having the right or exercising the power to appoint or remove a majority of the members of the administrative, management or supervisory body of such legal person or entity;
- b. having appointed solely as a result of the exercise of one's voting rights a majority of the members of the administrative, management or supervisory bodies of a legal person or entity who have held office during the present and previous financial year;
- c. controlling alone, pursuant to an agreement with other shareholders in or members of a legal person or entity, a majority of shareholders' or members' voting rights in that legal person or entity;
- d. having the right to exercise a dominant influence over a legal person or entity, pursuant to an agreement entered into with that legal person or entity, or to a provision in its Memorandum or Articles of Association, where the law governing that legal person or entity permits its being subject to such agreement or provision;
- e. having the power to exercise the right to exercise a dominant influence referred to in point (d), without being the holder of that right;
- f. having the right to use all or part of the assets of a legal person or entity;
- g. managing the business of a legal person or entity on a unified basis, while publishing consolidated annual accounts;
- h. sharing jointly and severally the financial liabilities of a legal person or entity or guaranteeing them.

If any of these criteria are satisfied, it is considered that the legal person or entity is controlled by another person or entity.

## 6 Entry date (if a regular provisional residence permit is required)

The entry date will be the start date of the residence permit. If the entry date is unknown the residence permit starts the day after issuing the regular provisional residence permit. Please note! Issuing of the residence document may take longer if no entry date has been provided.

> Please tick the applicable situation and fill in

- 6.1 Entry date  Entry date unknown  
 Entry date:

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 7 Place of collection of regular provisional residence permit (if a regular provisional residence permit is required)

Dutch embassy or consulate in the country of origin (or country of continuous residence).  
If no Dutch embassy or consulate is available, then you need to collect the regular provisional residence permit in the nearest country where a Dutch embassy or consulate is available.

- 7.1 Place \_\_\_\_\_
- 7.2 Country \_\_\_\_\_

## 8 Location where the residence permit is collected

Please indicate below the IND Desk where the foreign national will collect the residence permit:

- Amsterdam  Den Bosch  Den Haag  Zwolle

The foreign national can also collect his residence permit at an Expatcenter (NB. Some Expatcenters charge a fee for this service. To collect the residence permit you must make an appointment)

- Amsterdam  Den Haag  Eindhoven  Enschede  
 Groningen  Maastricht  Rotterdam  Utrecht  
 Wageningen

## 9 Signing by the recognised sponsor

9.1 Name \_\_\_\_\_

9.2 Place and date *Place* \_\_\_\_\_

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

9.3 Signature (by a person authorised for this purpose) \_\_\_\_\_

## 10 Means of evidence and documents

Please enclose the following documents with this form:

- The completed appendix 'Antecedents certificate'.
- A copy of the foreign national's passport (only the identity details and stamped pages).
- The completed appendix 'Direct debit collection'.
- The appendix 'Engagement letter' from the employer, as completed, showing the details of the current employment at the employer established outside the EU, the transfer and the details of the position and reward at the Dutch employer;

*If the antecedents certificate is not signed and / or if the foreign national has not declared that he or she has no antecedents:*

- The antecedents certificate.

*In the event that the foreign national is a trainee employee, please add the following to the application:*

- Diplomas and degree certificates; a copy of a Master's Degree if applicable;
- A trainee agreement. The aforesaid relates to the preparation of the prospective position within the company or the group of companies, together with a description of the trainee programme.

The description shows:

- that the aim of the residence is to provide training to the trainee employee to develop a career or to provide training in relation to techniques and methods of the corporation.
- the duration of the agreement;
- the way in which supervision of the trainee employee is carried out during the transfer.

## 11 Biometric information (fingerprints, passport photo) and signature

The foreign national must have his fingerprints and facial image (passport photo) taken to determine his identity. The biometric information is also required to create a residence permit. For the residence permit the IND also needs a signature of the foreign national. See the appendix 'Fingerprints, passport photo and signature'.

## 12 Submitting the application and payment

You have collected, copied and enclosed all the means of evidence necessary for the application. Proceed to the appendix: "Submitting and paying for the application (by the sponsor)".

### 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 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) 

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

2.2 Name 

---

2.3 Date of birth 

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

2.4 **Place and date** *Place* 

---

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

2.5 **Signature** 

---

### 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 Fingerprints, passport photo and signature

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

The foreign national must have his fingerprints and facial image (passport photo) taken to determine his identity. The biometric information is also required to create a residence permit. For the residence permit the IND also needs a signature of the foreign national.

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

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 by the sponsor

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

Below, you can read how you can submit and pay for the Entrance and Residence Procedure (TEV procedure), the application for a residence permit (without a regular provisional residence permit) or a change to the restriction on the residence permit. *Please note!* If the foreign national relies on an exemption from the requirement to apply for a regular provisional residence permit you cannot send the application by post. In that case, the foreign national must always submit the application to the IND Desk in person. Please visit [www.ind.nl](http://www.ind.nl) for the ways you can contact the IND.

### **Submitting the Entrance and Residence Procedure (TEV procedure), a residence permit without a regular provisional residence permit or a change to the restriction on the residence permit**

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

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

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

**Immigratie- en Naturalisatiedienst  
Postbus 16  
9560 AA Ter Apel**

### **How do you pay?**

An application 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 (unless you use a direct debit collection) (*direct debit collection is not available for private persons, non-recognised sponsors, recognised sponsors relating to 'exchange' established in another Member State of the EU, EEA or Switzerland and applications for recognition as sponsor*). Here, you can find 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 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**

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 Engagement letter

### Intra Corporate Transfer Directive 2014/66/EU

#### 1 Details of the current employment at the employer established outside the EU

**Write in block letters**

1.1	Name of the employer established outside the EU	_____								
1.2	Visiting address	Street _____ Number _____ Postcode _____ <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> Town _____ Country _____ _____								
1.3	Name of employee (as stated in the passport)	Surname _____ First names _____ _____								
1.4	Date of birth	Day      Month      Year <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>								
1.5	Nationality	_____								
1.6	Date of commencement of employment at the foreign employer	Day      Month      Year <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>								
1.7	Current position at the foreign employer	_____								

## 2 Details of transfer

*Write in block letters*

2.1 Name of Dutch employer

---

2.2 Registration number at the Chamber of Commerce

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

2.3 Visiting address of Dutch employer

*Street*

---

*Number*

---

*Postcode*

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

*Town*

---

2.4 Period of transfer to the Netherlands

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

from    *Day*                      *Month*                      *Year*

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

to        *Day*                      *Month*                      *Year*

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

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

- Yes  
 No

## 3 Details of employment with Dutch employer

*Write in block letters*

3.1 Name position employee

---

3.2 Duties within the job position

---

3.3 Job requirements

*Educational background*

---

*Experience*

---



3.4 Weekly working hours per week

3.5 Gross monthly wages during the period of transfer (excluding holiday allowance)  €        
*All amounts rounded to the nearest full euro*

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?

- Yes
- No

*Explanation (please provide in this note the CAO or the remuneration policy within your organisation/ industry)*

Would you explain this?

---

---

---

---

#### **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.





Please note! If you do not agree with this withdrawal, you can have it reversed. Please contact your bank for this within 8 weeks. Ask your bank for the conditions. The IND does not accept a form that is not filled out completely or illegibly. (Version 2018b)

## Appendix Direct debit collection

(One time authorisation - SEPA)

Complete and sign the form. Do so for each foreign national separately. (Direct debit is only available for recognised sponsors and their authorised representatives. This paying method is not available for applications for recognition as sponsor.) IND debits your account for legal fees to be paid within three months stating the ID and reference of the collecting officer.

(Debit collection takes place per foreign national and per procedure). If assessment of the application shows that the foreign national does not qualify for the requested residence permit, you will not be reimbursed. See for current fees: [www.ind.nl/fees](http://www.ind.nl/fees)

### 1 Details of collecting officer

1.1	Name	Immigration and Naturalisation Service
1.2	Postal address	PO Box: 5 Postcode: 9560 AA Town: Ter Apel Country: Netherlands
1.3	ID Collecting Officer	NL77ZZZ507204570001
1.4	Authorisation Reference	(future) invoice number of the application

### 2 Details of the bank account from which the fees are debited

> The IND only accepts authorisations for Euro accounts (SEPA).  
Fill in the details of the paying party and not the details of the bank.

2.1	Name account holder	
	Street	
	Number	
2.2	Postal address	
	Postcode	
	Town	
2.3	IBAN	
2.4	BIC	

### 3 Details of the foreign national

		Surname as stated in the passport
3.1	Name	
		First names
3.2	Date of birth	
		Day
		Month
		Year

## 4 Signing

By signing this form, you authorise IND to send a once only direct debit collection order to your bank to debit your account for the legal fees to be paid. By signing this form you also authorise the bank to debit your account once only according to the order by IND.

4.1	Name																																					
4.2	Place and date	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 5%;"></td> <td style="width: 10%; text-align: center; border-bottom: 1px solid black;">Day</td> <td style="width: 5%;"></td> <td style="width: 10%; text-align: center; border-bottom: 1px solid black;">Month</td> <td style="width: 5%;"></td> <td style="width: 10%; text-align: center; border-bottom: 1px solid black;">Year</td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>			Day		Month		Year																													
		Day		Month		Year																																
4.3	Signature account holder (by a person authorised for this purpose) and company/organisation stamp																																					

**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.