



## Notification form for changes concerning the recognised sponsor

You can only use this form if you are a recognised sponsor or the authorised representative of a recognised sponsor.

This form is only to be used for notifications concerning changes in the situation of the recognised sponsor. This includes changes of a general nature, but also specific changes in relation to the purpose of stay for which you are a recognised sponsor. There are other forms for notifications concerning the foreign national for which you are a recognised sponsor. You will find these forms on the IND- website, [www.ind.nl](http://www.ind.nl).

You can use this form to submit any changes that you have to report to the IND under your obligation to provide information. A change must be reported to the IND within 4 weeks after the commencement of the change. There is one exception. If the address where the records of the company, organisation or legal person are kept has changed, this must be reported to the IND within 2 weeks after the commencement of the change.

Some changes as well as the occurrence of not notifying the IND in time, could have consequences for your recognition as a sponsor. In some cases, you might have to reapply for recognition.

### 1 Details of the recognised sponsor

*Write in block letters*

1.1	Company/organisation name	<hr/>																		
1.2	IND client number (if known)	<b>K</b>	<b>1-</b>																	
1.3	Name contact person	<hr/>																		
1.4	Telephone number contact person (include country code)	Country code				Phone number														
		+																		
1.5	E-mail contact person	<hr/>																		
1.6	Chamber of Commerce number (or number of foreign Commercial Register if applicable)																			

### 2 Details of the authorised representative

*Write in block letters*

Please enclose a written authorisation if you do not work for the aforementioned organisation or company. This is not necessary if the authorised representative is a lawyer.

2.1	Company name	<hr/>										
2.2	Name authorised representative	<hr/>										

2.3 Correspondence address

Street

Number

Postcode

Grid for Postcode: 7 columns, 1 column with a thicker border in the 5th column.

Town

Country

2.4 Name contact person

2.5 Telephone number contact person (include country code)

Country code

Phone number

Grid for Telephone number: Country code (5 columns, first with '+'), Phone number (15 columns).

2.6 E-mail contact person

2.7 Website

### 3 Please state the change you want to submit

> Please tick the applicable situation

- changes of a general nature > Proceed to 4
- changes concerning your recognised sponsorship for Paid employment > Proceed to 5
- changes concerning your recognised sponsorship for Directive (EU) 2016/801 > Proceed to 6
- changes concerning your recognised sponsorship for Study > Proceed to 7
- changes concerning your recognised sponsorship for Exchange > Proceed to 8

### 4 Changes of a general nature

> Please tick the applicable situation (select all that apply)

- Change of contact person

4.1 Name contact person

4.2 Telephone number contact person (include country code)

Country code

Phone number

Grid for Telephone number: Country code (5 columns, first with '+'), Phone number (15 columns).

4.3 E-mail contact person



Change in bank account being used for payment of the fees.

4.12 Name account holder

\_\_\_\_\_  
*Street*

4.13 Address account holder

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

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

\_\_\_\_\_  
*Town*

\_\_\_\_\_  
*Country*

4.14 IBAN

\_\_\_\_\_

\_\_\_\_\_

4.15 BIC

\_\_\_\_\_

\_\_\_\_\_

*Voeg een kopie bankverklaring of-afschrift waaruit deze gegevens blijken, toe.*

The recognised sponsor has been deregistered from of the Dutch or foreign Commercial Register.

The legal form of the recognised sponsor has changed

*This change means that a new application for recognition must be submitted in order to continue your role as a recognised sponsor.*

There has been a change in the membership of the shareholders of the organisation

*Please enclose a recent copy of the share register.*

Suspension of payment or bankruptcy has been applied for or declared with regard to the recognised sponsor.

The company, organisation or legal entity has ceased its activities.

The code of conduct, which is mandatory for recognition as a sponsor, is not being followed.

The recognised sponsor chooses not to be a recognised sponsor any longer. Please provide an explanation on this change below.

The enterprise/institution is not registered in the Commercial Register because this is not mandatory. There has been a change in the composition of the directors involved with the company or legal entity.

Please explain this change below and state the name, first names, date of birth, place of birth, nationality, citizen service number of the persons involved..

Other changes. Please provide an explanation on this change below.

Explanation

(if necessary, specify in a separate appendix)

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## 5 Changes concerning your recognised sponsorship for Paid employment

The recognised sponsor is no longer part of the organisation or group of organisations as the organisation outside of the European Union, as mentioned in article 3, under I of the Directive 2014/66/EU.

*Please provide an explanation on this change below.*

Explanation

(if necessary, specify in a separate appendix)

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> Proceed to 9 Date of change

## 6 Changes concerning your recognised sponsorship for Directive (EU) 2016/801

> Please tick the applicable situation (select all that apply)

The recognised sponsor is no longer a public research institution that has been included in the annex to the Higher Education and Research Act.

*Please provide an explanation on this change below.*

The recognised sponsor is no longer a research institution as referred to in Article 1d(1), under (b), of the Decree Implementing the Foreign Nationals (Employment) Act.

*Please provide an explanation on this change below.*

The recognised sponsor is no longer a private research institution in the National Academic Research and Collaborations System.

*Please provide an explanation on this change below.*

- The certificate for research and development work, as referred to in Article 1(1)(q) of the Salaries Tax and National Insurance Contributions (Reduced Remittances) Act is.

*Please provide an explanation on this change below.*

6.1 Explanation  
(if necessary, specify in a separate appendix)

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> Proceed to 9 Date of change

## 7 Changes concerning your recognised sponsorship for Study

> Please tick the applicable situation (select all that apply)

- The recognised sponsor is no longer able to fulfill the duty of care.  
*Please provide an explanation on this change below.*
- The recognised sponsor is no longer registered at the registry administrator of the Code of Conduct International Student in Dutch Higher Education.  
*Please provide an explanation on this change below.*
- The recognised sponsor does no longer provide training within the context of the development and cooperation policy of the Dutch Ministry of Foreign Affairs.  
*Please provide an explanation on this change below.*
- The recognised sponsor does no longer provide educational activities within the context of the Law on Specific Cultural Policy.  
*Please provide an explanation on this change below.*
- The recognised sponsor is no longer accredited by International Baccalaureate.  
*Please provide an explanation on this change below.*
- The recognised sponsor is no longer financed on the basis of secondary education.  
*Please provide an explanation on this change below.*
- The recognised sponsor no longer 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 organization, or the educational institution no longer places its students in a boarding school.  
*Please provide an explanation on this change below.*
- The recognised sponsor is no longer able to thoroughly recruit and select foreign nationals.  
*Please provide an explanation on this change below.*

7.1 Explanation  
(if necessary, specify in a separate appendix)

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> Proceed to 9 Date of change

## 8 Changes concerning your recognised sponsorship for Exchange

> Please tick the applicable situation (select all that apply)

Please note! If the change(s) specified below must also be processed in the exchange program, please also enclose the most recent exchange program to this notification form.

- The recognised sponsor is no longer able to thoroughly recruit and select exchange students or host families.  
*Please provide an explanation on this change below.*
- The recognised sponsor is no longer able to supervise whether the daily routine, agreed upon between the host family and the au pair, is being complied with.  
*Please provide an explanation on this change below.*
- The recognised sponsor is no longer able to supervise the activities which the exchange student is undertaking.  
*Please provide an explanation on this change below.*
- The exchange program is being changed. Send the new exchange program to us.  
*Please provide an explanation on this change below.*
- A change has occurred in the accreditation of the exchange organisation by the Netherlands Youth Institute.  
*Please provide an explanation on this change below.*

8.1 Explanation  
(if necessary, specify in a separate appendix)

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> Proceed to 9 Date of change

## 9 Date of change

9.1 From which date the change takes or will take place?

Day	Month	Year

9.2 If you have not reported the change in time, please provide an explanation. Please enclose evidence to support your explanation. (if necessary, specify in a separate appendix)

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## 10 Signing (by the recognised sponsor or authorised representative)

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 am aware that if I do not do this, it may affect my position as sponsor and the right of residence of the foreign national (s) for whom I am a recognised sponsor. I know that I may incur an administrative fine. I know what my rights and obligations are.

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

10.1 Name \_\_\_\_\_

10.2 Place, country and date *Place* \_\_\_\_\_  
*Country* \_\_\_\_\_

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

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

## 11 Submitting the notification form

Please send this form to the following address:

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

### 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.