



Reporting form for Intra Corporate Transfer (recognised sponsor)

You can only use this form if the foreign national has a residence permit as an intra corporate transferee. You are:

- a recognised sponsor; or
- an authorised representative of the recognised sponsor.

With this form you only report changes that relate to the foreign national for whom you are a recognised sponsor. Changes with respect to the recognised sponsor are reported with 'Reporting form for changes concerning the recognised sponsor'.

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.

1 Details of the sponsor

Write in block letters

1.1	Company name	_____
1.2	IND client number (if known)	1-
1.3	Name contact person	_____
1.4	Telephone number contact person	
1.5	E-mail contact person	_____
1.6	Chamber of Commerce number	

2 Details of authorised representative (if applicable)

Write in block letters

- The authorised representative may submit changes that the recognised sponsor is required to report to the IND, under the obligation to provide information.
> *Please enclose an authorisation signed by the recognised sponsor with this form. If the authorised person is a lawyer, an authorisation is not necessary.*

2.1	Name of enterprise / institution	_____
2.2	Name of authorised representative	_____
2.3	Name of contact person (if different from authorised person)	_____

2.4 Postal address

Street

Number and addition

Postal code

Grid for postal code: 10 columns, 1 column with a thick vertical line, 5 columns.

Town

Country

2.5 Telephone number
(including country code)

Grid for telephone number: 1 column with '+', 5 columns, 15 columns.

2.6 E-mail

3 Details of the foreign national

Write in block letters

3.1 V-number (if known)

Grid for V-number: 10 columns.

3.2 Citizen Service Number (if known)

Grid for Citizen Service Number: 10 columns.

3.3 Name
(as stated in the passport)

Surname

First names

3.4 Sex

- Male
 Female

3.5 Date of birth

Grid for date of birth: Day (2 columns), Month (2 columns, thick vertical line), Year (4 columns, thick vertical line).

4 Please state the change you want to submit

> Please tick the applicable situation

- The foreign national who had another sponsor and whose sponsor I would like to be > Proceed to 5
Please note: this change is only possible if the old and the new sponsor belong to the same concern
 The foreign national whose sponsor I am now > Proceed to 6

5 Change of sponsor

> Please tick

- The foreign national has a valid residence permit as an intra corporate transferee. By signing this form, the enterprise will present itself as sponsor of the above foreign national as referred to in Article 2a of the Aliens Act and states that the foreign national still meets all conditions for the residence permit.

- 5.1 The position concerns
- A managerial or specialist position (933)*
 - A trainer (specialist) (933)*
 - A trainee employee (933)

5.2 * Job position of the foreign national

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

If so, for what percentage?

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

If so, for what percentage?

			%
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- 5.5 Gross monthly salary (excluding holiday allowance)
- | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|
| € | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|

- 5.6 Please enclose with this reporting form the completed and signed '[Appendix Declaration due to European sanctions against Russia and Belarus](#)'.

> Proceed to 7 'Date of change'

6 Change with respect to the foreign national

> Please tick the applicable situation. If multiple conditions are true then you can tick several boxes. Enter in the 'Comments' box to which situations apply to each situation and give the date.

- The foreign national no longer wants to come to the Netherlands
- The foreign national no longer stays in the Netherlands and this change was not reported in good time (within 4 weeks) to the Municipal Personal Records Database (BRP) of the municipality where the foreign national is registered.
- The foreign national is no longer employed by the sponsor or the enterprise outside the European Union.
- The foreign national is no longer in a managerial or specialist position, is no longer working as a trainer (specialist) or trainee employee.
- The foreign national is, or has become, (co-)owner of the foreign parent company for

			%
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- The foreign national is, or has become, (co-) owner of the Dutch branch for

			%
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- The employment terms, employment relationship or working conditions of the foreign national are no longer the level required by law and which is common in the line of corporation concerned.
- The foreign national has a regulated profession and no longer has a recognition of the professional qualifications.
- The foreign national is no longer registered in the BIG-register (Beroepen Individuele Gezondheidszorg).
- The foreign national no longer has sustainable and enough means of support.
- The foreign national has died.
- Other changes:

Comments

7 Date of change

7.1 From which date does the change occur?

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

7.2 Signature (by a person authorised for this purpose)

8 Signing (by the recognised sponsor or authorised person)

- ✓ 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 report changes to the IND within 4 weeks of the change occurring. I am aware that if I do not do this, or do not do so within the time limit, 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.

8.1 Name

8.2 Place and date

Place

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

8.3 Signature (by a person authorised for this purpose)

9 Submitting the reporting form

Send the form to:

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 you can read how the IND processes your data and which rights you have. You can also read how to use your rights.

