



## Application for the purpose of stay 'Intra Corporate Transfer' (Directive 2014/66/EU) (sponsor)

Please read the explanatory notes before you start completing the form.

### Who is this form for?

You can only use this form if you are a sponsor of an employee (a foreign national) for whom you wish to apply for a residence permit on the basis of work, for the purpose of which it is requirement that the foreign national has a combined permit for residence and work. The sponsor is the employer of the employee.

By using this form, you can make an application on behalf of the employee for a combined permit for residence and work with the purpose of stay 'Directive of the Intra Corporate Transfer'. You can also use this form for extension of the validity of the residence permit for this purpose of stay. You must submit the application to the IND. The IND requests advice from the Employee Insurance Agency (UWV). UWV's advice subsequently forms part of the decision taken on the part of the IND.

### How to complete the form

This form consists of a number of appendices. You have to fill in certain appendices which shall depend on the situation the foreign national is in. Do not submit this form until you completed it in full, signed it and until you collected all the required documents and evidence. IND is not able make a proper assessment of your application if it is not complete.

### 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.

### Do you wish to have more information?

Please go to IND's website, [www.ind.nl](http://www.ind.nl). You can also telephone IND. The telephone number is 088 0430 430 (you pay the usual rate for this information number), which is reachable on working days from 9.00 to 17.00 hrs. If you call from abroad, please dial +31 88 0430 430.

# 1 What is the situation of the foreign national?

> Please tick the boxes below as appropriate for the situations that apply and follow the instructions provided.

**1. A foreign national has his principal residence abroad and he would like a residence permit and the foreign national has the nationality of Australia, Canada, Japan, New Zealand, United States of America, the United Kingdom, South Korea, Monaco or Vatican City.**

You wish to submit an application for a regular residence permit. > Continue to 4 'Tuberculosis'

**2. The foreign national resides abroad and he has a nationality for which a provisional residence permit (mvv) is required (a nationality other than the nationalities referred to under 1). A mvv is a visa with which the foreign national can travel into the Netherlands for the purpose of residence for a period of time which is longer than 90 days. A valid mvv may enable the foreign national to obtain a residence permit.**

You wish to make an application for a provisional residence permit or mvv and a residence permit (procedure for 'access and residence') > Continue to 2 'Place of collection of regular provisional residence permit and entry date'

**3. The foreign national is in possession of a residence permit and wants an extension of the validity of the residence permit.**

You wish to submit an application for extension of the validity of the residence permit.  
*Please note!* There is a maximum term of residence. The maximum duration of a transfer to the European Union is not to be any longer than 3 years for managers or specialists and 1 year for trainee employees. Make sure that the IND has received the application for renewal before expiration of the residence permit of the foreign national. It is important to avoid unlawful residence. Do not submit an application for extension of the validity 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.  
> Continue to 3 'Location where the residence permit is collected'

# 2 Place of collection of regular provisional residence permit and entry date

The foreign national can collect the mvv at the Dutch embassy or Dutch consulate in the country of origin or country of continuous residence\*.

If the foreign national resides in the country of continuous residence, please include with the application:

- a copy of his residence document; or
- a copy of proof that the foreign national has applied for residency in that country and that he is allowed to await that application there.

\*The country of continuous residence is the country where the foreign national is allowed to reside because he:

- has a residence permit in that country that is still valid for at least three months; or
- because he has applied to stay in that country and he is allowed to await that application there.

If no Dutch embassy or Dutch consulate is available, then you need to collect the regular provisional residence permit in the nearest country where an embassy or consulate is available.

2.1 Town and Country

Town

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Country

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The expected entry date of the foreign national into the Netherland.

*Please note!* This is the date of entry of the residence permit. If you do not state a date here, the IND shall use the date after the foreign national collected the mvv as the entry date of the residence permit.

2.2 Expected entry date

Day	Month	Year

### 3 Location where the residence permit is collected

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

- Amsterdam       's-Hertogenbosch (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       Nijmegen       Rotterdam  
 Utrecht       Wageningen

### 4 Tuberculosis

You want to apply for a residence permit in the Netherlands on behalf of a foreign national. The foreign national may need to undergo an examination and treatment for tuberculosis (TB). This depends on the situation.

> Please tick the applicable situation

- The foreign national does not need to undergo a TB test because he is applying for extension of the validity of the residence permit.
- The foreign national does not need to undergo a TB test because he is a national of one of the countries listed in the appendix 'Exemption from the obligation to undergo a tuberculosis (TB) test'.
- The foreign national has a different nationality and has not yet undergone a TB test in the Netherlands. Then you should complete the 'Declaration of intent to undergo a TB test' appendix and send this together with the application. The foreign national must sign this appendix him/herself.

If the foreign national is in the Netherlands, then an appointment should be made for the test with the Municipal Health Service (GGD) in the area where he/she lives or will be living (for further information visit the website [www.ggd.nl](http://www.ggd.nl)). Take the appendix 'TB test referral form' with you to the Municipal Health Service (GGD). The Municipal Health Service (GGD) will then send the form to the IND.

### 5 Means of evidence

You have to collect means of evidence to file the application. The personal situation of the foreign national and the purpose of residence determine what evidence is needed. Please do not submit an application until all of the means of evidence is collected and copied. Please ensure that the copies are of a good quality.

#### Requirements of foreign means of evidence

It may be so that documentary evidence from abroad may have to be added to this application. The personal situation and the purpose of residence determine which foreign means of evidence has to be added.

#### Language

All foreign means of evidence must be compiled in Dutch, English, French or German. However, it is preferable for the documents to be set out in Dutch or English. Is this not the case? Please arrange for the translation of the documentary evidence by a translator who has been sworn in by the District Court. Please send the translation and the documentary evidence together with the application to the IND. If you are arranging for the translation abroad and not in the Netherlands by a translator sworn in by the District Court, the translation must be legalized or it must be provided with an apostille stamp from the competent authorities in the country of issue.

### Official means of evidence

Official foreign means of evidence must be issued and legalised by the competent authorities of the country that issued the means of evidence. In some countries the document must then also be legalized by the Dutch embassy or the Dutch consulate in the country in question. In 'apostille countries' an apostille, issued by the competent local authorities, is sufficient. If no Dutch embassy or consulate is available in that country, the document must be legalised by the Dutch embassy or consulate responsible for that country. Official foreign means of evidence include, for example, birth certificates and marriage certificates. Having these means of evidence legalised or provided with an apostille stamp can take a long time. You should start several months in advance of submitting your application with having documents legalised or provided with an apostille stamp in the country of origin. For more information about legalisation or apostille requirements for documents per country and any exceptions to these requirements, you can telephone the 'Public Information Service', telephone number 1400. You can also visit the website [www.rijksoverheid.nl](http://www.rijksoverheid.nl).

### Special facts and circumstances

If you think special facts and circumstances may apply, that have to be considered when assessing your application, you have to provide a written declaration. You have to substantiate this declaration with as many (official) means of evidence as possible.

If you submit special circumstances in the context of Article 3.6ba, first paragraph, of the Aliens Decree, you must only submit these circumstances if this concerns your first application submitted in the Netherlands.

> *Please tick*

### The transfer within a corporation (GVVA - 933)

Please add the following documentary evidence to your application:

- A copy of the passport of the foreign national (only the pages showing the identity details and stamped pages);
- The appendix 'Engagement letter' from the employer as completed, showing the details of the current employment at the employer abroad, the transfer and the details of the position at the Dutch employer;
- The appendix 'Declaration of intent to undergo a TB test' as completed;
- The appendix 'Antecedents certificate as completed by the foreign national';
- The appendix 'Declaration by sponsor (employment)' as completed and signed;
- Proof of registration with the Chamber of Commerce, not older than three months, or fill in the Chamber of Commerce registration number at 7.7 in this application form;
- Proof of an own address where economic activities are performed, such as a lease or deed of purchase;
- An anonymised payroll records of all employees showing that at least one FTE was already employed by the Dutch employer before the foreign national's arrival;
- A declaration of compliance with fiscal obligations (Verklaring betalingsgedrag nakoming fiscale verplichtingen) not older than three months;
- The Curriculum Vitae of the foreign national showing what training courses he has completed and - if applicable - the working experience of the foreign national.

*Upon the performance of a regulated profession, please add the following to the application:*

- Proof of acknowledgement of the professional qualifications.

*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.

**Extension of the validity of a residence permit ‘Intra Corporate Transfer’ (GVVA- 933)**

> Please add the following documentary evidence to your application:

- The appendix ‘Engagement letter’ from the employer as completed, showing the details of the current employment at the employer abroad, the transfer and the details of the position at the Dutch employer;
- Evidence that the salary is in line with the market. This is the case if it meets the salary criterion for highly qualified third-country workers.

**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 the right of residence; or
- Since the current residence permit was issued, there have been changes to the facts and circumstances that might affect your right of residence, namely:
  - The foreign national works for another employer.
  - The foreign national has changed positions.
  - Other, namely:

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## **6 Biometric information, signature and Antecedents certificate**

- 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.
- Fill out the Antecedents certificate appendix and submit this appendix together with your application.

## 7 Details from the sponsor (employer)

Write in block letters

7.1 Name of company \_\_\_\_\_

7.2 Name of contact \_\_\_\_\_

7.3 Postal address (the registered office of the company)

Street	Number
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*P.O. box (if applicable)*

\_\_\_\_\_

*Postcode*

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*Town*

\_\_\_\_\_

7.4 Telephone

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7.5 E-mail \_\_\_\_\_

7.6 Website \_\_\_\_\_

7.7 Registration number of the Chamber of Commerce

Yes

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No, (please explain)

\_\_\_\_\_

7.8 The type of business \_\_\_\_\_

7.9 What is the relationship between the foreign employer and the Dutch employer (host entity)? \_\_\_\_\_

7.10 The total number of staff permanently employed

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7.11 Employer Tax ID

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**8 Details of the authorized representative (if applicable)** Write in block letters

Please send an authorization if you do not work at the aforesaid company.

8.1 Name of company \_\_\_\_\_

8.2 Name of authorized representative \_\_\_\_\_

8.3 Name of contact \_\_\_\_\_

8.4 Postal address

Street \_\_\_\_\_ Number \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

P.O. box (if applicable)

\_\_\_\_\_

Postcode

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Town \_\_\_\_\_

\_\_\_\_\_

8.5 Telephone number

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8.6 E-mail \_\_\_\_\_

8.7 Website \_\_\_\_\_

**9 Details of the foreign national (the employee)** Write in block letters

9.1 V-number (if known)

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9.2 Citizen Service Number (if known)

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9.3 Name (as stated in the passport)

Surname \_\_\_\_\_

\_\_\_\_\_

First names \_\_\_\_\_

\_\_\_\_\_

9.4 Seks

Male

Female

9.5 Date of birth

Day Month Year

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9.6 Place of birth \_\_\_\_\_

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

9.8 Nationality \_\_\_\_\_

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

9.10 Passport details *Number* \_\_\_\_\_

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

*Valid from*

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

*to*

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

9.11 (prospective) Residential address *Street* \_\_\_\_\_

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

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

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*Town*

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

9.12 Telephone number \_\_\_\_\_

9.13 E-mail \_\_\_\_\_

9.14 Educational background \_\_\_\_\_



- 9.15 Residency in another EU country pursuant to the Directive ICT?  No  Yes

from

Day	Month	Year

to

Day	Month	Year

## 10 Details of employment

*Write in block letters*

- 10.1 Address where the work is being done *Street*

Number

Postcode

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Town

Country

- 10.2 The position concerns  Manager (934);\*  Specialist (934);\*  Trainee employee (934).

- 10.3 \* Designation of the position of employee

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

If so, for what percentage?

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

If so, for what percentage?

		%
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## 11 Signature

If you sign this form you have rights and obligations. If you are not aware of your rights and obligations, please go to [www.ind.nl](http://www.ind.nl).

- ✓ I declare that I have truthfully completed this form.
- ✓ I am aware of the fact that the personal details as provided will be processed within the context of the implementation of the Aliens Act 2000 and these details are being passed on to the institutions that need these details for such a purpose.
- ✓ I shall provide the IND immediately with information on any alterations of my situation which have consequences for my position as a sponsor for the residency rights of the foreign national. I am aware of the fact that if I fail to do the same, this may affect my position as a sponsor in relation to the residency rights of the foreign national. I am aware of the fact that I may be subject to an administrative fine.
- ✓ I am aware of my rights and obligations.
- ✓ I know what my rights and obligations are.
- ✓ I have enclosed the signed appendix 'Declaration by sponsor'.

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

11.1 Name

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11.2 Place and date

*Place*

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

11.3 Signature

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## 12 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 (by the sponsor)".



## 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**

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 of intent to undergo a TB test**

In order to obtain a residence permit, you (or the person you represent) must be prepared to undergo a tuberculosis (TB) test and - if necessary - treatment. If you submit the completed declaration of intent to undergo a TB test to the IND together with your application (and also meet all other conditions), the IND will grant you a residence permit as soon as possible.

You are granted this permit under the express condition that you will actually undergo a TB test within three months after having received your residence permit. Should it become clear after the issue of a residence permit that - despite signing the declaration of intent - you failed to undergo a TB test within the period of three months, this may result in a cancellation of the permit that was granted.

Enclose the completed and signed declaration of intent with your application before you make an appointment with the Municipal Health Service. In doing so, you declare that you are prepared to undergo a TB test and, if necessary, TB treatment. For the appointment with the Municipal Health Service, you must complete the referral form as much as possible (part 1) and take it with you.

The obligation to undergo the test does not apply if you are a national of one of the countries listed in the appendix 'Exemption from the obligation to undergo a tuberculosis (TB) test'. Nor does the obligation to undergo the test apply if you have an EU residence permit for long-term residents issued by another EU country or are his/her family member and were already admitted to another EU country as a family member of the long-term resident.

# 1 Details of foreign national to be tested (the applicant)

**Write in block letters**

1.1 Application for a permit for the purpose of work, learning while working or study?

- Yes
- No

1.2 V-number (if known)

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1.3 Name  
(as stated in the passport)

*Surname*

\_\_\_\_\_

*First names*

\_\_\_\_\_

1.4 Sex

- Male
- Female

1.5 Date of birth

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

1.6 Place of birth

\_\_\_\_\_

1.7 Country of birth  
(as stated in the passport)

\_\_\_\_\_

1.8 Nationality

\_\_\_\_\_

1.9 Civil status

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

1.10 Home address

*Street*

\_\_\_\_\_

*Number*

\_\_\_\_\_

*Postcode*

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*Town*

\_\_\_\_\_



1.11 Details passport

Number

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Country

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Valid from (date)

Day

Month

Year

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To (date)

Day

Month

Year

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1.12.1 Do you have a spouse or (registered) partner?

No  
> Go to 2 'Signing'

Spouse  
> Please complete the requested details below

Registered) partner  
> Please complete the requested details below

1.12.2 Name (as stated in the passport)

Surname

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First names

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1.12.3 Sex

Male  
 Female

1.12.4 Nationality

1.12.5 Home address

Street

Number

Postcode

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Town

## 2 Signing

- ✓ I hereby declare that I am prepared to cooperate in a tuberculosis test and any treatment.
- ✓ I am aware of the fact that I must undergo a TB test within three months after the residence permit has been received. If I fail to do so, this might have consequences for my right of residence in the Netherlands.

2.1 Name of foreign national

---

2.2 Place and date

Place

Day		Month		Year		

2.3 Signature of foreign national

---

2.4 Name in case of legal representative

---

2.5 Place and date

Place

Day		Month		Year		

2.6 Signature of legal representative

---

### 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.

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## Appendix Declaration by sponsor (employment)

**Please read the explanation on page 3**

### 1 Details of sponsor

**Write in block letters**

1.1 Name of company/institution  
(if applicable)

---

1.2 Chamber of Commerce  
registration number

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

1.3 Name  
(as stated in the passport)

*Surname*

*First names*

---

1.4 Sex

- Male  
 Female

1.5 Date of birth

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

1.6 Place of birth

---

1.7 Country of birth  
(as stated in the passport)

---

1.8 Where you keep the records of  
the foreign national?

*Street*

*Number*

*Postcode*

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

*Town*

---

## Statement due to European sanctions against Russia and Belarus

- 1.9 Is your company a subsidiary of a parent company?  Yes Skip to question 1.10  
*If the company is a sole trader, then tick 'No'*  No Continue with section 2
- 1.10 Is the parent company Belarusian or Russian?  Yes Skip to question 1.11  
 No Continue with section 2
- 1.11 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 1.12  
 No Continue with section 2
- 1.12 Is your company under control or owned by the parent company in Russia or Belarus?  Yes  
 No  
*Please see the text 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.

## 2 Details of foreign national

Write in block letters

2.1 Name  
(as stated in the passport)

Surname

\_\_\_\_\_  
First names

2.2 Sex

- Male  
 Female

2.3 Date of birth

Day	Month	Year				

2.4 Place of birth

2.5 Country of birth  
(as stated in the passport)

## 3 Signing by sponsor

I declare that I present myself as sponsor as referred to in Article 2a of the Aliens Act for the following foreign national for whom a residence permit is applied for.

3.1 Place and date

Place

\_\_\_\_\_  

Day	Month	Year				

3.2 Signature

### Explanation

If you apply for a residence permit for a foreign national, you are the sponsor. This comes with responsibilities. As a sponsor, you must ensure that the foreign national meets the conditions for a residence permit. Not only when applying for a residence permit, but also afterwards. If the foreign national can no longer lawfully reside in the Netherlands, you, as sponsor, are responsible for the foreign national leaving the Netherlands.

### Obligation to provide information

You are obliged to report changes to the IND within 4 weeks if they could have an effect on the residence permit. Please use the 'Notification form for labour-related residence purposes', which you can download from [www.ind.nl](http://www.ind.nl). The form lists the changes you need to report to the IND.

### Duty to keep records

You are obliged to collect and store any relevant information about the foreign national. You can find the data you are obliged to store in the Aliens Regulations. You must store this documentary evidence up to 5 years after you are no longer the sponsor of the foreign national. The IND can request data at any time in order to assess whether you have complied with your obligations.

### **Processing of personal data**

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## 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	<i>Street</i> _____ <i>Number</i> _____ <i>Postcode</i> _____ <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> <i>Town</i> _____ <i>Country</i> _____								
1.3	Name of employee (as stated in the passport)	<i>Surname</i> _____ <i>First names</i> _____								
1.4	Date of birth	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> <i>Day</i> <i>Month</i> <i>Year</i>								
1.5	Nationality	_____								
1.6	Date of commencement of employment at the foreign employer	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> <i>Day</i> <i>Month</i> <i>Year</i>								
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

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

to

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

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?

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---

---

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#### **Processing of personal data**

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## Appendix Exemption from the obligation to undergo a tuberculosis (TB) test

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

If you have the nationality of one of the countries on this list, you do not have to undergo a tuberculosis (TB) test.

Albania	Grenada	Panama
Algeria	Guatemala	Paraguay
Andorra	Guyana	Poland
Antigua and Barbuda	Honduras	Portugal
Argentina	Hong Kong (SAR)	Qatar
Armenia	Hungary	Romania
Australia	Iceland	Russia
Austria	Iran	Rwanda
Azerbaijan	Iraq	Samoa
Bahamas	Ireland	San Marino
Bahrain	Israel	Saudi Arabia
Barbados	Italy	Serbia
Belarus	Jamaica	Seychelles
Belgium	Japan	Singapore
Belize	Yemen	Slovakia
Benin	Jordan	Slovenia
Bosnia and Herzegovina	Kazakhstan	Solomon Islands
Brazil	Kosovo	South-Korea
Brunei	Kuwait	Spain
Bulgaria	Latvia	Sri Lanka
Burkina Faso	Lebanon	St Kitts & Nevis
Cape Verde	Libya	St Lucia
Canada	Liechtenstein	St Vincent and the Grenadines
Chile	Lithuania	Sudan
China	Luxembourg	Suriname
Colombia	Macau (SAR)	Sweden
Comoros	Malaysia	Switzerland
Costa Rica	Maldives	Syria
Croatia	Mali	Tadjikistan
Cuba	Malta	Taiwan
Cyprus	Mauritania	Togo
Czech Republic	Mauritius	Tonga
Denmark	Mexico	Trinidad and Tobago
Dominica	Moldova	Tunisia
Dominican Republic	Monaco	Turkey
Ecuador	Montenegro	Turkmenistan
Egypt	Morocco	Ukraine
El Salvador	Netherlands	United Arab Emirates
Estonia	New Hebrides	United Kingdom
Fiji	New Zealand	United States of America
Finland	Nicaragua	Uruguay
France	Niger	Uzbekistan
Galapagos Islands	Niue	Vanuatu
Georgia	North-Macedonia	Venezuela
Germany	Norway	
Greece	Oman	

