



## 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

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2.2 Registration number at the Chamber of Commerce

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2.3 Visiting address of Dutch employer

Street

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Number

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Postcode

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Town

2.4 Period of transfer to the Netherlands

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

from

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to

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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

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3.2 Duties within the job position

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3.3 Job requirements

Educational background

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Experience

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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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#### **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.

