



Application for recognition as sponsor

Read the explanation on this page before you fill out the form.

You can use this form to submit an application for recognition as sponsor for one or more of the following residence purposes:

1. Work (including for the purpose of work experience (trainees), seasonal work, regular work, transfer within a company, work as a highly skilled migrant and residence based on the European blue card)
2. Researcher under Directive (EU) 2016/801
3. Exchange / au pair
4. Study

How do you submit the application?

Use this form to submit an application for recognition as sponsor. Only submit your application once you have completed this form in full, signed it, and collected all the requested documents and evidence. If your application is incomplete, the IND will be unable to assess it properly. Please send the complete application to the address provided in paragraph 8 of this form.

How much does your application cost?

You have to pay for an application for recognition as sponsor. The costs (fees) depend on the residence purpose for which you are applying for recognition as sponsor. There is a reduced fee for companies with 50 employees or less applying for recognition as sponsor for the purpose of work. If your company is part of a group of enterprises, the employees of the entire group of enterprises in the Netherlands and worldwide (if it is an international group of enterprises) will be taken into account. A reduced fee also applies to applications for recognition as sponsor for the residence purpose of exchange / au pair; and for recognised sponsors who have to submit a new application due to a change in legal form, merger or acquisition. You have to pay separately for each purpose of residence for which you wish to be recognised as a sponsor. If you would like to know beforehand what the costs are and whether you qualify for the reduced fee, please visit www.ind.nl. If you do not qualify for the recognition applied for, you will not receive a refund. After the IND receives your application, you will receive a letter advising you of the fee and how to pay it.

What happens to your application?

If you have submitted your application for recognition as sponsor and paid the related costs, the IND will assess your application. The IND is legally required to take a decision within 3 months. The IND aims to take a decision on an application within 4 weeks. The target decision period is extended by the number of days it takes to pay the fees. The target decision period does not apply if the application has not been submitted in full or if further investigation is required. You will be informed in writing once your application has been processed. If your application is granted, the IND will include you in its public register of recognised sponsors on www.ind.nl. You are a recognised sponsor for an indefinite period of time, unless you inform the IND of the fact that you no longer wish to be a recognised sponsor or the IND withdraws your recognition as sponsor.

What does recognition as a sponsor imply?

As a recognised sponsor, you qualify for the accelerated process for applying for a temporary regular residence permit for someone changing the purpose of residence or extending the validity of a residence permit. This means that the IND will try to decide on the application for a residence permit within two weeks. According to the law, the IND may take a decision within 60 or 90 days, depending on the residence purpose. More information about the rights and obligations of a recognised sponsor can be found in the brochure Recognition as sponsor and on 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 you can read how the IND processes your data and which rights you have. You can also read how to use your rights.

Would you like more information?
Then visit the IND website at www.ind.nl.

1 Details of the applicant (enterprise/institution)

Write in block letters

1.1	Name of enterprise /institution	<hr/>																		
1.2	Postal address	<i>Street</i> <hr/> <i>Number</i> <hr/> <i>Postcode</i> <hr/> <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <i>Town</i> <hr/>																		
1.3	Administration address (if different from registered address of enterprise / institution)	<i>Street</i> <hr/> <i>Number</i> <hr/> <i>Postcode</i> <hr/> <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <i>Town</i> <hr/>																		
1.4	Name of contact person	<hr/>																		
1.5	Telephone number of contact person	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																		
1.6	E-mail of contact person	<hr/>																		
1.7	Website of enterprise / institution	<hr/>																		
1.8	Social security deductions and tax payments number	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																		

Details for determining reduced fee

> Please tick the applicable situation

☐ **You are applying for recognition as a sponsor for the residence purpose work and your company has a maximum of 50 employees.**

You have to establish that your enterprise has a maximum of 50 employees. If your company is part of a group of enterprises*, the employees of the entire group of enterprises in the Netherlands and worldwide (if it is an international group of enterprises) have to be taken into account. The reduced rate does not apply to companies that are part of a group with over 50 employees.

Therefore, please enclose the following with your application:

- recent payroll records of all employees within the group
- an organisational chart of the group
- information from the Chamber of Commerce or a foreign equivalent for all sections of the group.

If you do not submit these documents, you will not be eligible for the reduced fee rate and you will receive an invoice for the standard fee.

** A group of enterprises is defined as two or more enterprises for which it is acknowledged that, according to national law, are connected in one of the following ways:*

- *An enterprise, directly or indirectly, holds the majority of the issued share capital of the enterprise in relation to another enterprise;*
- *One enterprise has the majority of the votes connected to the shares issued by the other enterprise;*
- *One enterprise is authorised to appoint more than half of the members of the board of directors, management or supervisory body of the other enterprise; or*
- *The enterprises are under central management of the parent enterprise.*

☐ **You are applying for recognition as a sponsor for the residence purpose exchange / au pair**

☐ **Your enterprise derives from a merger of two recognised enterprises / institutions.**

☐ **Your enterprise / institution was taken over entirely by a recognised enterprise / institution.**

☐ **The legal form of your enterprise / institution has changed.**

Your enterprise / institution was recognised as a sponsor before that change and a notarial deed shows that:

- the nature of the business activities has not expanded; and
- the control of the new enterprise or legal entity remains the same.

> Enclose evidence such as deeds and / or articles of association with your application.

☐ **The reduced fee does not apply to my enterprise.**

2 Details of authorised representative (if applicable)

Write in block letters

- ☐ This authorised representative is authorised to submit the present application on behalf of the enterprise or institution.
- ☐ This authorised representative can act on behalf of the recognised sponsor in relation to applications for residence permits (e.g. signing and submitting applications). The authorised representative can also notify the IND of changes which the recognised sponsor has to report to the IND under the obligation to provide information (using the relevant notification forms).

Please enclose an authorisation signed by the recognised sponsor with your application. No authorisation is required if the authorised representative is a lawyer.

2.1	Name of enterprise / institution	<hr/>																				
2.2	Name of authorised representative	<hr/>																				
2.3	Name of contact person (if different from the authorised representative)	<hr/>																				
2.4	Correspondence address of enterprise / institution	<i>Street</i> <hr/> <i>Number</i> <hr/> <i>Postcode</i> <hr/> <table border="1" style="width: 100%; height: 1.2em;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <i>Town</i> <hr/>																				
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2.6	E-mail	<hr/>																				

3 Registration in the Commercial Register

In order to qualify for recognition as a sponsor, the enterprise or institution must be registered in the Commercial Register of the Chamber of Commerce, unless this obligation to register does not apply pursuant to the Commercial Registers Act 2007.

> *Please tick which situation applies*

- ☐ The enterprise/institution is registered in the Commercial Register.

Chamber of Commerce number

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Legal Entities and Partnerships Identification Number (RSIN)

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- ☐ The enterprise / institution is not registered in the Commercial Register because this is not mandatory. Please enclose with your application: the surname, first names, date of birth, place of birth, nationality, citizen service number and the position of all company directors or legal person. You may provide this data in a separate A4 document.
- ☐ The organisation is a religious organisation that forms part of an umbrella organization.. Please enclose details indicating the legal form with your application. You can provide these requested details in a separate A4 document.

4 Residence purpose

You wish to qualify for recognition as sponsor to submit applications for residence permits for one or more of the following residence purposes:

- ☐ Work
- ☐ Residence as researcher under Directive (EU) 2016/801
- ☐ Exchange / au pair
- ☐ Study

There is a fee for processing the application. It is possible to apply for recognition as a sponsor for several categories at the same time. You then pay the fee for each category. Please check www.ind.nl for the fees.

5 General conditions

Reliability

The IND can reject the application for recognition if the reliability of your enterprise / institution is not sufficiently established. To assess this, the IND investigates, among other things, whether your enterprise / institution, the board members and any other (legal) persons have a criminal record. If this is the case, the IND will request that you submit a Certificate of Good Behavior (*Verklaring Omtrent het Gedrag* or VOG).

The IND will also investigate whether your enterprise / institution, the board members and any other (legal) persons have been fined under the Aliens Act, the Aliens Employment Act and / or the Minimum Wage Act. In addition, we will also investigate whether fiscal fines have been imposed and whether your enterprise / institution has been bankrupt or is in administration. If this is the case or if the IND has doubts about the reliability of your enterprise / institution for other reasons, the IND can request additional information.

Continuity and solvency

The continuity and solvency of your enterprise / institution must be guaranteed. The IND uses the data from your enterprise / institution from the trade register when assessing continuity and solvency. The IND can also request supporting documents that substantiate continuity and solvency, depending on the situation of your enterprise / institution. For start-up companies and if the IND has doubts about the continuity and solvency of your enterprise / institution, the application is submitted for advice to the Netherlands Enterprise Agency (RVO). In such situations, the target decision period does not apply and the legal decision period can be extended.

> Please tick which situation applies

- ☐ **Your enterprise has existed for at least one and a half years and your enterprise has conducted (actual) business activities for at least one and a half years.**

Enclose with your application a declaration of compliance with fiscal obligations (*Verklaring betalingsgedrag nakoming fiscale verplichtingen*). This declaration is issued by the Netherlands' Tax and Customs Administration (*Belastingdienst*). It should not be more than three months old at the time of submission of your application. Or enclose a signed authorisation with your application for the IND to request this declaration from the Tax and Customs Administration on your behalf. See appendix *Machtiging Verklaring betalingsgedrag nakoming fiscale verplichtingen*.

- ☐ **Your enterprise exists for less than one and a half years or your enterprise has conducted (actual) business activities for less than one and a half years. Your enterprise is a start-up.**

Please enclose a business plan for your enterprise with your application, accompanied by documents such as:

- copies of research, articles and statements by branch experts indicating the special features and added value of the product or service;
- copies of market surveys, contracts for services, orders received, letters of intent, CVs, references, diplomas;
- (forecasts of) annual accounts, VAT returns and VAT decisions;
- proof that a bank finances your company by means of a business loan, or that the government (co-) finances your company by means of loan or subsidy schemes;
- (statements / forecasts of) income and expenditure;
- liquidity forecasts.

The assessment of the continuity and solvability of the start-up takes places in accordance with the policy as mentioned in paragraph. B1/2.3 and B1/8.2 of the Aliens Act Implementation Guidelines.

- ☐ **Your enterprise exists for less than one and a half years or your enterprise has conducted (actual) business activities for less than one and a half years. Your enterprise is fully owned and controlled by a Dutch enterprise which exists and has conducted (actual) business activities for at least one and a half years.**

Please enclose with your application a declaration regarding payment history in compliance with fiscal obligations (Verklaring betalingsgedrag nakoming fiscale verplichtingen) for the Dutch enterprise which has full ownership and control. This declaration is issued by the Tax and Customs Administration. It should not be more than three months old when you submit your application. Or you can enclose a signed authorisation with your application for the IND to request this declaration from the Tax and Customs Administration on your behalf. See the appendix *Machtiging Verklaring betalingsgedrag nakoming fiscale verplichtingen*.

- ☐ **Your enterprise/institution exists for less than one and a half years or your enterprise has conducted (actual) business activities for less than one and a half years. Your company is the branch of an enterprise that is part of a foreign company. The Netherlands Foreign Investment Agency (NFIA) has been involved in the investment decision in the Netherlands.**

Please enclose a declaration from the NFIA showing that it is familiar with your company.

- ☐ **Your enterprise arose from a merger of two recognised enterprises / institutions.**

Please enclose the deed of merger with your application.

- ☐ **Your entire enterprise was taken over by a recognised enterprise / institution.**

Please enclose the deed of transfer with your application.

- ☐ **The legal form of your enterprise / institution has changed. Your enterprise / institution was recognised as a sponsor before that change and a notarial deed shows that:**

- **the nature of the business activities has not expanded; and**
- **the control of the new enterprise or legal entity remains the same.**

Please enclose the notarial deed of incorporation with your application.

6 Specific conditions per residence purpose

> Please tick which situation applies

6.1 Conditions for work

- ☐ **Your enterprise / institution wishes to qualify for recognition as sponsor for the residence purpose work(954)**

An enterprise engaged in job placement services or providing employees, as referred to in article 1, preamble and under b and c, of the Placement of Personnel by Intermediaries Act, must be registered at the Labour Standards Association / Stichting Normering Arbeid (SNA)

- ☐ Your enterprise / institution is engaged in job placement services or provides employees, as referred to in Article 1, preamble and under b and c, of the Placement of Personnel by Intermediaries Act, and is registered at the SNA.

> Please enclose an extract from the register of the SNA.

- ☐ Your enterprise / institution is not engaged in job placement services and does not provide employees, as referred to in Article 1, preamble and under b and c, of the Placement of Personnel by Intermediaries Act.

6.2 Conditions for researcher under Directive (EU) 2016/801

☐ Your research institution wishes to qualify for recognition as sponsor for the residence purpose researcher under Directive (EU) 2016/801' (957)

- ☐ Your institution is a public research institution as referred to in Article 1d(1), under b, of the Decree Implementing the Foreign Nationals Employment Act which uses job profiles included in the University Job Classification (UFO) system under the job family 'research and education' for employed researchers.
- ☐ Your institution is a public research institution that has been included in the annex to the Higher Education and Research Act.
- ☐ Your institution is a private research institution that has been included in the National Academic Research and Collaborations System (NARCIS).
- ☐ Your institution is a private research institution that has been issued with an R&D statement as referred to in Article 1(1), under q, of the Salaries Tax and National Insurance Contributions (Reduced Remittances) Act with respect to the current or preceding calendar year.

Please enclose an S&O declaration.

6.3 Conditions for exchange

☐ Your institution wishes to qualify for recognition as sponsor for the residence purpose exchange - cultural exchange (950)

Please enclose a copy of the exchange programme, compiled and completed as provided in the exchange programme fact sheet on www.ind.nl. This exchange programme clearly explains:

- how the foreign national will be introduced to Dutch society and culture during their temporary residence in the Netherlands;
- how you will implement the duty of care;
- the nature and extent of the work the foreign national will carry out;

Please enclose the exchange programme with your application. If it concerns an exchange programme for European Solidarity Corps, you must also enclose the grant award from the NJI.

☐ Your institution wishes to qualify for recognition as sponsor for the residence purpose exchange – au pair (950)

Please enclose a copy of the exchange programme that explains:

- how the au pair will be introduced to Dutch society and culture during their temporary residence in the Netherlands;
- how you will implement the duty of care;
- the nature and extent of the work the au pair will carry out;
- that the au pair and the host family agree on a daily schedule; and
- that the au pair and the host family sign the au pair awareness statement appendix.

Please enclose the exchange programme with your application. More information about the exchange programme can be found in the exchange programme fact sheet at www.ind.nl.

6.4 Conditions for study

☐ Your higher education institution wishes to qualify for recognition as sponsor for the residence purpose study (951)

- ☐ Your educational institution provides accredited higher education as registered in the Central Register of Higher Education Study Programmes (CROHO);
- ☐ Your educational institution offers training courses within the context of the development assistance policy of the Ministry of Foreign Affairs; or
- ☐ Your educational institution facilitates training activities within the context of the Cultural Policy (Special-Purpose Funding) Act.

In order to qualify for recognition, your institution must also subscribe to the code of conduct for international students in higher education.

Please enclose documents that show that your institution subscribes to the code.

- ☐ **Your institution of secondary education or secondary vocational education wishes to qualify for recognition as sponsor for the residence purpose study (952)**
- ☐ Your educational institution provides secondary education as referred to in Article 2 of the Secondary Education Act
- ☐ Your educational institution provides vocational education as referred to in Article 1.2.1 of the Adult and Vocational Education Act.
- ☐ **Your secondary education institution offers the International Baccalaureate Diploma Programme and wishes to qualify for recognition as sponsor for the residence purpose study (947)**
- ☐ Your educational institution has been accredited by the International Baccalaureate Organisation;
Please enclose a document showing the accreditation.
- ☐ Your educational institution offers the International Baccalaureate Diploma Programme;
Please enclose a document showing this.
- ☐ Your educational institution is financed under the Secondary Education Act.
- ☐ Your educational institution forms part of an international organisation with an international exchange programme and the country of placement is determined by national committees of this international organisation or students are placed in a boarding school.
Please enclose a document showing this.

7 Signing

I declare that I am authorised to submit the application for recognition as a sponsor. I declare I have completed this form truthfully and I am aware of the rights and obligations of recognised sponsors according to the applicable laws and regulations, and related sanctions for failing to comply with the obligations.

7.1 Name

7.2 Place and date

Place

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

7.3 Signature

8 Submitting and sending the application

You have collected all supporting documents required for the application. Send your application and supporting documents to the following address:

Immigratie- en Naturalisatiedienst
Postbus 5
9560 AA Ter Apel



Appendix Machtiging Verklaring betalingsgedrag nakoming fiscale verplichtingen

On behalf of my enterprise/institution I hereby authorize the Immigration and Naturalisation Service (IND) to apply for a declaration 'Betalingsgedrag nakoming fiscale verplichtingen' from the Tax Office.

1. Name enterprise/institution

2. Name of contact person

Surname

First names

3. Telephone number contact person

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4. Place and date

Place

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

5. Signature

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