



Reporting form for changes concerning a 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 reporting changes in the situation of the recognised sponsor. This includes changes of a general nature, but also specific changes in relation to the residence purpose for which you are a recognised sponsor. There are other forms for reporting changes in the situation of the foreign national for which you are a recognised sponsor. You will find these forms on the IND website, www.ind.nl.

You can use this form to report 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.

If the address where the records of the company, organisation or legal person are kept has changed, according to your duty to keep records, you must report this to the IND within 2 weeks after the commencement of the change.

Certain changes as well as not reporting certain changes to the IND in time, may have consequences for your recognition as a sponsor. In some cases you must reapply for recognition.

1 Details of the recognised sponsor

Write in block letters

1.1 Name of enterprise / institution

1.2 IND client number (if known)

1-																			
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1.3 Name of contact person

1.4 Telephone number of contact person
(including country code)

Country code					Phone number														
+																			

1.5 E-mail of contact person

1.6 Chamber of Commerce number
(or number of foreign
Commercial Register if
applicable)

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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	Company name		
2.2	Name of authorised representative		
2.3	Name of contact person (if different from authorised person)		
2.4	Postal address	Street	Number
		P.O. box (if applicable)	
		Postcode	
		Town	
2.5	Telephone number (including country code)	Country code	Phone number
		+	
2.6	E-mail		

3 Please state the change you wish to submit

> Please tick which situation applies

- | | |
|---|----------------|
| ☐ changes of a general nature | > Proceed to 4 |
| ☐ changes concerning your recognised sponsorship for work | > Proceed to 5 |
| ☐ changes concerning your recognised sponsorship under Directive (EU) 2016/801 | > Proceed to 6 |
| ☐ changes concerning your recognised sponsorship for study | > Proceed to 7 |
| ☐ changes concerning your recognised sponsorship for exchange / au pair | > Proceed to 8 |

4 Changes of a general nature

> Please tick which situation applies (please select all relevant changes)

☐ **New contact person**

4.1	Name of new contact person																						
4.2	Telephone number of contact person (including country code)	Country code	Phone number																				
		<table border="1"><tr><td>+</td><td></td><td></td><td></td><td></td></tr></table>	+					<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></tr></table>															
+																							
4.3	E-mail of contact person																						
4.4	Is this the person at the recognised sponsor to whom the IND addresses the correspondence about the recognised sponsor (primary contact)?	☐ Yes ☐ No, name primary contact:																					
4.5	Will this contact person replace another contact person? Name of the former contact person	☐ No ☐ Yes, name:																					

☐ **Change of authorised representative**

> Please enclose to this reporting form an authorisation signed by the recognised sponsor. If the authorised person is a lawyer, no authorisation needs to be submitted.

4.6	Company name																						
4.7	Name of authorised representative																						
4.8	Name of contact person																						
4.9	Postal address	Street	Number																				
		P.O. box (if applicable)																					
		Postcode																					
		<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																					
		Town																					
4.10		Country code	Phone number																				
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+																							

4.11 E-mail

☐ **New director**

4.12 Name of new director

☐ **The statutory name of the recognised sponsor has changed**

4.13 New company name

☐ **The address where the recognised sponsor is located has changed**

4.14 Postal address

Street

Number

Postcode

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Town

Country

Is the registered address the same as the recognised sponsor's postal address?

- ☐ Yes
☐ No > *Complete 4.13*

Is the registered address the same as the administrative address of the recognised sponsor?

- ☐ Yes
☐ No > *Complete 4.14*

☐ The postal address of the recognised sponsor has changed.

4.15 Postal address

<i>Street</i>	<i>Number</i>							
<i>P.O. box (if applicable)</i>								
<i>Postcode</i>								
<table border="1" style="width: 100%; height: 30px; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>								
<i>Town</i>								

☐ The address where the administration of the recognised sponsor is carried out has changed

4.16 Postal address

<i>Street</i>	<i>Number</i>								
<i>P.O. box (if applicable)</i>									
<i>Postcode</i>									
<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> </tr> </table>									
<i>Town</i>									

☐

Number

Country

Fruit	Number of People
Apple	18
Banana	12
Orange	10
Grape	8
Watermelon	5

> Please enclose a bank statement or statement showing this information with this form.

5

With this notification you no longer meet the conditions for recognition.

☐ Yes

□

☐ **The legal form of the recognised sponsor has changed**

> Please explain this change below. This change may mean that you no longer meet the conditions for recognition.

Do you agree with the withdrawal of the recognition?

☐ Yes

☐ No > Please explain your answer below

Please note! Even if you indicate that you do not agree with the withdrawal, the IND may decide to withdraw the recognition.

Chamber of Commerce number (or number of foreign Commercial Register if applicable)

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☐ **There has been a change in the composition of the organisation's shareholders**

> Please enclose a recent copy of the shareholder register.

☐ **Administration or bankruptcy has been applied for or declared with regard to the recognised sponsor.**

With this notification you no longer meet the conditions for recognition.

Do you agree with the withdrawal of the recognition?

☐ Yes

☐ No > Please explain your answer below

Please note! Even if you indicate that you do not agree with the withdrawal, the IND may decide to withdraw the recognition.

☐ **The enterprise / institution, organisation or legal entity has ceased its activities.**

With this notification you no longer meet the conditions for recognition.

Do you agree with the withdrawal of the recognition?

☐ Yes

☐ No > Please explain your answer below

Please note! Even if you indicate that you do not agree with the withdrawal, the IND may decide to withdraw the recognition.

☐ **The recognised sponsor no longer wishes to be a recognised sponsor.**

If you are a recognized sponsor for several purposes of residence. For which purpose of residence do you no longer want to be a recognised sponsor?

- ☐ recognised sponsorship for Work
- ☐ recognised sponsorship under Directive (EU) 2016/801
- ☐ recognised sponsorship for Study
- ☐ recognised sponsorship for Exchange/Au pair

Do you agree with the withdrawal of the recognition?

- ☐ Yes
- ☐ No > *Please explain your answer 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.*

Please provide the surname, first names, date of birth, place of birth, nationality, citizen service number and the position of every director of the company or legal entity. You can provide these details separately (A4).

☐ **Other changes. Please explain any other changes below.**

Explanation
(if necessary, specify in a
separate appendix)

5 Changes concerning your recognised sponsorship for work

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

> Please explain this change below.

Explanation
(if necessary, please
explain in a separate
appendix)

> Continue to 9 Date of change

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

Your company / institution is not (or no longer) registered in the SNA.

With this notification you no longer meet the conditions for recognition.

Do you agree with the withdrawal of the
recognition?

☐ Yes

☐ No > Please explain your answer below

Please note! Even if you indicate that you do
not agree with the withdrawal, the IND may
decide to withdraw the recognition.

> Continue to 9 Date of change

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

> Please tick which situation applies (select all relevant changes)

- ☐ The recognised sponsor is a public research institution which is no longer included in the annex to the Higher Education and Research Act.

> Please explain this change below.

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

> Please explain this change below.

- ☐ The recognised sponsor is no longer listed as a private research institution in the National Academic Research and Collaborations Information System.

> Please explain this change below.

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

> Please explain this change below.

Explanation
(if necessary, please explain in a
separate appendix)

> Continue to 9 Date of change

7 Changes concerning your recognised sponsorship for study

> Please tick which situation applies (select all relevant changes)

- ☐ **The recognised sponsor can no longer fulfil the duty of care.**
> Please explain 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 explain this change below.
- ☐ **The recognised sponsor no longer provides training within the context of the development and cooperation policy of the Dutch Ministry of Foreign Affairs.**
> Please explain this change below.
- ☐ **The recognised sponsor no longer provides educational activities within the context of the Law on Specific Cultural Policy.**
> Please explain this change below.
- ☐ **The recognised sponsor is no longer accredited by the International Baccalaureate organisation.**
> Please explain this change below.
- ☐ **The recognised sponsor no longer forms part of an international organisation where students are exchanged all over the world and the country of placement is determined by national committees of this international organisation. Or the educational institution no longer places its students in a boarding school.**
> Please explain this change below.
- ☐ **The recognised sponsor is no longer able to carefully recruit and select foreign nationals.**
> Please explain this change below.

Explanation
(if necessary, please explain in a
separate appendix)

> Proceed to 9 Date of change

8 Changes concerning your recognised sponsorship for exchange

> Please tick which situation applies (select all relevant changes)

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

- ☐ **The recognised sponsor is no longer able to thoroughly recruit and select exchange students or host families.**
> Please explain 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 explain this change below.
- ☐ **The recognised sponsor is no longer able to supervise the activities which the exchange student is undertaking.**
> Please explain this change below.
- ☐ **The exchange programme is being changed. Send the new exchange programme to us.**
> Please explain this change below.
- ☐ **A change has occurred in the accreditation of the exchange organisation by the Netherlands Youth Institute.**
> Please explain this change below.

Explanation

(if necessary, explain in a separate appendix)

> Proceed to 9 Date of change

9 Date of change

9.1 From which date will the change take place?

Day		Month		Year		

9.2 If you have not reported the change in time, please provide an explanation here. You can also explain this on a separate appendix or substantiate it with supporting documents.

10 Signature (by the recognised sponsor or authorised representative)

- ✓ I declare that I am authorised to submit the application for recognition as a sponsor.
- ✓ 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.

I submit this form and ____ (number) of appendices / supporting documents.

10.1	Name																	
10.2	Place, country and date	Place Country <table border="1" style="display: inline-table; border-collapse: collapse;"><thead><tr><th style="padding: 2px 5px;">Day</th><th style="padding: 2px 5px;"></th><th style="padding: 2px 5px;">Month</th><th style="padding: 2px 5px;"></th><th style="padding: 2px 5px;">Year</th><th style="padding: 2px 5px;"></th><th style="padding: 2px 5px;"></th><th style="padding: 2px 5px;"></th></tr></thead><tbody><tr><td style="height: 30px;"></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	Day		Month		Year											
Day		Month		Year														
10.3	Signature																	

11 Submitting your reporting form

You have collected all the supporting documents needed to substantiate this form. Then send the form with the supporting documents 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 you can read how the IND processes your data and which rights you have. You can also read how to use your rights.