



## 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                                           | Street      |       |      |
|     |                                                            |             |       |      |
|     |                                                            | Number      |       |      |
|     |                                                            |             |       |      |
|     |                                                            | Postcode    |       |      |
|     |                                                            |             |       |      |
|     |                                                            | Town        |       |      |
|     |                                                            |             |       |      |
|     |                                                            | Country     |       |      |
|     |                                                            |             |       |      |
| 1.3 | Name of employee (as stated in the passport)               | Surname     |       |      |
|     |                                                            |             |       |      |
|     |                                                            | First names |       |      |
|     |                                                            |             |       |      |
|     |                                                            |             |       |      |
| 1.4 | Date of birth                                              | Day         | Month | Year |
|     |                                                            |             |       |      |
| 1.5 | Nationality                                                |             |       |      |
|     |                                                            |             |       |      |
| 1.6 | Date of commencement of employment at the foreign employer | Day         | Month | Year |
|     |                                                            |             |       |      |
| 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 | Day |  |  | Month |  |  | Year |  |  |  |  |
|      |     |  |  |       |  |  |      |  |  |  |  |

|    |     |  |  |       |  |  |      |  |  |  |  |
|----|-----|--|--|-------|--|--|------|--|--|--|--|
| to | Day |  |  | Month |  |  | Year |  |  |  |  |
|    |     |  |  |       |  |  |      |  |  |  |  |

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?

---

---

---

---

#### Processing of personal data

The IND records your data in the IND systems to be able to carry out legal tasks. The IND uses and secures your personal data carefully and on the basis of the requirements of the privacy legislation. Read [how the IND handles your personal data](https://ind.nl/en/privacy) on [ind.nl/en/privacy](https://ind.nl/en/privacy).

