

Checklist for employers abroad



This data is needed complete a notification in the online notification portal

Identity of the person submitting the notification:

- ✓ Name
- ✓ Gender
- ✓ Date of birth
- ✓ Nationality
- ✓ Personal identification number
- ✓ Dutch citizen service number (BSN) (if applicable)
- ✓ Phone number
- ✓ Email address

Company information:

- ✓ Company name
- ✓ Country of residence
- ✓ Registration number Chamber of Commerce (company/commercial registry)
- ✓ VAT identification number
- ✓ Business address

Your contact person in the Netherlands, as mentioned in Article 7 of the WagwEU:

- ✓ Name
- ✓ Gender
- ✓ Date of birth
- ✓ Nationality
- ✓ Personal identification number
- ✓ Dutch citizen service number (BSN) (if applicable)
- ✓ Phone number
- ✓ Email address
- ✓ Address in the Netherlands at which the contact person can be reached



Identity of the service recipient (the client):

- ✓ Company name service recipient
- ✓ Country of residence
- ✓ Registration number Chamber of Commerce (in Dutch: KvK number)
- ✓ Branche number (if applicable)
- ✓ VAT identification number (in Dutch: btw number)
- ✓ Address service recipient
- ✓ Name contact person service recipient
- ✓ Email address contact person service recipient
- ✓ Phone number contact person service recipient

Project information:

- ✓ Sector in which you will be working in the Netherlands, including subsector and SBI code. You can find the SBI codes on: [Click here](#)
- ✓ Address/place where the work will be performed
- ✓ Scheduled start and end date of the posting
- ✓ Who is responsible for the payment of the wages

Identity of employee(s) who are coming to work temporarily in the Netherlands:

- ✓ Name
- ✓ Gender
- ✓ Date of birth
- ✓ Nationality
- ✓ Personal identification number
- ✓ Dutch citizen service number (BSN) (if applicable)
- ✓ Email address
- ✓ Is the employee a third-country national? If so, end date of work permit issued by the sending EEA-country/Switzerland
- ✓ Start and end date activities employee
- ✓ A1-certificate? If so, number and country of issue A1-certificate.