



Registration Form

Foreign businesses

What form do you wish to use?

Please tick the box that indicates for which purpose you would like to use this form

Registration for wage tax/national insurance contributions

Registration employee insurance schemes and healthcare insurance

1 Identification details

1a Name of business

Legal name/trade name

Business address

Address

Postcode and town

Country

Telephone number

Fax number

E-mail address

Do you have a website? No Yes. Website address

Company postal address

Address

Postcode and town

Country

Who is the contact person within your company?

Telephone number

1b If you are running a sole proprietorship

Your name Initials

Date of birth - - **Please enclose a copy of your identity document!**

Home address

Postcode and town

Country



2 Designation of an authorized representative for correspondence

- 2a Do you have an authorised representative who represents you regarding matters related to the Tax and Customs Administration?
- No. Proceed to question 2c.
 Yes. Then please sign the authorisation under question 11 and enclose a copy of the agreement if possible.

Name

Address

Postcode and town

Country

Telephone number

E-mail address

- 2b Is this also the address to which all correspondence should be sent?
- No
 Yes

- 2c In which language would you like to receive your correspondence? (Standard correspondence and official documents will not be translated).
- Dutch
 German
 English

3 Legal form of the enterprise

- 3a What is the legal form of the enterprise?

- 3b On which date was the enterprise established?

4 Registration in the Netherlands

- 4a Are you registered/have you ever been registered with the Tax and Customs administration in the Netherlands?
- No
 Yes, under number

- 4b Are you registered with the Chamber of Commerce in the Netherlands?
- No
 Yes, under number

Please add documents proving your registration.

Please note! If one or more employees work in the Netherlands, you must usually register with the Chamber of Commerce in the Netherlands.



5 Registration in own country

- 5a Are you located in an EU country? No. Proceed to question 5b.
 Yes. Please state your VAT identification number.
- 5b What is your registration number for the Tax and Customs Administration?

Please note! You must prove that you are a business. You can do this by submitting an original tax statement issued by your authorised tax office and a copy of the registration of the company in the trade register. In addition, we require legal entities to submit a copy of the foundation documents and the name and address of the directors and management. You must send these documents to us. We may contact you to ask for more information. This will definitely be the case if these documents have not been submitted.

6 Data employees

- 6a Number of permanent staff you employ worldwide
- 6b Number of employees that does not work for you in the Netherlands, but does have social insurance
 From when do/will these employees have social insurance in the Netherlands?
 - -
- 6c Number of employees living and working in the Netherlands
- Do these employees have social insurance in the Netherlands?
 Yes, from - -
 No
- 6d Number of employees that **does not** live but does work in the Netherlands
- Do these employees have social insurance in the Netherlands?
 Yes, from - -
 No
- 6e Are you withholding agent for the employees referred to in question 6c or 6d?
 Yes
 No
- 6f If you do not have employees for whom you have withholding liability, would you like to register as withholding agent voluntarily?
 See the explanation at the bottom of this form.
 Yes, from - -
 No
- 6g Have you taken over (part of) the activities of another employer? Also select "yes" if the legal form of (part of) legal form changed.
 Yes. Please complete the 'Registration wage tax and national insurance contributions transfer of activities' (Melding Loonheffingen Overdracht van activiteiten) form.
 No
- 6h Do you have a temporary employment contract with one or more staff? See the explanation at the bottom of this form.
 Yes. Please complete the Payroll Statement for Placements (Opgaaf Loonheffingen Uitzenden) form.
 No
- 6i Period of time for which you wish to file a payroll tax return
 4 weeks
 month



7 Other identification data company

7a Do you keep payroll records in the Netherlands? No. Proceed to question 7b. Yes

Name payroll records

Address

Postcode and town

Telephone number

Fax number

E-mail address

7b Do you have an office with your own staff? No. Proceed to question 7c. Yes. Please enter the office address (only fill in the address if it is different from the business address).

7c Address payroll administration in the country of establishment (Only fill in if this address is different from the business address)

7d Correspondence address in the country of establishment (Only fill in if this address is different from the business address)?

7e Name of the tax consultant or accountant of the business in the country of establishment

Address

Postcode and town

Telephone number

Fax number

E-mail address



8 Business activities

8a In which sector does your business operate in the country of establishment? *Please include documents that show this*

Website

8b In which sector does your business operate in the Netherlands? *See explanation. This may be relevant in relation to the sectoral classification if you have employees who are covered by social insurance in the Netherlands.*

8c Are you running more than one company? No Yes. *Please describe the actual activities of each company in as much detail as possible.*

If you have employees who are covered by social insurance in the Netherlands, please state the (estimated) wage for contribution purposes for each company. *To determine the wage for contribution purposes, see the explanation at the bottom of this form.*

Trade name company 1

Description of activities for company 1

If you do not have sufficient space, please continue on the last sheet.

Wage for contribution purposes for company 1

€

Trade name company 2

Description of activities for company 2

If you do not have sufficient space, please continue on the last sheet.

Wage for contribution purposes for company 2

€



9 Other data

9a Who is responsible for the payment of wages and any advances to the employees working in the Netherlands?

9b Are reimbursements of expenses paid in addition to wages? Yes No

9c How are payments made?
Where are payments made?

9d Who in the Netherlands arranges
– the reception
– transport to work
– housing of your employees

9e Do you have an office or other space in the Netherlands where business activities take place? No. Proceed to question 9f. Yes
Please see the explanation at the bottom of this form.

Date of establishment - -

Address

Postcode and town

Telephone number

Fax number

9f For which clients(s) in the Netherlands (name and address) have you worked over the past three years? *(in case of multiple companies, list names, addresses and periods).*
Also state the actual location(s) where employees work(ed). *See the explanation at the bottom of this form.*

9g How do you obtain contracts in the Netherlands?



9 Other data (continued)

9h Are you working through one or more intermediaries or agencies? No. Proceed to question gi.
 Yes

Name

Address

Postcode and town

Telephone number

Fax number

E-mail address

9i Who signs the contracts with the Dutch clients on behalf of the company? See the explanation at the bottom of this form.

What is his position?

10 Signature entrepreneur/authorised representative

Name

Date

Signature

Please write inside the box.

Please note! If the entrepreneur has not appointed an authorised representative under point 11, the entrepreneur must sign here.

11 Authorisation

The undersigned,
the entrepreneur (Name)

hereby authorises the authorised representative mentioned under question 2 to act on his behalf in matters concerning Dutch payroll taxes, in particular

the submission and signing of periodic returns
 filing of objections and appeals

Place

Date

Signature

Please note! If you authorise someone, you also allow your representative to contact us via telephone, e-mail and letter about subjects for which you have authorised this person.



Space for more information

A large rectangular area with horizontal dotted lines, intended for providing additional information.



Explanation

Some of the questions require you to complete another form. You can find these forms on our website.

Questions 6g and 6h

For employees who are covered by social insurance schemes in the Netherlands, you are obliged to pay employee insurance contributions and either pay or withhold income-related healthcare insurance contributions. Employees who live and work in the Netherlands are insured in the Netherlands. Therefore, you must pay employee insurance contributions for them and either pay or withhold income-related healthcare insurance contributions. Employees who work for you in the Netherlands but do not live there can remain insured in their home country subject to certain conditions. If you have a so-called A1 certificate for these employees, you do not have to pay employee insurance contributions for them in the Netherlands or pay/withhold income-related healthcare insurance contributions. Your employee should obtain this certificate from the competent authorities in the country of residence.

Question 6f

You must withhold and pay wage tax/national insurance contributions for employees who work for you in the Netherlands and who have been placed, seconded, or posted by you. If you are not actually required to withhold and pay wage tax/national insurance contributions for an employee, you can still choose to do so. In that case, the wage tax regulations apply. You must keep payroll records, for instance. And your employees do not have to pay wage tax/national insurance contributions via their own income tax return.

Question 6h

A temporary employment contract is an employment contract in which the employer and employee agree that the employee carries out work for a third party (client). The employee works under the supervision of the third party.

Question 8

The wage for contribution purposes is the total wage for which you must pay employee insurance contributions. You must also include the wage for which the following contribution exemptions and reductions apply:

- contribution exemption for marginal work
- contribution exemption older employees
- contribution reduction hire older employees
- contribution reduction for occupationally disabled employees
- contribution reduction for younger employees

To determine the wage for contribution purposes that you wish to submit, please use the estimated wage data for the current calendar year. You must convert this estimated wage data into an annual wage.

Question 8b

Your activities in the Netherlands may be relevant if you have employees who have their social insurance in the Netherlands. This is because various contributions depend on the sector in which you operate.

As a rule, this will be based on your company's activities in the country of establishment.

If, in a social context, your employees in the Netherlands have a certain degree of independent distinctiveness, this may constitute a so-called classifiable unit. In that case, your contributions are not based on your activities in the country of establishment but on your activities in the Netherlands.

Question 9e

Here you indicate whether your business has an office space or another fixed business space in the Netherlands that is used to carry out part or all of the activities of the company.

Question 9f

Here you enter any further details that identify your clients in the Netherlands over the past three years, stating the periods during which the work was carried out. You must provide details of the actual location(s) where the employees worked. If there is not enough space on the form, please provide details in a separate attachment, stating the number of the question.

Question 9i

If the contracts are signed by someone who is not part of the company, please include a copy of the agreement that shows that this person is authorised to negotiate on the company's behalf and/or authorised to make binding decisions.

Signature

The application form must be signed by a legally entitled party or an authorised representative.