

Checklist for self-employed persons



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

Your identity:

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

Details of your company:

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

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 client /service recipient
- ✓ Name contact person service recipient
- ✓ E-mail 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

Your A1-certificate:

- ✓ A1-certificate? If so, number and country of issue A1-certificate.

