

# Notification portal checklist

The following details are needed for completing a notification through the online notification portal by **employers**.

## The details of your company

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

## The identity of the legal representative

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

## Your contact person in the Netherlands

as referred to in Article 7 of the WagwEU

- ✓ Name
- ✓ Date of birth
- ✓ Nationality
- ✓ Personal identification number
- ✓ Dutch citizen service number (BSN) (if applicable)
- ✓ Phone number
- ✓ E-mail address
- ✓ Address in the Netherlands for reaching the contact person

## The details of the service recipient

- ✓ Company name
- ✓ Country of establishment
- ✓ Registration number Chamber of Commerce (in Dutch: KvK-nummer)
- ✓ Branch number (if applicable)
- ✓ VAT identification number (in Dutch: btw-nummer)
- ✓ Address of establishment
- ✓ Name of service recipient's contact person
- ✓ E-mail address of service recipient's contact person
- ✓ Telephone number of service recipient's contact person

## Information about the project

- ✓ Sector in which you will be working in the Netherlands, including sub-sector and SBI code. To find the SBI code, go to **sbi.cbs.nl**
- ✓ Address/ place where the work will be performed in the Netherlands
- ✓ Scheduled start and end date of the posting
- ✓ Person responsible for the payment of the wages

## Identity of the employee(s)

posted to the Netherlands

- ✓ Name
- ✓ Date of birth
- ✓ Nationality
- ✓ Personal identification number
- ✓ Dutch citizen service number (BSN) (if applicable)
- ✓ E-mail address
- ✓ Is the employee a third-country citizen? Yes/No. If so, expiry date of the work permit issued by the posting EEA country/Switzerland
- ✓ Scheduled start and end date of the employee's activities
- ✓ Is there an A1 certificate? Yes/No. If so, number and country of issue of the A1 certificate

## More information

You can find more information on [www.postedworkers.nl](http://www.postedworkers.nl)