

Notification portal checklist

The following details are needed for completing a notification through the online notification portal by **self-employed persons abroad**.

Your identity

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

The details of your company

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

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 your wages

A1 certificate

- ✓ 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.