

information required to complete a notification in the  
**online portal**

## checklist for employers abroad

### 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 where 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 nummer)
- Branche number (if applicable)
- VAT identification number (in Dutch: btw nummer)
- 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](#).
- 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.