



# Long Term Work Permit (TEV) Post Arrival procedure for Netherlands



|                  | Prepared By / Last Updated By | Reviewed By        | Approved By        |
|------------------|-------------------------------|--------------------|--------------------|
| <b>Name</b>      | Nileema Naidu                 | Mireya Serra Janer | Akhila Madhavan    |
| <b>Role</b>      | Sr. Executive                 | Associate Director | Associate Director |
| <b>Signature</b> |                               |                    |                    |
| <b>Date</b>      | 02.12.2014                    | 02.18.2014         | 02.18.2014         |





## Table of Contents

|            |  |          |
|------------|--|----------|
| <b>1.0</b> | <b>Introduction</b>                        | <b>3</b> |
| 1.1        | Purpose                                    | 3        |
| 1.2        | Definitions and Acronyms                   | 3        |
| 1.2.1      | Acronyms                                   | 3        |
| <b>2.0</b> | <b>Entry Criteria</b>                      | <b>4</b> |
| <b>3.0</b> | <b>Important Information</b>               | <b>4</b> |
| <b>4.0</b> | <b>Process Timelines and Documentation</b> | <b>4</b> |





## 1.0 Introduction

To complete Registration process and obtain Resident Permit Card for associates and their dependent/s

### 1.1 Purpose

To obtain a **Resident Permit Card**, for Long Term - Work Permit (TEV) holders and dependent visa holders, on arrival in Netherlands

### 1.2 Definitions and Acronyms

Few of the acronyms and / or its definitions provided here may not have been used in this document, but has been provided for easy reference to their definitions.

#### 1.2.1 Acronyms

| Acro<br>nym | Description                            |
|-------------|--|
| RP          | Resident Permit                        |
| WP          | Work Permit                            |
| GM          | Global Mobility Team                   |
| CoE         | Center of Excellence (Immigration)     |
| EA          | Employment Agreement                   |
| IND         | Immigration and Naturalisation Service |





## 2.0 Entry Criteria

All full time permanent employees of Cognizant Technology Solutions, travelled to Netherlands on Long Term Work Permit (KWP/TEV).

Dependants (spouse & Kids) of Associates of Cognizant Technology Solutions, traveled to Netherlands on Dependent visa.

## 3.0 Important Information

- 1.** During the appointment Applicant will initiate two procedures:-
  - ✓ File residence permit
  - ✓ Register with the municipality to obtain Burger Security Number (BSN).
  - ✓ Obtain details on completion of the Tuberculosis Check.
- 2.** Associates must intimate GM team in case of any change like - address change, change of Passport, project change.
- 3.** It is important that Dependents should also register and de-register like Primary Applicant. The process for Dependent Registration will be along with the Primary Applicant, if travelled together.
- 4.** Irrespective of duration of stay, it is mandatory that associates travelled to The Netherlands on WP with payroll transfer must complete Registration process as below.
- 5.** During the RP Procedure Applicant must carry his passport with him which contains the work authorization VISA to show that the Application of Residence in process – this is important in case Applicant is stopped and asked to identify himself.

## 4.0 Process Timelines and Documentation

### NOTE:










- Indicates the steps done via MyVisa (Online)



- Indicates the steps done manually (Offline)










|   |   | Activity  | Owner / Action by | Documentation   | Timeline (In Business days) |
|---|---|---|-------------------|---|-----------------------------|
| 1 |    | Associate to raise a GSD for getting an IND appointment<br><br>Note: Travel request in MyTravel will be approved after the IND appointment is booked.   | Associate         | GSD in<br><a href="https://GSD.cognizant.com">https://GSD.cognizant.com</a> | 1 Day.                      |
| 2 |    | Initiate RP case in MyVisa  | GM-CoE (Offshore) | RP case initiated   | 1 day                       |
| 3 |    | Update the IND appointment date and time, provide town hall registration procedure based on place of residency.<br><br>Note: The place of registration should be the same as per the place of work at the time of filing WP | GM-CoE (Offshore) | IND Appointment   | 1 Day                       |
| 4 |   | Inform Associate on Onsite joining formalities  | GM-CoE (Offshore) | Onsite joining formalities visa – email                                     | 1 Day                       |
| 5 |  | Upload Employment Agreement and Visa Copy.  | Associate         | Employment Agreement ,Visa Copy,  | 1 Day                       |
| 6 |  | Netherlands HR to conduct Joining Formality with the Associate  | Netherlands - HR  | Induction   | 1 day                       |
| 7 |  | Associate to undergo Joining Formalities with the local HR in Netherlands   | Associate / HR    | Induction   | 1 day                       |
| 8 |  | Visit the Expat Centre on the day of appointment and File the Residence Permit.   | Associate         | <a href="#">RP processing checklist</a>                                     | On date of appointment      |









|    |   | Activity  | Owner / Action by             | Documentation                           | Timeline<br>(In Business days) |
|----|---|---|-------------------------------|---|--------------------------------|
| 9  |    | <p>Register with the municipality to obtain social security number (BSN). – should be completed on same day of IND appointment</p> <p>Note: Official will create a BSN number &amp; will be issued on the spot. BSN number is required to be submitted to open a Bank Account and receive salary.</p> | Associate                     | <a href="#">RP processing checklist</a> | Same date as IND appointment   |
| 10 |    | <p>Complete the Tuberculosis Check - should be completed on same day of IND appointment</p> <p>Note: If you do not take the test the IND have the legal right to revoke your residence permission in the Netherlands</p>  | Associate                     | <a href="#">RP processing checklist</a> | Same Day                       |
| 11 |  | <p>Process and approve the Resident Permit card.</p> <p>IND to intimate at applicant's residence address by courier/post on collection of the RP card</p>   | Immigration authorities (IND) | Residence Permit Card                   | 42 days                        |
| 12 |  | Associate to collect the RP card from the IND   | Associate                     | RP card                                 |                                |
| 13 |  | <p>Associate upload the copy of RP card against RP case through <a href="https://myvisa">https://myvisa</a>.</p> <p>GM team to update RP issue and expiry dates.</p>  | Associate & GM(CoE)           | RP card                                 | 2 days                         |



**DE-REGISTRATION PROCEDURE BEFORE LEAVING THE NETHERLANDS**

- As per requirement it is mandatory to De-register when leaving The Netherlands on completion of assignment.
- Applicant must de-register minimum 1-3 days prior to departure.
- Procedure for Dependent De-registration is same as below. They should also accompany Primary Applicant for De-registration.

|   |   | Activity  | Owner / Action by | Documentation                 | Timeline (In Business days) |
|---|---|---|-------------------|-------------------------------|-----------------------------|
| 1 |    | Associate to visit the IND and de-register.                                   | Associate         | Original Passport and RP card | 2 days                      |
| 2 |    | Associate to submit the copy of De-registration to the GM team                | Associate         | De-registration copy          | 1 day                       |
| 3 |   | GM team to upload the de-registration copy in <u>MyVisa</u> and close RP case | GM COE offshore   | De-registration copy          | 1 day                       |
| 4 |  | GM Onsite Team to inform IND about the departure                              | GM COE onsite     | Residence Card                | 2 Days.                     |

**IMPORTANT:**

Click [here](#) for Travel Pal for a checklist of important information you will need when you travel.

Refer to [About GM](#), for detailed information about your destination country

