**NL Relocation process:**

**Process to be completed before traveling to NL:**

1. Raise relocation corner request in the Transfer Management system
2. Raise international ticket request to book the tickets – choose the option as work permit travel
3. Attend the travel briefing session held on every Fridays between 10 am and 12 PM.

Venue: MTW-CR-P1-2F

Bridge details for MT Minds outside west campus:  PH: +91-80-30941200 Extn: 41200; Meeting ID - 662579 ; Meeting Password – 7294

Time: 10 am to 12 pm

1. Inform TIG with the confirmed travel dates for self and dependants so that the team can inform the attorney to schedule an appointment with the IND (Immigration department) for completing the registration formalities after landing in NL

**Documents to be carried by Mindtree Minds at the time of travel to NL:**

1. Valid original passport with the MVV visa stamped on the passport
2. Legalized birth certificate – not older than 6 months from the date of issuance
3. Copy of the work permit(MVV) approval
4. Deputation letter/transfer letter
5. Confirmed air ticket
6. Medical Insurance
7. Foreign Exchange
8. List of addresses and telephone numbers of contact persons both in India and in NL

**Documents to be carried by Dependants at the time of travel to NL:**

1. Valid original passport with dependant visa stamped on the passport
2. Legalized marriage certificate and birth certificate – spouse’s travel - not older than 6 months from the date of issuance
3. Legalization birth certificate – child’s travel - not older than 6 months from the date of issuance
4. Copy of the MVV approval – spouse and child
5. Confirmed air ticket
6. Medical Insurance
7. Foreign Exchange
8. List of addresses and telephone numbers of contact persons both in India and in NL
9. Copy of Mindtree Mind’s MVV visa – when dependants travel separately
10. Copy of Mindtree Minds’s passport copy, first, last page and the entry visa stamped at the port of entry in NL – when dependants travel separately
11. Copy of Mindtree Mind’s residence permit or IND sticker if the residence permit is still not received by the MindTree Mind - when dependants travel separately and when MindTree Minds is already in NL

**Process to be completed post traveling to NL on a work permit:**

1. Update the TIG on date of landing and share entry visa stamping copy
2. Share the accommodation address and contact details with the TIG
3. Date of completion of IND appointment to be updated with TIG. Legalized certificates (not older than 6 months from the date of issuance) have to be carried for the appointment respectively.
4. Appointment with the health department has to be taken to complete the tuberculosis test and the health forms should be sent to IND once the tests are completed.  Date of completing the test and sending the forms should be updated with TIG
5. Register at the Town Hall with the accommodation address and accommodation contract to get the BSN. Legalized certificates have to be carried for the appointment
6. Date of completion of registration in Town hall and Burger Service Number (BSN) to be updated to TIG
7. After 4 weeks IND will send the invite to the Mindtree Mind to collect the residence permit
8. Mindtree Mind to collect the residence permit and should share the copy of the permit with the TIG

**Process to be completed while relocating from NL on a work permit:**

1. Raise relocation corner request in the Transfer Management system
2. Request to disconnect the phone lines or any other service that was utilized, clear all the bills
3. Deregister from the town hall
4. Inform your landlords on your date of return and close any rental agreements

**Process to be completed after returning to India:**

1. Share the date of return and the copy of the exit visa stamped in NL with the TIG team
2. Submit the permit card to TIG for deregistration