

Application

A1/(E)101 certificate concerning applicable social insurance legislation for employees

Use this form to apply for a certificate with which your employees can show that they are covered by Dutch social insurance legislation while working outside the Netherlands.

Part 1

1 Details of employer

name of company

registered business name

registration number with the
Chamber of Commerce

branch number with the
Chamber of Commerce

payroll taxes number

2 Registered business address

location (e.g. Tower C,
HRM Department)

street and number

postcode and town/city

country

3 Additional details

Does the company make at
least 25% of its annual
turnover in the Netherlands?

yes

no

Has the company been active
in the Netherlands for more
than 3 years?

yes

no

Sector code/business sector
(see list on pages 9 and 10)

4 Contact

name

telephone

email address

5 Postal address

(if applicable, give name and address of authorised representative)

name

location (e.g. Tower C,
HRM Department)

street and number

postcode and town/city

country

I declare that the information I have provided on this form is true and complete. I also declare that I am aware that both the SVB and the competent authorities outside the Netherlands may check the information provided.

6 Signature

place

date

signature of employer/
representative*

Part 2**7 Situation of employee(s)**

Which situation applies to the worker(s) in the period for which you are applying for an A1/(E)101 certificate?

member of cockpit or cabin crew in aviation

home base in

seafarer or dredger; he or she must have a seaman s book, and the seagoing vessel where the work is carried out must be listed in the register of seagoing vessels

Under what state flag does the vessel sail?

Name of the vessel

Registration number of vessel

rhine boatman (*Enclose a copy of a Rhine navigation certificate.*)

name of the vessel's operator

In what country is the vessel's operator based?

If there are any other operators, are any of them based outside the Netherlands

no

yes

name of vessel

registration number of vessel

share fisherman

Under what flag is this vessel sailing

name of vessel

registration number of vessel

civil servant

service maintenance mechanic or international transport worker (land or air transport) in the following countries (up to 10 per application)

1

2

3

4

5

6

7

8

9

10

paid employment, but not in the above categories

Will the worker also continue to work in the Netherlands during this period?

yes, for more than 25% of the total working time
yes, for less than 25% of the total working time and more than one day per month
no, or in any case for less than one day a month

8 Period of work outside the Netherlands

Fill in for what period you require an A1/(E)101 certificate

from

to

9 Location(s) of work outside the Netherlands

(up to 10 per application)

name

location (e.g. Tower C, HRM Department)

street and number

postcode and town/city

country

name

location (e.g. Tower C, HRM Department)

street and number

postcode and town/city

country

Other locations - if applicable, please provide details on an extra sheet.

10 Employee for whom A1/(E)101 certificate is requested

burgerservicenummer

date of birth

first name

other initials

prefix

surname

nationality

sex

11 Home address

location (e.g. Tower C,
HRM Department)

street and number

postcode and town/city

country

12 Address of stay

location (e.g. Tower C,
HRM Department)

street and number

postcode and town/city

country

13 Family members

(only relevant for postings to the United States of America, Australia, Canada (including Québec), China, Israel, India, Macedonia, South Korea)

accompanying the employee

burgerservicenummer

date of birth

family name at birth and initials

burgerservicenummer

date of birth

family name at birth and initials

burgerservicenummer

date of birth

family name at birth and initials

14 Additional questions

Did the employee work in the Netherlands for at least one month immediately prior to the posting?

| | |
|-----|----|
| yes | no |
|-----|----|

Will the employment relationship continue during the period of posting outside the Netherlands?

| | |
|-----|----|
| yes | no |
|-----|----|

Will you continue to pay wages while the employee works outside the Netherlands?

| | |
|-----|----|
| yes | no |
|-----|----|

Will you continue to pay social insurance contributions in the Netherlands while the employee is working outside the Netherlands?

| | |
|-----|----|
| yes | no |
|-----|----|

Are you posting the employee to replace another employee who has been posted?

| | |
|-----|----|
| yes | no |
|-----|----|

Did the employee work outside the Netherlands during the two months prior to the posting?

| | |
|-----|----|
| yes | no |
|-----|----|

15 Other work outside the Netherlands

Apart from the activities for which you are requesting a certificate, does the employee perform any other work in another country (whether as an employee, civil servant or self-employed person)?

| | |
|-----|----|
| yes | no |
|-----|----|

If the employee also carries out other work outside the Netherlands, please specify in an attachment whether these other activities are carried out as an employee, a civil servant or a self-employed person. In this attachment, please specify where, during what period, and for what employer or client the work is carried out.

16 Attachments

I have attached the following documents

details of other activities outside the Netherlands
authorisation form

17 Signature

place

date

signature of employer/
representative*

I have answered the all questions correctly to the best of my knowledge.

If you are a representative, you must attach an authorisation which has been signed by the employee and/or employer. If the application is for a period of more than 2 years, the form must be signed by both the employer and the employee.

Send this form and any attachments to:

SVB, Postbus 18607, 3501 CR Utrecht, the Netherlands

If you have any questions, please call telephone number (020) 6565277.

application for A1/(E)101 certificate concerning applicable social insurance legislation for employees: explanatory notes

General

Multiple employees

Part 1 of this form only has to be filled in once if an application is submitted for several employees simultaneously.

Child benefit entitlement

If the employee receives child benefit, it is important that he or she sends a copy of the A1/(E)101 certificate to the SVB office serving his or her area.

Dutch health insurance

An employee who is covered by Dutch national health insurance must apply to his/her health care insurer for a European health insurance card. This card entitles the employee to medical provisions outside the Netherlands.

For which countries can a posting certificate be issued?

Posting certificates can only be issued for work in EU/EEA countries and countries with which the Netherlands has concluded an agreement on social security.

These are:

Australia, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Canada, Canada: Quebec, Cape Verde, Channel Islands, Chile, China, Croatia, Cyprus, Czech Republic, Denmark, Egypt, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, India, Ireland, Isle of Man, Israel, Italy, Japan, Kosovo, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Montenegro, Morocco, New Zealand, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, South Korea, Spain, Sweden, Switzerland, Tunisia, Turkey, United Kingdom, United States, Uruguay.

Authorisation (see sections 6, 16 and 17)

If you have a representative acting on your behalf, for example, a tax consultancy or accountancy firm, you must send an authorisation with the first application. You can phone us to ask for an authorisation form. Please note that all correspondence will then be sent to the representative.

Details of employer

Registration details with Chamber of Commerce

Please fill in the details as listed in the Commercial Register of the Chamber of Commerce. As from July 2011, your company has been given a new 'branch number with Chamber of Commerce'. If you do not know this number, you can request it from the Chamber of Commerce.

Payroll taxes number (*loonheffingnummer*)

We need this number for the posting of your employee(s). This is necessary with regard to the payment of contributions and the insurance of your employee(s).

Sector code/business sector

For the administration of the employee insurance schemes, all companies in the Netherlands are classified according to sector. Employers are required to be associated with a sector. The Dutch tax administration establishes in which sector a company belongs. From the list below, please select the sector to which your company belongs.

| Sector code | Business sector |
|-------------|--|
| 001 | Agriculture |
| 002 | Tobacco products |
| 003 | Construction |
| 004 | Dredging |
| 005 | Wood packaging , wood products, and brushes |
| 006 | Carpentry |
| 007 | Furniture and organ building |
| 008 | Wholesale wood trade, sawmilling, planing and wood treatment |
| 009 | Graphics industry |
| 010 | Metal industry |
| 011 | Electrotechnical industry |
| 012 | Metalworking industry and engineering |
| 013 | Bakeries |
| 014 | Sugar processing |
| 015 | Slaughtering |
| 016 | Other meat processing activities |
| 017 | Retail trade and crafts |
| 018 | Cleaning |
| 019 | Retail chain store business |
| 020 | Dock industry |
| 021 | Stevedoring |
| 022 | Inland shipping |
| 023 | Fisheries |
| 024 | Merchant shipping |
| 025 | KLM air transport |
| 026 | NS railway transport |
| 027 | Postal delivery transport |
| 028 | Taxi and ambulance transport |
| 029 | Public transport |
| 030 | Private bus transport |
| 031 | Other passenger land and air transport |
| 032 | Other freight land and air transport |
| 033 | Hotel and hospitality |

| <i>Sectorcode</i> | <i>Business sector</i> |
|--|--|
| 034 | Catering |
| 035 | Health, mental and social services |
| 038 | Banking |
| 039 | Insurance and health insurance funds |
| 040 | Publishing |
| 041 | Wholesale trade I |
| 042 | Wholesale trade II |
| 043 | Business services I |
| 044 | Business services II |
| 045 | Business services III |
| 046 | Dairy |
| 047 | Textiles |
| 048 | Stone, cement, glass and ceramics |
| 049 | Chemicals industry |
| 050 | Food industry |
| 051 | General manufacturing |
| 052 | Temporary employment agencies |
| 053 | Private security services |
| 054 | Cultural institutions |
| 055 | Other business and professional activities |
| 056 | House painting |
| 057 | Plastering |
| 058 | Roofing |
| 059 | Mortar industry |
| 060 | Stonemasonry |
| 061 | Public administration, education and science |
| 062 | Public administration, state, police and judiciary |
| 063 | Public administration, defence |
| 064 | Public administration, provincial and municipal government, water boards |
| 065 | Public administration: public utility services |
| 066 | Public administration: other institutions |
| 067 | Employment, job placement and reintegration |
| 068 | Railway construction |
| 069 | Telecommunications |
| <i>Nrs 036 and 037 have been cancelled</i> | |

Business activities in the Netherlands

One of the conditions you must meet before you can post your employees outside the Netherlands is that your company habitually carries out its business activities in the Netherlands. We check this by asking whether your company has been active in the Netherlands for at least 3 years, and whether your company achieves at least 25% of its annual turnover in the Netherlands.

Additional questions

When are people insured under the Dutch national insurance schemes (AOW, Anw and AWBZ) and employee insurance schemes (WW, WIA, ZW)?

People are generally insured under the Dutch national insurance schemes and employee insurance schemes if they:

- work in the Netherlands, or
- work in a treaty country or an EU country on a posting certificate issued by the SVB
- work for a Dutch employer in a country other than a treaty country or EU country, and they are resident in the Netherlands.

People who do not work in the Netherlands but live in the Netherlands are only insured under the Dutch national insurance schemes.

An A1/(E)101 certificate can only be issued if, immediately prior to the period of posting, the person concerned has been covered by compulsory insurance in the Netherlands for at least one month. That is why the form also asks whether the employee has worked in the Netherlands for at least one month immediately prior to the period of posting.

If the employee has not worked in the Netherlands for at least one month, an assessment of whether the prior insurance requirement is met after all will only be carried out in exceptional cases. This assessment will be made on the basis of all individual relevant facts and circumstances, including the following:

- The duration of the prior insurance period;
- (in the event of an interruption in the prior insurance period) the duration of the interruption and its reason, and the duration of the insurance period prior to the interruption;
- The volume and characteristics of the work activities in the Netherlands during the month prior to the period of posting;
- The duration of the period of posting in proportion to the duration of the work in the Netherlands before and after the period of posting;
- The place of residence of the employee.

In order to assess whether your case is exceptional, the SVB may ask you to provide documentary evidence, such as copies of salary slips, time sheets and attendance records.

Family members

Co-insured family members

Family members who accompany the seconded employee to the USA (5 years), Australia (5 years), Canada (5 years), Israel (5 years), India (5 years), Macedonia (2 years) and South Korea (5 years) are considered as having continued to reside in the Netherlands for at most the period stated between the brackets. This means that they continue to be insured under the Dutch national insurance schemes unless they start working in the country to which the employee was posted. If more than 3 family members accompany the employee, you must send their details in a separate attachment.

Family members who are not co-insured

Family members who accompany the seconded employee to a country other than the countries named above will no longer be covered by the Dutch social insurance schemes. They will, however, have the possibility of taking out voluntary AOW old age pension and/or Anw survivor benefit insurance. For more information about this, they can contact:

SVB Amstelveen

(020) 656 52 25
Postbus 357
1180 AJ Amstelveen
The Netherlands

Signature

Incorrect details in the application form can lead to cancellation – even with retroactive effect – of the certificates issued, and consequently to the application of the non-Dutch social security legislation.