

Address registration form - A -

Declaration of permitted official postal address of employer



Name of company/
institution/ organisation

Name of contact person

Telephone number

Email address

Official postal address

Postcode and city/town

The undersigned agrees that the employee and his or her spouse/partner/child listed below is/are permitted to use the official postal address of the employer.

Name of employee

Date of birth

Name of spouse/
registered partner

Date of birth

Name(s) and date(s) of
birth of children

Date of birth

Date of birth

Date of birth

Date of birth

Date of birth

For other individuals included in the household, a separate declaration must be filed.

The undersigned

- Declares to have filled in the above details truthfully
- Acknowledges that this is the visiting address of the employer and the employer guarantees all mail received at this visiting address reaches the employee
- Acknowledges that the employer guarantees that the employee will inform the municipality of a change of address within 5 working days after moving to a new residence.

Signature of employer's
contact person:

Place

Date

Stamp of company
institution/
organisation*

Please note that the option of registering employees at the employer's address is only a temporary measure, valid for a maximum of three months.

After this time the employee is obliged to register his/her real address with the municipality.

Please visit our website www.iamsterdam.com/en/local/move/change-of-address for information on how to register a change of address. We kindly request you to inform your employees about this necessity.

Bring this form to IN Amsterdam
WTC Amsterdam
Tower Two, first floor
Strawinskylaan 1767
1077 XX Amsterdam

* If a company stamp is not available, please include a copy of a legitimate ID of the employer's contact person.