

Guidelines on the notification portal for Posted workers

The Dutch government must be notified of foreign employees who are temporarily posted to the Netherlands. This applies to employees posted by an employer established in the European Union (EU), the European Economic Area (EEA) and Switzerland. Submitting a notification for a posted worker enables the government to check whether they are working under safe, healthy and fair conditions. Notifying is mandatory. If no notification of posted workers is submitted, or if the notification is not made correctly, you run the risk of incurring a fine. Self-employed persons established in the, EU, EEA and Switzerland also need to submit a notification if they temporarily work in the Netherlands.

Are you a foreign employer or a self-employed person with a duty to notify? **Please proceed to step 1.**

Are you a service recipient checking a notification? **Please proceed to step 2.**



Ministry of Social Affairs and Employment

Step 1: Gather the relevant information

To help you, we have drawn up a **checklist** with the most important information that you, as a foreign employer or self-employed must have at hand when submitting a notification. This way, you will be ready to submit the notification more quickly.

Frequently asked questions

- [What do I have to notify?](#)
- [Who has to make the notification?](#)
- [Who notifies in the case of subcontracting?](#)
- [Does the one-year notification apply to small businesses?](#)

Step 2: Log in to the notification portal

Go to <https://meldloket.postedworkers.nl/runtime/?lang=en>.

As a foreign employer or a self-employed person, you are responsible for submitting the notification. As a service recipient, you must check the notification.

Make sure that when you log in, you select the correct role:

✓ -- Login as --
Employer or self-employed
Service Recipient

Tip

Are you a service recipient who has received an email about checking a notification? And do you not have an account on the Posted Workers notification portal? Then create an account using the email address where you received the email.

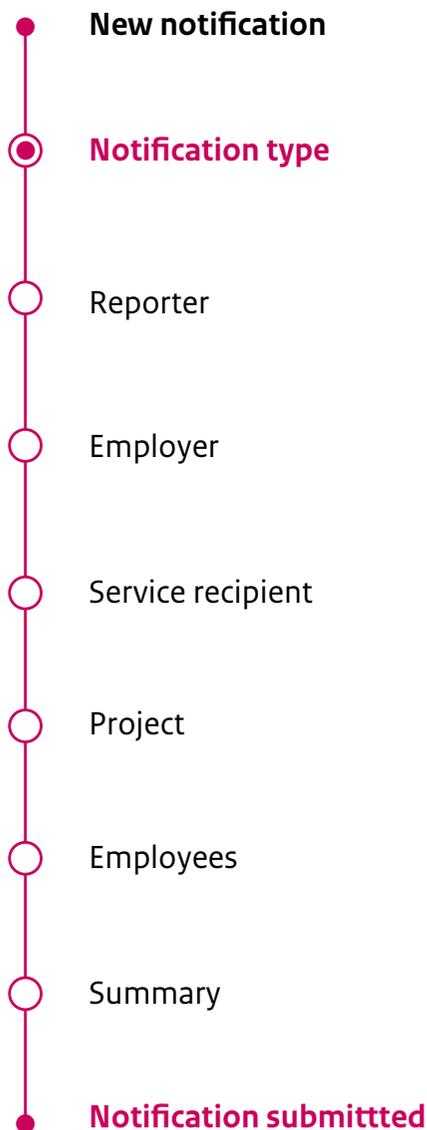
-- Login as --
[→ Not an account yet?](#)
[Password Reset](#)

Frequently asked questions

- [What is the difference between a foreign employer and a service recipient?](#)
- [My password does not work](#)

Step 3: Submit the notification and send the information

To submit a notification, go through the following steps.



Tip 1

In the **'Notification type'** step, you need to use an SBI code to indicate **which sector** you work in. To determine which sector you work in, only take into account the activities you carry out in the Netherlands. There are a number of sectors for which there is no requirement to notify the arrival of your workers. **Some occasional activities** are also exempt from the duty to notify. Self-employed persons only need to submit a notification if they will work in **certain sectors**.

Tip 2

In the **'Employer'**, **'Service recipient'** and **'Employees'** steps, you must choose a country. Can't find the right country in the list? Then scroll to the top of the page and tick the box below.

Which information should I provide here? ▾

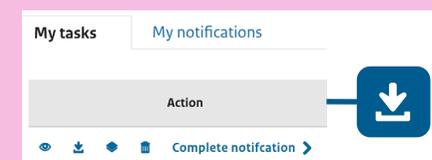
Show only EEA countries and Switzerland ⓘ

Tip 3

In the **'Employer'** step, you must tell us who your **contact person** is. This is the contact point for the foreign employer in the Netherlands. It must be a person who is present in the Netherlands and can answer questions from the Netherlands Labour Authority about the posting on behalf of the foreign employer. You are required by law to specify a contact person.

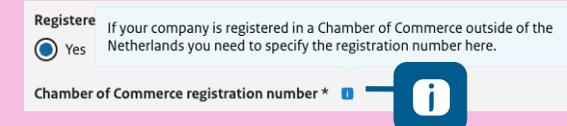
Tip 4

Notifications will be automatically deleted after two years. Would you like to save the information? Or do you need a **copy**? Then you can easily download the notification. Go to the **'My tasks'** or **'My notifications'** overview and click on the button below.



Tip 5

Are there words in the notification portal that you do not understand? In many places, you will see this **'i'** icon. Hover your mouse over the icon for an explanation of the word.



Do you have a question about notifying? Then contact our helpdesk. You can call or email us. You can find the telephone number and email address below.

 020-6565123 (Mon-Fri, 09:00-17:00)

 helpdeskpw@svb.nl

Step 4: The service recipient checks the notification

The **service recipient** checks the notification. The recipient receives a message at the email address provided, requesting them to check the notification in the notification portal. If the notification is correct, the service recipient will confirm this.

The notification is then complete. The **foreign employer** or self-employed person does not need to do anything else with the notification, unless there are any changes.

Step 5: Amend the notification if necessary

If the notification needs to be changed, for example because the wrong start and end dates of the assignment have been entered, the service recipient will indicate that the notification is incorrect. The foreign employer or self-employed person receives an email asking them to amend the notification and resend it via the notification portal. Once the notification has been submitted correctly, the notification is complete.

If no notification of posting is submitted, or if the notification is not submitted correctly, you run the risk of incurring a **fine**. The Netherlands Labour Authority carries out checks in this regard. Make sure the notification is correct before you start the assignment.

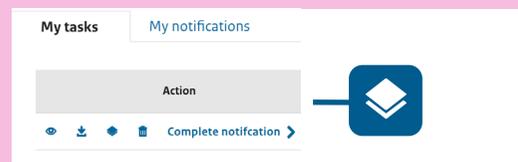
Step 6: Report any updates

Have there been any updates to the assignment? For example, is a new worker coming to work on the assignment, or will the workers be working in the Netherlands for longer than planned? If so, the foreign employer or self-employed person must notify this update in the notification portal. The service recipient will once again be asked to check the amended notification.

Go to the **'My tasks'** or **'My notifications'** overview to edit it.

Tip

Are you starting a new assignment that is similar to a previous one? If so, you can copy the old notification and amend it where necessary. Go to the **'My tasks'** or **'My notifications'** overview and click on the button below.



Important! Only submit a new notification if you have a **new assignment**. If there are updates to an existing assignment, you can amend the existing notification.

Frequently asked questions

- [Can I update a notification if there are interim changes?](#)
- [When must I submit a notification to extend a posting, and when must I submit a new notification?](#)
- [Do I have to re-enter all the details for a new notification?](#)

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