

# Manual Koopvaardij Portaal

[werkgever.koopvaardij.nl](http://werkgever.koopvaardij.nl)



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# Koopvaardij Portaal

Using the Koopvaardij Portaal you can swiftly and easily deliver your employees information through the internet.

Monthly you deliver the wage information of the employees that have received wage in the previous month.

You deliver the following information, among other things:

- starting date period /employment
- end date period/employment
- daily wage
- registering/deregistering/changing unpaid leave

## Do you have any questions?

You can find all the necessary information for delivering your employee information with Bpf Koopvaardij in this manual. Do you have any questions? Do not hesitate to contact us. We would like to be of service.

Bedrijfspensioenfonds voor de Koopvaardij

T: +31 88 007 98 91

E: [www.koopvaardij.nl/en/employer/contact](http://www.koopvaardij.nl/en/employer/contact)

General information about Bpf Koopvaardij and the periodic wage assignment tool can be found on [www.koopvaardij.nl/en](http://www.koopvaardij.nl/en).

**Please take note to completely fill in your employee information. This will prevent any delays when processing.**

## Logging into the Koopvaardij Portaal

Go to [werkgever.koopvaardij.nl](http://werkgever.koopvaardij.nl). You need e-Herkenning with assurance level EH3 to log in.

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## Employee search

If you wish to enter a mutation or to consult employee records, click on Employees on the left menu. Search the employee and then click on the employee.

You can search an employee using the search tool:

1. CSN (BSN nummer)
  2. Surname
  3. Client number (Klantnummer)
- 

## Employees

### For whom do you register the wage assignment?

Every employee that has a labour contract with your company.

Exceptions: Directors of NVs and BVs that are registered as such with the Chamber of Commerce with total/independent commercial power. They do not participate in the Bpf Koopvaardij pension scheme and therefore do not need to be registered.

### When do you do wage assignment?

At the end of every calendar month at the latest. For example: the wage assignment for September is delivered at 31 October at the latest.

### Why do you register an employee?

- The employee is automatically registered with the Bpf Koopvaardij pension scheme.
- If your new employee enters your service from an employer that was not affiliated with Bpf Koopvaardij, we automatically send the employee request forms for pension transfer ('Transferring pension from the previous pension fund to Bpf Koopvaardij').

### How do you register an employee?

You need the following information to register an employee using the Koopvaardij Portaal:

- Name;
- Address;
- Date of birth;
- CSN (BSN);
- Employment starting date;
- Pensionable daily wage.;
- Employee number from your administration.

You can enter daily wages in 2 ways using the Koopvaardij Portaal:

1. Manual entry;
2. File upload.

### Step 1

Fill in the date of service, the pensionable daily wage and the number of days under the heading **Periode Loon**.

## PLEASE NOTE

At 'aantal dagen': For parttimers/call workers a separate line for the days not worked needs to be filled in such a way that the amount of calendar days is equal to the days in that month. Enter 0 for the daily wage. Click the button **Volgende**.

Are you registering someone in the previous year? Then you need to enter the pensionable daily wage of the year in question.

## Periodic wage assignment tool

Using the periodic wage assignment tool (Excel) you can generate an import file with which you can pass on and upload the new wage assignment for an entire personnel file in the Koopvaardij Portaal. The tool is available for download at [www.koopvaardij.nl/en/employer/toolkit](http://www.koopvaardij.nl/en/employer/toolkit).

### Downloading the tool

After downloading the tool you can open this using Microsoft Excel. In order to complete the upload within the Koopvaardij Portaal as well as possible, you need to meet the following requirements.

### Requirements for using the tool

- your tax number and employers number with Bpf Koopvaardij need to be known in the Koopvaardij Portaal;
- the file you wish to upload has to be a .xml file (please note that you do not upload the .xls file);
- you cannot change anything about the format of the Excel tool.

## PLEASE NOTE

*An XML-file might also be generated from your salary package. This file can be processed in the same manner in the Koopvaardij Portaal as an xml-file from the tool.*

### How do you make an XML-file using the tool?

Every XML file for Bpf Koopvaardij is structured as follows:

```
<?xml version="1.0" encoding="utf-8" ?>
<Message xmlns="http://www.ec-design.nl/Abz/SDM/0.2/structures" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
+ <BrAlg>
+ <Afnmr>
+ <Afnmr>
+ <Wrkgvr>
</Message>
```

In the BrAlg element the general information of the message is set. The Afnmr element contains the customer for whom the message is intended. In the Wrkgvr element the actual notifications are made. In the Berrefnr element you can add your own reference, for instance the name of the XML file.

## BrAlg

```
<BrAlg>
  <BrCd>00301</BrCd>
  <VnrBrCd>00002</VnrBrCd>
  <Berrefnr>Uw bestandsreferentie</Berrefnr>
  <TestJN>N</TestJN>
  <OntvngstbevJN>N</OntvngstbevJN>
</BrAlg>
```

Add your own  
reference here

	Verplicht Optioneel Conditioneel	Vaste waarde	Variabele inhoud	Maximale lengte
<BrAlg>	V[1]			
<BrCd>	V	00301		
<VnrBrCd></VnrBrCd>	V	00002		
<Berrefnr>	V		zelf te kiezen referentie	512 karakters
<TestJN>	V	N		
<OntvngstbevJN>	V	N		
</BrAlg>				

## Afnmr

```

<Afnmr>
  <AfnmrCd>181</AfnmrCd>
  - <Com>
    <SrtComCd>98</SrtComCd>
    <NrCom>123456</NrCom>
  </Com>
</Afnmr>
<Afnmr>
  <AfnmrCd>183</AfnmrCd>
  - <Com>
    <SrtComCd>98</SrtComCd>
    <NrCom>123456</NrCom>
  </Com>
</Afnmr>

```

Enter your employers  
number here

The Afnmr element decides to whom message are sent by the Koopvaardij Portaal based on the uploaded message. For Bpf Koopvaardij you enter your own employers number.

	Verplicht Optioneel Conditioneel	Vaste waarde	Variabele inhoud	Maximale lengte
<Afnmr>	V [1 van 2]			
<AfnmrCd>	V	181		
<Com>	V			
<SrtComCd>	V	98		
<NrCom>	V		werkgevers- nummer	6 cijfers
</Com>				
</Afnmr>				
<Afnmr>	V [2 van 2]			
<AfnmrCd>	V	183		
<Com>	V			
<SrtComCd>	V	98		
<NrCom>	V		werkgevers- nummer	6 cijfers
</Com>				
</Afnmr>				

## Wrkgvr

```
<Wrkgvr>
  <HndlsnmOrg>werkgevernaam</HndlsnmOrg>
  <Lhnr>170339750L01</Lhnr>
+ <Cntprsn>
+ <Wrknmr>
</Wrkgvr>
```

The Wrkgvr element is the actual notification. You enter the tradename of your organisation in the HndlsnmOrg and your tax number in the Lhnr element.

	Verplicht Optioneel Conditioneel	Variabele inhoud	Maximale lengte
<Wrkgvr>	V [1..999]		
<HndlsnmOrg>	O	Bedrijfsnaam	70 karakters
<Lhnr>	V	Loonheffingsnummer	12 karakters
</Wrkgvr>			

Within the Cntprsn element you indicate the contact within your organization for the messages. Then the employees are added one by one through the Werknmr element.

## Cntprsn

```
<Cntprsn>
  <SignNm>Vento</SignNm>
  <Voorl>S</Voorl>
  <GslchtCd>M</GslchtCd>
- <Com>
  <SrtComCd>01</SrtComCd>
  <NrCom>0612345678</NrCom>
  </Com>
- <Com>
  <SrtComCd>04</SrtComCd>
  <NrCom>mail@adres.nl</NrCom>
  </Com>
</Cntprsn>
```

## Cntprsn

```

<Cntprsn>
  <SignNm>Vento</SignNm>
  <Voorl>S</Voorl>
  <GslchtCd>M</GslchtCd>
- <Com>
  <SrtComCd>01</SrtComCd>
  <NrCom>0612345678</NrCom>
</Com>
- <Com>
  <SrtComCd>04</SrtComCd>
  <NrCom>mail@adres.nl</NrCom>
</Com>
</Cntprsn>

```

You can only use initials when entering the first name

The phone number is a 10 digit number. Do not add +31.

Within the Cntprsn element you add the details of the contact for the delivery of the information.

	Verplicht Optioneel Conditioneel	Vaste inhoud	Variabele inhoud	Maximale lengte
<Cntprsn>	V [1]			
<SignNm>	V		Naam contactpersoon	200 karakters
<Voorl>	V		Voorletters contactpersoon	6 karakters
<Voorv>	O		Voorvoegsel contactpersoon	10 karakters
<GslchtCd>	O	M/V	Geslachtcode contactpersoon	1 karakters
</Com>	V [1 van 2]			
<SrtComCd>	V	01		
<NrCom>	V		Telefoonnummer contactpersoon	512 karakters
</Com>				
</Com>	V [2 van 2]			
<SrtComCd>	V	04		
<NrCom>	V		E-mailadres contactpersoon	512 karakters
</Com>				
</Cntprsn>				



## Wrknmr

```

<Wrknmr>
  <SofINr>061346871</SofINr>
  <Persnr>1</Persnr>
  <Gebdat>1972-06-28</Gebdat>
  <SignNm>JANSEN</SignNm>
  <Voorl>JJ</Voorl>
  <GslchtCd>M</GslchtCd>
  <Nat>0001</Nat>
+ <StrAdrNI>
+ <Dnrvbnd>
</Wrknmr>
  
```

999999990 as a fictional BSN. For Dutch employees a BSN is mandatory.

You can only use initials when entering the first name.

Nationality is determined based on the GBA nationality code: see appendix 2.

The address (abroad or domestic) see pages 17 and 18.

Wrknmr element starts with the identification of the employee and the set information. Besides the set information the address and the employment are added at the Wrknmr element.

	Verplicht Optioneel Conditioneel	Variabele inhoud	Maximale lengte
<Wrknmr>	V [1..N]		
<SofINr>	V	SOFI-/BSN-nummer	9 cijfers
<Persnr>	V	Personeelsnummer	35 karakters
<Gebdat>	V	Geboortedatum	10:YYYY-MM-DD
<Overldat>	O	Overlijdensdatum	10:YYYY-MM-DD
<SignNm>	V	Achternaam	200 karakters
<Voorl>	V	Voorletter(s)	6 letters
<Voorv>	O	Voorvoegsel(s)	10 karakters
<GslchtCd>	V	Geslacht	1 letter (M/V)
<Nat>	V	Nationaliteit	4 cijfers, bijlage 1
...			
</Wrknmr>			

## Address

### Domestic addresses

```

<StrAdrNI>
  <SrtAdrsCd>01</SrtAdrsCd>
  <Pc>2408RD</Pc>
  <Wnpl>leeg</Wnpl>
  <Straat>leeg</Straat>
  <Huisnr>63</Huisnr>
</StrAdrNI>
  
```

By keeping 'leeg' at Wnpl and 'Straat' the address is completed by the Koopvaardij Portaal based on the zip code and house number

Based on the zip code and house number Koopvaardij Portaal is able to determine the address. By keeping Wnpl and Straat at 'empty' this function is used. Entering the complete address is also a possibility.

	Verplicht Optioneel Conditioneel	Vaste inhoud	Variabele inhoud	Maximale lengte
<StrAdrNI>	C [0..1]			
<SrtAdrsCd>	V	01		
<PcBtl>	O		Postcode	9 karakters
<WnplBtl>	V		Woonplaats	24 karakters
<RegBtl>	V		Regionaam	24 karkaters
<LandCd>	V		Landcode	2 karakters
<Landnm>	O		Landnaam	40 karakters
<Straat>	O		Straatnaam	24 karakters
<HuisnrBtl>	O		Huisnummer	9 karakters
</StrAdrNI>				

## Address Foreign addresses

```

<StrAdrBl>
  <SrtAdrsCd>01</SrtAdrsCd>
  <PcBtl>8621</PcBtl>
  <WnplBtl>Den Woonplaats</WnplBtl>
  <LandCd>BE</LandCd>
  <Landnm>België</Landnm>
  <Straat>Beerststraat</Straat>
  <HuisnrBtl>18</HuisnrBtl>
</StrAdrBl>

```

Own ID of the employment  
may be 'leeg'

ISO 3166-1 2 landcode letter  
[http://www.iso.org/iso/english\\_country\\_names\\_and\\_code\\_elements](http://www.iso.org/iso/english_country_names_and_code_elements)

Foreign addresses need to contain a street, city, house number and country at the minimum. The remaining elements can optionally be used to indicate the address more clearly.

	Verplicht Optioneel Conditioneel	Vaste inhoud	Variabele inhoud	Maximale lengte
<StrAdrBtl>	C [0..1]			
<SrtAdrsCd>	V	01		
<PcBtl>	O		Postcode	9 karakters
<WnplBtl>	V		Woonplaats	24 karakters
<RegBtl>	O		Regionaam	24 karkaters
<LandCd>	V		Landcode	2 karakters
<Landnm>	O		Landnaam	40 karakters
<Straat>	V		Straatnaam	24 karakters
<HuisnrBtl>	V		Huisnummer	9 karakters
</StrAdrBtl>				

## Dnstvbnd

The minimal set with which the daily wage for a period is communicated looks as following:

```
<Dnstvbnd>  
<IdDnstvbnd>leeg</IdDnstvbnd>  
-<PeriodiekeOpgave>  
<SoortPeriodeCd>02</SoortPeriodeCd>  
<Prdnr>1</Prdnr>  
<Ingdat>2010-01-01</Ingdat>  
<Enddat>2010-01-31</Enddat>  
<AantSV>21.75</AantSV>  
<LnSV>1000.00</LnSV>  
<LnBruto>1000.00</LnBruto>  
<Premie>100.00</Premie>  
<PrepensioenPremie>0.00</PrePensioenPremie>  
-<Loontoekenning>  
<SoortLoonCd>01</SoortLoonCd>  
<AantalToegekend>31</AantalToegekend>  
<Bdr>50.00</Bdr>  
</Loontoekenning>  
<PeriodiekeOpgave>  
</Dnstvbnd>
```

The Prdnr is equal to the month of the period.

The number of days in the period (31) need to entered at 'loontoekenning'.

There may be different daily wages entered ((including) a Bdr 0) and the total number of days must be equal to the number of days in the period.

## Complementing days entered

In case less days have been worked than are in the period, the number of days is complemented with 0 declarations for the other days. For example: in case someone worked 14 days in February and did not work for the other 14 days, you enter the corresponding daily wage for 14 days and a daily wage of 0 for the remaining 14 days.

## Terminating an employment

```
<Dnstvbnd>  
<IdDnstvbnd>leeg</IdDnstvbnd>  
<Ingdat>2010-01-01</Ingdat>  
<Enddat>2010-01-31</Enddat>  
<RdEndDnstvbndCd>01</RdEndDnstvbndCd>
```

Using the Enddat and the RdEndDnstvbndCd (see appendix 3 for an explanation of the codes) an employee can be reported from service. It is important to note that the end date falls within the period of registering. It is not possible to enter an end date in the future.

## Paid leave

```
<Premie>100.00</Premie>  
<AantalDagenUitbetaaldVerlof>7.00</AantalDagenUitbetaaldVerlof>  
<BedragUitbetaaldVerlof>50.00</BedragUitbetaaldVerlof>  
<Loontoekenning>
```

Between the contributions and the wage there is room for paid leave. The number of days is converted by dividing the number of days by 5 and multiplying by 7. In *BedragUitbetaaldVerlof* the pensionable daily wage is displayed. The contributions are calculated by multiplying the number or days by the daily contribution at the given up daily wage.

#### PLEASE NOTE

*It is not possible to only enter a correction for an already entered period. In case you want to correct in this period you need to reenter all the data for this period.*

	Verplicht Optioneel Conditioneel	Vaste Waarde	Variabele inhoud	Maximale lengte
<b>&lt;Dnstvbnd&gt;</b>	<b>V [1..99]</b>			
<IdDnstvbnd>	V		Eigen dienstverband identificatie	35 karakters
<Ingdat>	V		Ingangsdatum dienstverband	10:YYYY-MM-DD
<Enddat>	O		Einddatum dienstverband	10:YYYY-MM-DD
<RdEndDnstvbndCd>	C		reden einde dienstverband	2 cijfers, bijlage 2
<b>&lt;PeriodiekeOpgave&gt;</b>	<b>V [1..999]</b>			
<SoortPeriodeCd>	V	02		
<Prdnr>			maandnummer	2 cijfers
<Ingdat>	V		ingangsdatum maand of dienstverband	10:YYYY-MM-DD
<Enddat>	V		einddatum periode of dienstverband	10:YYYY-MM-DD
<AantSV>	V		Aantal SV dagen	getal met 2 decimalen, max 21.75
<LnSV>			SV Loon	9 cijfers met 2 decima- len: 1234568.89
<LnBruto>	V		Bruto loon	9 cijfers met 2 decimalen
<Premie>	V		Pensioenpremie deelnemer	9 cijfers met 2 decimalen
<AantalDagenUitbetaaldVerlof>	O		Aantal dagen uitbetaald	gehele cijfers, afgerond naar beneden
<BedragUitbetaaldVerlof>	O		Pensioengevend dagloon verkocht verlof	9 cijfers met 2 decimalen
<b>&lt;Loontoekenning&gt;</b>	<b>V [1..31]</b>			
<SoortLoonCd>	V	01		
<AantalToegekend>	V		Aantal dagen	Geheel getal, maximaal gelijk aan dagen in maand
<Bdr>	V		Pensioengevend dagloon	9 cijfers met 2 decimalen
</Loontoekenning>				
</PeriodiekeOpgave>				
<b>&lt;/Dnstvbnd&gt;</b>				

### XML file for multiple employees at once

The XML file with notifications for multiple employees is more or less the same as a XML file for a single employee.

The BrAlg element and the Afnmr element are the same as the elements in the XML file for a single employee and both appear once in the message for multiple employees. In the Afnmr element the employers number of 1 of the employers is displayed (this is random).

The Wrkgvr element is the actual notification and needs to be incorporated in the XML file for multiple employees per employer. Herein you enter the tradename per organization in the HndlsnmOrg element and the appropriate wage tax number in the Lhnr element. The wage tax number is the unique element with which an employer is recognized when importing the XML file. The employers numbers are added from the Koopvaardij Portaal in the message for Bpf Koopvaardij.

---

### Explanation of concepts

#### Current SV-wage amount

The wage for employee insurance. Column 8 of the payroll. This is the wage without taking the maximum contribution wage and franchise into account. Enter 0 if the employee is not insured for employee insurance.

#### SV-wage days

The number of SV-days in the period concerned.

#### Gross wage

The agree upon contract wage between employer and employee during the interview before wage tax and national insurance contributions are deducted.

#### Pension contribution

The contribution as it is owed to the pension administrator must be calculated over the entered period (the commencement date of pension date and end date of pension data) and the entered pensionable daily way. This is the employer's and the employee's share.

#### Paid leave duration

Number of days of paid leave.

#### Paid leave daily wage

The amount of paid daily wage per day.

### **PLEASE NOTE: When working next to retirement you keep paying pension contribution**

**Employees that retire before 67 years and continue working are members of the pension scheme. This means that employees keep building up pension and that you keep paying contributions for these employees. Pension build-up stops on the last day of the month before the month in which the employee turns 67 years or when he or she stops working.**

---

## Adding a secondary user

The main user of Koopvaardij Portaal can also log in a secondary user. To do this, click on **Toegangsbeheer** on the left in the menu. Then click on **Nieuwe gebruiker**. The new user can log in with eHerkenning when the main user registered all users.

---

## Changing your employers information

Do you wish to enter a change in your company's information?

You can input changes for the following information:

- trade name;
- correspondence address.

### **PLEASE NOTE**

- *You cannot change your registered name.*
  - *You cannot change your KvK number.*
  - *Changes can only be applied as of now or in the future, no past changes are possible.*
-

# Appendix 1: Concept descriptions and calculation examples

## Monthly wage information

### What you need to know

The information you deliver is used to calculate the pension and the contribution of your employee for the current year.

The calculation is based on your specified pensionable daily wage.

In this industry we know different pensionable daily wages:

1. Sailing allowance: pensionable daily wage including the surcharges that need to be included in the sailing.
2. Shore allowance: pensionable daily wage without the sailing surcharges.
3. Leave allowance: pensionable daily wage belonging to paid leave.
4. Unpaid leave: a period that no allowance is paid by the employer such as parental leave, life course or internship.

### Pensionable daily wage

The pensionable daily wage consists out of the following elements:

1. Base salary;
2. Tanker increase;
3. Holiday bonus;
4. Overtime allowance of 15% over element 1+2+3;
5. Extra allowance of 5% over element 1+2+3 if, according to the collective agreement or labour contract, there is an additional allowance next to element 1 to 4. As of 1 January 2019, employers with a collective agreement have the option to not apply the extra surcharge of 5%. However, the collective agreements with Nautilus International must then compensate the seafarer for the adverse financial consequences.

Schematically, this looks as follows:



**! When determining the pensionable daily wage the increase due to travel time is not included.**

*\* You apply the extra allowance not only during the time on board, but also during leave. If you pay, for instance, a thirteenth month or a year-end bonus on a structural basis, you must apply the fixed rate on a monthly basis. If you pay a thirteenth month or year-end bonus only occasionally, you must apply the fixed rate only in the month of payment.*

## Pensionable daily wage for leave paid out in cash

Regardless of the number of days of the calendar year for which contribution has already been calculated, a contribution is also owed for entitlements to periodic and compensatory leave that have not been taken up in the form of time off but have been paid out in cash.

The pensionable daily wage for paid out leave must be stated as follows:

- The pensionable earnings converted to a single day for leave that has been paid out in cash (when making the calculation, do not use the SV days but a 7-day working week).
- Days for which the contribution is withheld (based on a 7-day working week).

*Example: Calculation method for leave paid out in cash*

When paying out leave days in cash, calculate the daily wage as follows:

Leave earnings × 8% holiday allowance × 15% overtime allowance × 5% fixed supplements allowance (if applicable).

Let's assume that a seafarer has 10 days' leave paid out in cash. His daily wage is € 100.00 ( $10 \times 7/5$ ) = 14 days and € 100 gross.

You state: 14 days of € 100 pensionable daily wage × 1.08 (holiday allowance) × 1.15 (overtime allowance) × 1.05 (supplements allowance, if applicable) = €100.00 × 1.08 × 1.15 × 1.05 = € 130.41

Pensionable earnings: € 130.41 - € 48.21 = € 82.20

Pension contribution: € 82.20 × 0.1295 = € 10.64

$14 \times € 10.64 \times 2 = € 298.06$

### **PLEASE NOTE:**

***Paid out leave is rounded down to whole days.***

## Unpaid leave

When someone uses parental leave, the employee stays in service of the employer. Therefore, the employee needs to be registered. In order to do this, you enter a daily pensionable wage of € 0.00. This is also applicable to employees that are on care leave and do not receive any wage. If an employee is on care leave and is he or she receiving wage? Then you register this employee with the relevant daily wage.

### Has there only been work for a part of the month?

Has your employee worked for 12 days in a particular month and will he or she remain in service? Then you need to fill-up the remaining days of the months with € 0. A month always needs to be completed in the number of days. This means 28/30/31 need to be registered every month.

## Negative leave

It is not possible to register negative leave. You can correct this by reentering the period on which this is applicable.

## Set values

For 2025 the maximum daily wage is € 304.74.

The daily pension offset is € 48.21.

### Pension scheme per 1 January 2015, pension scheme on 67 years

The contributions percentage in 2025 is:

- 25.90% of the pensionable daily wage minus the pension offset of € 48.21 per day.

The pension contribution of the pension scheme is calculated over 365 days in 2025 and is charged in equal terms for the employee and the employer.



**Calculation of the contribution according to the pension scheme per 1 January 2015**  
**Based on the maximum daily of wage of 2025 of € 304.74.**

The pensionable daily wage of € 304.74.

Pension offset of € 48.21.

**Example 1: First mate**

- Salary of € 3,671 gross per month
- During active service 30% overwork allowance, a part of the overwork has been included in the salary.
- 8% holiday bonus
- Increase due to service on big vessels during active service 18%
- Mentor surcharge of € 35 per month

Pensionable salary	Calculation
Salary	€ 3,671
Holiday bonus (8% x 3,671)	€ 293.68
No addition of 15% because overwork is included in the salary	-
5% surcharge of the salary & holiday bonus (3,671 + 293,68)	€ 198.23
<b>Total per month:</b>	<b>€ 4,162.92</b>
<b>Per day (€ 4,162.92 x 12/365)</b>	<b>€ 136.86</b>

**Example 2: Second mechanic**

- Salary of € 2,982 gross per month
- During active service 45% overwork allowance
- 8% holiday bonus
- Tanker increase of € 193.00
- Mentor surcharge of € 40 per month

Pensionable salary	Calculation
Salary	€ 2,982.00
Tanker increase	€ 193.00
Holiday bonus (8% x (2,982 + 193))	€ 254.00
Addition of 15% because overwork surcharge (15% x (2,982 + 193 + 254))	€ 514.35
No addition of the 5% surcharge	-
<b>Total per month:</b>	<b>€ 3,943.35</b>
<b>Per day (€ 3,943.35x 12/365)</b>	<b>€ 129.64</b>

**Example 3: First Mate**

- Salary of € 3,621.00 gross per month
- During active service 50% overwork allowance
- Offshore allowance: € 806
- 8% holiday bonus
- Mentor surcharge of € 100 per month

Pensionable salary	Calculation
Salary	€ 3,621.00
Holiday bonus (8% x 3,621.00)	€ 289.68
Addition of 15% because overwork surcharge (15% x (3.621 + 289.68))	€ 586.60
5% surcharge over salary + holiday allowance due to surcharge (5% x (3,621 + 289.68))	€ 195.53
<b>Total per month:</b>	<b>€ 4,692.81</b>
<b>Per day (€ 4,692.81x 12/365)</b>	<b>€ 154.28</b>

**Example 4: Captain**

- Salary of € 6,286.00 gross per month
- Command allowance, mentor allowance, national insurance contributions etc. are included in the base salary
- 8% holiday bonus

Pensionable salary	Calculation
Salary	€ 6,286.00
Holiday bonus (8% x 6,286.00)	€ 502.88
No further addition	€ -
No 5% surcharge	€ -
<b>Total per month:</b>	<b>€ 6,788.99</b>
<b>Per day (€ 6,788.99 x 12/365)</b>	<b>€ 223.20</b>

**Daily wage calculation for part-time workers and on-call workers**

If you have part-time or on-call workers, then it's important to use the correct calculation method when calculating their daily wage.

## Appendix 2: List with nationalities

Correction	Code
0001	Nederlandse
0002	Behandeld als Nederlander
0027	Slowaakse
0028	Tsjechische
0029	Burger van Bosnië-Herzegovina
0030	Burger van Georgië
0031	Burger van Toerkmenistan
0032	Burger van Tadzjikistan
0033	Burger van Oezbekistan
0034	Burger van Oekraïne
0035	Burger van Kyrgyzstan
0036	Burger van Moldavië
0037	Burger van Kazachstan
0038	Burger van Belarus (Wit-Rusland)
0039	Burger van Azerbajdsjan
0040	Burger van Armenië
0041	Burger van Rusland
0042	Burger van Slovenië
0043	Burger van Kroatië
0044	Letse
0045	Estnische
0046	Litouwse
0047	Burger van de Marshalleilanden
0048	Myanmarese
0049	Namibische
0050	Albanese
0051	Andorrese
0052	Belgische
0053	Bulgaarse
0054	Deense
0055	Burger van de Bondsrepubliek Duitsland
0056	Finse
0057	Franse
0058	Jemenitische
0059	Griekse
0060	Brits burger
0061	Hongaarse
0062	Ierse
0063	IJslandse
0064	Italiaanse
0065	Joegoslavische
0066	Liechtensteinse
0067	Luxemburgse
0068	Maltese
0069	Monegaskische
0070	Noorse
0071	Oostenrijkse
0072	Poolse

Correction	Code
0073	Portugese
0074	Roemeense
0075	Burger Sovjetunie
0076	Sanmarinese
0077	Spaanse
0078	Tsjechoslowaakse
0079	Vaticaanse
0080	Zweedse
0081	Zwitserse
0082	Oostduitse
0083	Brits onderdaan
0084	Eritrese
0085	Brits overzees burger
0086	Macedonische
0087	Burger van Kosovo
0100	Algerijnse
0101	Angolese
0104	Burundische
0105	Botswaanse
0106	Burger van Burkina Faso
0108	Centrafrikaanse
0109	Comorese
0110	Kongolese
0111	Beninse
0112	Egyptische
0113	Equatoriaalguinese
0114	Etiopische
0115	Djiboutiaanse
0116	Gabonese
0117	Gambiaanse
0118	Ghanese
0119	Guinese
0120	Ivoriaanse
0121	Kaapverdische
0122	Kameroense
0123	Kenyaanse
0124	Zairese
0125	Lesothaanse
0126	Liberiaanse
0127	Libische
0128	Malagassische
0129	Malawische
0130	Malinese
0131	Marokkaanse
0132	Burger van Mauritanië
0133	Burger van Mauritius
0134	Mozambiquaanse
0135	Swazische
0136	Burger van Niger
0137	Burger van Nigeria

Correction	Code
0138	Ugandese
0139	Guineebissause
0140	Zuidafrikaanse
0142	Zimbabwaanse
0143	Rwandese
0144	Burger van São Tomé en Príncipe
0145	Senegalese
0147	Sierraleoonse
0148	Soedanese
0149	Somalische
0151	Tanzaniaanse
0152	Togolese
0154	Tsjadische
0155	Tunesische
0156	Zambiaanse
0200	Bahamaanse
0202	Belizaanse
0204	Canadese
0205	Costaricaanse
0206	Cubaanse
0207	Burger van Dominicaanse Republiek
0208	Salvadoraanse
0211	Guatemalteekse
0212	Haïtiaanse
0213	Hondurese
0214	Jamaicaanse
0218	Nicaraguaanse
0219	Panamese
0222	Burger van Trinidad en Tobago
0223	Amerikaans burger
0250	Argentijnse
0251	Barbadaanse
0252	Boliviaanse
0253	Braziliaanse
0254	Chileense
0255	Colombiaanse
0256	Ecuadoraanse
0259	Guyaanse
0261	Paraguayaanse
0262	Peruaanse
0263	Surinaamse
0264	Uruguayaanse
0265	Venezolaanse
0267	Grenadaanse
0268	Burger van Saint Kitts-Nevis
0300	Afgaanse
0301	Bahreïnse
0302	Bhutaanse
0303	Burmaanse

Correction	Code	Correction	Code
0304	Bruneise	0445	Kiribatische
0305	Kambodjaanse	0446	Tuvaluaanse
0306	Sri Lankaanse	0447	Sintluciaanse
0307	Chineze	0448	Burger van Dominica
0308	Cyprische	0449	Burger van Sint Vincent en de Grenadinen
0309	Filipijnse	0450	British National (overseas)
0310	Taiwanese	0451	Zairese (Congoles)
0312	Burger van India	0452	Burger van Timor Leste
0313	Indonesische	0453	Burger van Servië en Montenegro
0314	Iraakse	0454	Burger van Servië
0315	Iraanse	0455	Burger van Montenegro
0316	Israëlische	0499	Staatloos
0317	Japanse	0500	Vastgesteld niet-Nederlander
0318	Noordjemenitische		
0319	Jordaanse		
0320	Koeweitse		
0321	Laotiaanse		
0322	Libanese		
0324	Maldivische		
0325	Maleisische		
0326	Mongolische		
0327	Omanitische		
0328	Nepalese		
0329	Noordkoreaanse		
0331	Pakistaanse		
0333	Katarese		
0334	Saoediarabische		
0335	Singaporaanse		
0336	Syrische		
0337	Thaise		
0338	Burger van de Ver. Arabische Emiraten		
0339	Turkse		
0340	Zuidjemenitische		
0341	Zuidkoreaanse		
0342	Viëtnameze		
0345	Burger van Bangladesh		
0400	Australische		
0401	Burger van Papua-Nieuwguinea		
0402	Nieuwzeelandse		
0421	Burger van Antigua en Barbuda		
0424	Vanuatuse		
0425	Fijische		
0429	Burger van Britse afhankelijke gebieden		
0430	Tongaanse		
0431	Nauruaanse		
0437	Amerikaans onderdaan		
0442	Solomoneilandse		
0444	Seychelse		

# Appendix 3: Reason for dismissal

Correction	Code
01	Dismissal
05	Passed away

