



EXPLANATION FOR COMPLETING THE TRANSFER FORM

THE PLAYER

- Write legibly or fill in the form digitally.
- Enter your surname, given names, and date of birth as stated in your passport, ID card, or driving licence.
- If you still have outstanding financial obligations to the club you are leaving, you must have fulfilled these obligations. Examples of financial obligations include:
 - Club membership fees.
 - Purchase or use of match kit and/or training kit.
- The deadline for submitting a Transfer Form is 15 February.

CURRENT CLUB OF THE PLAYER

- Write legibly or fill in the form digitally.
- Check the surname, given names, date of birth, and address details entered by the player against the information entered by your club in Unify (AllUnited) and correct the details in Unify if they do not match the information provided by the player on page 1 of the form.
- Enter the KNCB-ID number at the top of page 2 of the form. You can find this number on the player's contact card in Unify.
- A player must have fulfilled their financial obligations to your club, however, the period for financial obligations is limited to the previous calendar season. It is your responsibility as a club to ensure your players meet their financial obligations in good time.
- Enter the membership end date for your club on the player's contact card in Unify.
- The deadline for submitting a transfer form is 15 February.

NEW CLUB OF THE PLAYER

- Write legibly or fill in the form digitally.
- Have the players register using the digital registration form in Unify. This helps prevent errors. Emphasise to the player that, when completing your registration form, they must use the details as stated in their passport, ID card, or driving licence. It is advisable to check these details.
- Have you received the player's digital registration? If so, proceed as follows:
 - Go to registrations and open the player's registration;
 - At the top of the menu, you will see the tab 'search for membership number';
 - Click this menu button. The search function will then open in a new window, allowing you to continue viewing the registration form;



- Look at the name of the registrant and, if necessary, the date of birth (often the name is sufficient, but you can use the date of birth if in doubt).
- Enter (a part of) the first name and/or surname in the 'name' field (for example, if you are searching for Xavi de Boer, 'Xavi' may suffice, but you can also search for 'Boer' or 'Xa Bo'. All these will return results);
- Click the 'search' button (or press 'enter'); you will see all possible results. Here you will find the full name, age, and membership number.
- If you do not see the player, or see too many results, try further specifying via the 'date of birth' field or try a different input;
- It is possible that the player appears twice as a club member and thus has two membership numbers. In that case, contact the association to find out which should be the main one;
- You can enter the membership number in the registration form in the 'membership number' field that you now see within the system.
- The deadline for submitting a transfer form is 15 February.



Transfer Form

The undersigned,

Surname: M/F

Given names (in full):

Place of birth: Date of birth:

Street:

Postcode and city/town:

Email address:

Most recently eligible to play for the club:

Requests a transfer to the club:

	Questions	Answers
1	On which date, for which club and in which team did you last participate in a competitive match?	Date: Club: Team:
2	Have you fulfilled all financial obligations at your current club, such as payment of membership fees and any costs for club kit? (Strike out what doesn't apply)	YES / NO
3	If, during the season, after having already played one or more competitive matches for your current club, you wish to transfer to another club, please state the reason for this wish next to this.

The undersigned declares to be familiar with the transfer regulations established by the KNCB and to have answered the above questions truthfully and in full.

Name:Date:

Signature:



Transfer of player (name):

KNCB ID NUMBER:

DECLARATION

To be completed IN FULL by the board of the club being left

1. Has the person concerned fulfilled his/her financial obligations? **YES/NO**
2. When did the person concerned last play a binding match?
Date: Match:
3. In which team did the person concerned regularly play?
4. Are there any objections to immediately granting this transfer request? **YES/NO**
5. If yes, which? (It is advisable to clearly state any objections in an accompanying letter)

The undersigned declares on behalf of the club:

To have answered the above questions truthfully and in full.

Drawn up at: Date:

Name: Board position:

Signature:

DECLARATION

To be completed IN FULL by the board of the new club

The board of the club: hereby declares that the applicant has been accepted as a member in accordance with the club's regulations and has been registered in Unify (AllUnited).

Drawn up at: Date:

Name: Board position:

Signature:

SEND THIS COMPLETED FORM TO THE KNCB: competitie@kncb.nl