



Immigration  
Advisers Authority

New Zealand Government



# Standard Application Form for Renewal of an Immigration Adviser Licence



# Standard Application Form for Renewal of an Immigration Adviser Licence

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# Standard Application Form for Renewal of an Immigration Adviser Licence

THIS APPLICATION FORM IS FOR INDIVIDUALS holding a New Zealand immigration adviser licence who wish to renew that licence.

You must complete all sections of this application form. Please read through the whole application form BEFORE you start. It will give you a clear idea of what you need to provide. If you leave out any required information, documents or evidence, your application will not be accepted.

Your completed renewal application form must be submitted together with the following:

1. Evidence relating to fitness (where applicable).
2. The following documents and evidence, as required by the form:
  - A copy of your internal complaints procedure.
  - Copies of bank statements for your client account and client tracking records relating to that account for the last three months. You only need to provide these if you take money in advance.
  - A copy of one complete client file.
  - Your client's authorisation and declaration.
3. The licence application fee.
4. A verified passport photograph.
5. If applying for renewal of a provisional licence, a completed Application Form for Approval of Supervision Arrangement (Renewals) and a copy of your proposed supervision plan.



This paper clip symbol indicates that there are documents you need to attach. Please clip these documents to the relevant page.

**DO NOT SEND ORIGINAL DOCUMENTS AS THEY WILL NOT BE RETURNED TO YOU.**

The Immigration Advisers Authority (the Authority) takes no responsibility for lost or damaged original documents.

Your renewal application must be received by the Authority in hard copy. Do not email or fax your application.

It is important that your completed application for renewal is received by the Authority before your current licence expires. If your completed application is not received in time, your licence will expire, and the expiry will be recorded on the register of licensed immigration advisers (the register). If you wish to give immigration advice in the future, you will have to apply for a new immigration adviser licence.

Use this application form to renew your current licence. If you wish to upgrade from a provisional licence to a limited or full licence, or from a limited licence to a full licence, please download an Application Form for Upgrade of an Immigration Adviser Licence from the Authority's website.

If you are prohibited from licensing under section 15 of the Immigration Advisers Licensing Act 2007 (the Act), hold or are employed by the holder of a current New Zealand practising certificate as a barrister or as a barrister and solicitor, or are a category 2 exemptee, you should not submit an application. You should contact the Authority immediately to surrender your licence.


If you have a Migration Agent licence through the Migration Agents Registration Authority, please complete the Trans-Tasman Mutual Recognition Act 1997 Application for a New Zealand Immigration Advisers Licence.

This form is valid for 60 days from date of download.

THERE IS A CHECKLIST AND ADDITIONAL REFERENCE MATERIAL AT THE BACK OF THIS FORM.

## PART A: Personal and Contact Details






When filling out this form please print clearly.

Items marked with  will appear on the register of licensed immigration advisers.

### PRIVACY NOTICE:

Personal information submitted with this application will be kept and maintained by the Registrar of Immigration Advisers in accordance with the Privacy Act 1993. Personal information collected will be used to determine whether the application for renewal of a licence may be granted and in connection with complaints and disciplinary processes. Personal information will also be used for the maintenance and administration of the register of licensed immigration advisers and for the administration and maintenance of the immigration advisers licensing regime. You have the right to access, and to have corrected, any information about you that is held by the Registrar.

### Section 1 Personal Details

<input type="checkbox"/>	 IAA licence number	<input type="text"/>
<input type="checkbox"/>	 IAA licence type	<input type="text"/>
<input type="checkbox"/>	Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify) <input type="text"/>
<input type="checkbox"/>	 Family/Last name	<input type="text"/>
<input type="checkbox"/>	 First/Given names	Your full legal name will appear on the register of licensed immigration advisers. <input type="text"/>
<input type="checkbox"/>	 Preferred name	Your preferred name will be indicated on the register of licensed immigration advisers. <input type="text"/>
<input type="checkbox"/>	Date of birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>


### Section 2 Place of Residence

<input type="checkbox"/>	Have you been lawfully present in New Zealand for more than 183 days in the last 12 months? Yes <input type="checkbox"/> No <input type="checkbox"/>
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When filling out this form please print clearly.

### Section 3 Contact Details

Your business address must be a location where you regularly conduct business. Please note that only the business address entered on this page will be loaded onto the register of immigration advisers found at [www.iaa.govt.nz](http://www.iaa.govt.nz). If you have more than one business address please select carefully which business address you want to see on the register.

 Business address (this cannot be a PO Box)

Business/Employer name (delete one)

What is your employment status with this company or organisation? Please tick one box only.

Director     Self-employed     Employee     Contractor     Volunteer

Street name and number

Suburb

Town/City

Area/State

Postcode

Country

If you consent to the inclusion of your business phone(s), fax, email or website address on the register, please tick the relevant box(es) beside those details below.

Business phone

   
(+country code - area code - local number)

DDI

   
(+country code - area code - local number)

Mobile

   
(+country code - mobile code - local number)

Business fax

   
(+country code - area code - local number)

Business email

Website address

When filling out this form please print clearly.

 Physical address for service of documents (this cannot be a PO Box)

You may provide one physical address for service of documents only. It is expected that your service address will be in the same town and country as your business address.

Street name and number


Suburb

Town/City

Area/State

Postcode

Country

 Postal address (if different from business address)

You may provide one postal address only.

Street name and number/PO Box/Private Bag

Suburb

Town/City

Area/State

Postcode

Country

 Other contact details

Home phone

(+country code - area code - local number)

 Have you worked for any other company or organisation not listed above during your current licence period?

Yes  No



If you answered yes, please provide, on a separate sheet, the name of every other company or organisation you have worked for during your current licence period and your employment status with it (director, self-employed, employee, contractor, volunteer).

When filling out this form please print clearly.

Please answer questions 1 to 7 below to the best of your knowledge and belief. If you answer "yes" to any of questions 1 to 7 (and the Criminal Records (Clean Slate) Act 2004 does not apply to you) you are prohibited from holding a licence under section 15 of the Immigration Advisers Licensing Act 2007. Do NOT submit an application.

1. Are you an undischarged bankrupt? Yes  No
2. Are you prohibited or disqualified under any of the provisions of sections 382, 383 or 385 of the Companies Act 1993 (or any corresponding provision of the Companies Act 1955) from managing a company? Yes  No
3. Have you been convicted of an offence against the Immigration Act 2009, the Immigration Act 1987 or the Immigration Act 1964? Yes  No
4. Have you been removed or deported from New Zealand under the Immigration Act 2009, the Immigration Act 1987 or the Immigration Act 1964? Yes  No
5. Are you unlawfully in New Zealand? Yes  No
6. Are you a person who holds or has held the office of the Minister of Immigration or Associate Minister of Immigration in the New Zealand Government within the last 12 months? Yes  No
7. Are you a person who is employed or has been employed within the last 12 months as an immigration officer, visa officer, refugee status officer or refugee and protection officer (as defined in the Immigration Act 2009 or the Immigration Act 1987)? Yes  No

Please answer questions 8 to 14 below to the best of your knowledge and belief. If you answer "yes" to any of questions 8 to 14, you may be restricted from licensing or otherwise considered unfit for licensing.

8. Since you applied for your current licence, have you been convicted, whether in New Zealand or in another country, of a crime involving dishonesty, an offence resulting in a term of imprisonment or an offence against the Fair Trading Act 1986 (or any equivalent law of another country)? Yes  No
9. Since you applied for your current licence, have you, under the law of another country:
  - a. been made an undischarged bankrupt, or
  - b. been prohibited or disqualified from managing a company, or
  - c. been convicted of an immigration offence, or
  - d. been removed or deported from the country?Yes  No
10. Since you applied for your current licence, have you been an undischarged bankrupt, or prohibited or disqualified under any of the provisions of sections 382, 383 or 385 of the Companies Act 1993 (or any corresponding provision of the Companies Act 1955) from managing a company? Yes  No

When filling out this form please print clearly.

11. Since you applied for your current licence, have you been convicted (whether in New Zealand or in another country) for an offence of a kind other than those referred to in questions 3, 8 and 9c in this section? Yes  No
12. Since you applied for your current licence, have you been, or are you subject to any disciplinary proceedings, whether in New Zealand or in another country, and whether in relation to the provision of immigration advice or in relation to the conduct of any other occupation or profession? Yes  No



If you have answered "yes" to any of questions 8 to 12 in this section, please provide, on a separate sheet, full details of the relevant event or circumstance, including, if applicable:

- a description of the relevant event or circumstance including when and where it occurred
- details of whether it involved dishonesty
- details of the penalty or sanction or condition imposed
- details of how and when the penalty or sanction or condition was paid or discharged
- a copy of a receipt for fines paid or a copy of a judgement
- any comments you would like to make.

If you have answered "yes" to any of questions 8, 9c or 11 in this section, the Authority may ask you to obtain a police certificate. The Authority will contact you about this following lodgement of your application.

13. Are you related by employment or association to a person to whom any of the criteria in questions 1 to 12 in this section apply, or to whom a licence could be refused under the Act? Yes  No



If you have answered "yes" to question 13 above, please provide, on a separate sheet, full details of the employment relationship or association and full details of the relevant event or circumstance, including, if applicable:

- a description of the employment relationship or association with the person
- a description of the relevant event or circumstance including when and where it occurred
- details of the penalty or sanction or condition imposed on the person
- any comments you would like to make.

14. Has anything relating to your fitness for licensing under sections 15, 16 or 17 of the Immigration Advisers Licensing Act 2007 occurred since you applied for your current immigration adviser licence that you should have disclosed to the Authority but have not disclosed? Yes  No



If you have answered "yes" to question 14 above, please provide on a separate sheet:

- a full description of the relevant event or circumstance, including when and where it occurred
- any comments you would like to make.

When filling out this form please print clearly.

**Section 1 Continuing Professional Development**

You must actively participate in continuing professional development (CPD) activities RELEVANT to the provision of immigration advice during the 12 month period prior to renewal of your licence. CPD activities should relate to competency standards 2 to 6 of the Immigration Advisers Competency Standards 2010 (competency standards). Please refer to the renewals policy and CPD policy to assist in completing the table below.

Complete the table below for any activities you have participated in since your current licence was granted.

Note: If you have participated in more than five activities please provide details on a separate sheet.

Activity	<p>a. Please describe how your participation in this activity has contributed to your development as an immigration adviser. Be specific about how the activity has benefitted you as an adviser, including how your clients will directly or indirectly benefit through your participation in the activity.</p> <p>b. Explain which competency standard(s) the activity relates to and how it is relevant to those standard(s).</p>
<p>Activity:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Date:</p> <p>_____</p> <p>Hours spent:</p> <p>_____</p> <p>Provider:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Provider's website or phone number:</p> <p>_____</p> <p>_____</p>	<p>Relevant competency standard(s):</p> <p>Explanation:</p>

When filling out this form please print clearly.

<p>Activity:</p> <hr/> <hr/> <hr/> <p>Date:</p> <hr/> <p>Hours spent:</p> <hr/> <p>Provider:</p> <hr/> <hr/> <hr/> <p>Provider's website or phone number:</p> <hr/> <hr/> <hr/>	<p>Relevant competency standard(s):</p> <p>Explanation:</p>
<p>Activity:</p> <hr/> <hr/> <hr/> <p>Date:</p> <hr/> <p>Hours spent:</p> <hr/> <p>Provider:</p> <hr/> <hr/> <hr/> <p>Provider's website or phone number:</p> <hr/> <hr/> <hr/>	<p>Relevant competency standard(s):</p> <p>Explanation:</p>



When filling out this form please print clearly.

<p>Activity:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Date:</p> <p>_____</p> <p>Hours spent:</p> <p>_____</p> <p>Provider:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Provider's website or phone number:</p> <p>_____</p> <p>_____</p>	<p>Relevant competency standard(s):</p> <p>Explanation:</p>
<p>Activity:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Date:</p> <p>_____</p> <p>Hours spent:</p> <p>_____</p> <p>Provider:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Provider's website or phone number:</p> <p>_____</p> <p>_____</p>	<p>Relevant competency standard(s):</p> <p>Explanation:</p>

When filling out this form please print clearly.

A proportion of your CPD may be self-directed learning such as reading books or newsletters, or time spent familiarising yourself with changes in Immigration New Zealand (INZ) policies. For self-directed learning, please provide details, for example, the names and publication details of books or articles.

Note: If you have undertaken more than two self-directed learning activities please provide details on a separate sheet.

<b>Summary of self-directed learning</b>	<b>a. Please describe how this learning has contributed to your development as an immigration adviser. Be specific about how the learning has benefitted you as an adviser, including how your clients will directly or indirectly benefit from your learning.</b>  <b>b. Explain which competency standard(s) the learning relates to and how it is relevant to those standard(s).</b>
<p>Date of learning:</p> <hr/> <p>Hours spent:</p> <hr/> <p>Details:</p> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Relevant competency standard(s):</p> <p>Explanation:</p>
<p>Date of learning:</p> <hr/> <p>Hours spent:</p> <hr/> <p>Details:</p> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Relevant competency standard(s):</p> <p>Explanation:</p>

If you wish to list more CPD activities, please continue on a separate sheet.

When filling out this form please print clearly.

In total, how many hours have you spent attending CPD activities since your current licence was granted?

In total, how many hours have you spent in self-directed learning since your current licence was granted?

Did you set goals for CPD for this period? If so, have you met those goals?

Please comment.


What are your goals for CPD in the coming licensing year, and how do you plan to meet those goals?


**Please refer to the Registrar's guidance on CPD (available on the Authority's website, [www.iaa.govt.nz](http://www.iaa.govt.nz)), when planning your CPD for the coming licensing year.**

When filling out this form please print clearly.

**Section 2** Business Activity

From your own records, please indicate how many applications or requests you have had approved or declined by INZ since your current licence was granted. Approximate figures are acceptable.

Application or request type	Approved	Declined	Total
Residence			
Student			
Visitors			
Work			
Endorsements and applications from residents			
<b>Total</b>			

If you wish to comment on the information you have given above relating to the immigration matters you have worked on during the period of your current licence, please do so here.


When filling out this form please print clearly.

### Section 3 Code of Conduct

#### 1. Complaints procedure

Please attach a copy of your internal complaints procedure.

See clause 9 of the Licensed Immigration Advisers Code of Conduct 2010 (code of conduct).

#### 2. Managing client funds

Do you ever take money (fees and/or disbursements including INZ fees) in advance?

Yes  No

If you take money in advance you must maintain a separate client bank account. This account must ONLY be used for money taken in advance.

If you have answered "yes" to question 2 above, please attach copies of:

- bank statements for your client account for the last three months, and
- client tracking records relating to the bank statements provided.

Bank statements and client tracking records provided must be in consecutive date order with no gaps for the three month period covered.

Client tracking records may take the form of an accounting system such as MYOB, an electronic ledger or a hard copy ledger. Your client tracking records must include:

- the date of the transaction
- the amount of the transaction
- the purpose of the transaction
- the type of the transaction (e.g. deposit, withdrawal)
- the client name
- the related invoice number.

Please ONLY provide statements and tracking records for your separate client account used for holding money taken in advance.

For more information see clause 4 of the code of conduct; the Authority's guidelines on code of conduct requirements for managing client funds; and the licensed immigration advisers code of conduct workshop reading material unit 3.

#### 3. Code of conduct

When do you provide clients with a copy of the code of conduct?

How do you explain the code of conduct to clients?

#### 4. Display of licence and code of conduct

Do you display your immigration adviser licence in a prominent place in your place of business at all times?

Yes  No

Do you display the code of conduct in a prominent place in your place of business at all times?

Yes  No

When filling out this form please print clearly.

## Section 4 Other Matters Relating to Competency

1. When you were granted your current licence, did the Authority request you to provide evidence of change in business practice at your next renewal? (See the conditional approval letter seeking the levy payment)

Yes  No



If you answered "yes" to question 1 above, please provide, on a separate sheet:

- a full description of the relevant matter
- a full description of what you have done to remedy the issue(s) of concern.

2. Is there any other matter relevant to the assessment of your competency that you should bring to the attention of the Registrar?

Yes  No



If you answered "yes" to question 2 above, please provide, on a separate sheet:

- a full description of the relevant matter
- any comments you would like to make.

## Section 5 Client File



Please submit a copy of one complete client file relating to an application tendered by you to INZ.

The file must be one that was started since your current licence was granted and should be finalised.

If you do not have a finalised file, you may choose a file that is substantially finalised, that is, a file that only requires the final decision from INZ. If your file does not meet these criteria, it will be returned and you will be required to provide a file that meets the criteria.

The file may relate to any immigration matter. You should select a client file that you consider demonstrates your competence and is a fair reflection of your business processes and practices.

The documents the Registrar would expect to see on a complete client file include, for example:

- evidence of how client eligibility was assessed, such as a checklist, assessment form and/or initial consultation notes
- the written agreement entered into with the client
- all invoices provided to this client
- a complete copy of the signed application form tendered to INZ
- all correspondence with the client and file notes of any material conversations
- all correspondence with and from INZ
- evidence of the decision, including a copy of the visa label and the final decision letter from INZ if applicable
- evidence of the safe return of the client's original documents.

This is not an exhaustive list of the documentation that might be included in a complete client file. Please see the renewals policy for an explanation of the competencies the Registrar expects to see demonstrated in the client file you provide.

When filling out this form please print clearly.

### Client file summary

■ Client name

■ Date client file opened

■ Date of final outcome (if applicable)

■ Type of immigration matter (including visa category, if applicable)

■ Please comment on the nature and complexity of the immigration matter, including any aspects that you found challenging.









■ **Provisional licence holders only**

Did you complete all parts of this client file (under supervision), or were there parts of the file that you were not involved in? If so, what parts did you complete?



# Client's Authorisation and Declaration

When filling out this form please print clearly.

Please ask the client to complete the following authorisation and declaration. You may detach or photocopy this page for your client to complete. Please complete your details and sign this page before giving it to your client. Your client should return it to you for you to submit with your application.

## Licensed immigration adviser

Licensed adviser's name

Licensed adviser's business address

I authorise the client below to discuss with the Immigration Advisers Authority the work I have done for him or her, for the purpose of assessing my application for renewal of my licence to practise as a New Zealand immigration adviser.

Licensed adviser's signature   Date

## To the client

Your authorisation and declaration is required by the Immigration Advisers Authority in order to assess the suitability of the immigration adviser named above for the renewal of his or her immigration adviser licence. Please complete this authorisation and declaration and return it to the adviser.

Client's name

Client's address

Client's daytime phone

Client's email

Best time to be contacted

When filling out this form please print clearly.

### Client's authorisation and declaration

I hereby authorise the immigration adviser named above to disclose personal information about me from the immigration adviser's files to the Registrar. I hereby authorise Immigration New Zealand to disclose personal information about me to the Registrar. I understand that the information will be used for the purpose of the assessment of the immigration adviser for the renewal of his or her licence as an immigration adviser and for the administration and maintenance of the immigration advisers licensing regime. I understand that my personal information will be retained by the Immigration Advisers Authority and will not be disclosed or discussed with any other party except for the purposes for which it is collected and retained.

I confirm that I am not related to the immigration adviser for whom I am providing this authorisation and declaration.

I am happy to be contacted by the Immigration Advisers Authority to discuss the work done for me by the immigration adviser.

I confirm I have read the completed information on page 19 and that the details are correct.

■ Client's signature \_\_\_\_\_ ■ Date 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

If you are in New Zealand, you have the right to see the information held by the Immigration Advisers Authority about you and ask for it to be corrected if you think that is necessary. The Immigration Advisers Authority can be contacted at PO Box 6222, Wellesley St, Auckland 1141.

When filling out this form please print clearly.

In order for your licence to be renewed you must pay a licence application fee and an immigration advisers levy. The licence application fee must be submitted with this application form. The immigration advisers levy is payable if the Registrar determines that you are eligible to have your licence renewed. Do NOT pay the immigration advisers levy now. This will be requested separately.

If you have been lawfully present in New Zealand for more than 183 days in the last 12 months (see Part A Section 2 in this form), you are classified as ordinarily resident in New Zealand, and goods and services tax (GST) is included in the fee and levy.

The respective fees and levies are:

	Ordinarily resident in New Zealand	Not ordinarily resident in New Zealand
Fee	NZ\$909.78	NZ\$791.11
Levy	NZ\$1,129.55	NZ\$982.22

**Payments**



- All payments must be made in New Zealand dollars.
- You may pay by EFTPOS (only available at the Authority’s office during normal business hours), by bank draft in New Zealand dollars, by New Zealand issued personal cheque or bank cheque, or by Visa or MasterCard.
- Other credit cards and money orders will not be accepted.
- DO NOT POST CASH.

Please indicate your preferred method of payment below, and provide details, if applicable.

- Bank draft in New Zealand dollars
- EFTPOS
- New Zealand issued personal cheque or bank cheque  
(Please enclose a New Zealand issued cheque made payable to the Immigration Advisers Authority)
- Credit Card: Visa/MasterCard (delete one)

Credit card number  Expiry date

Please tick one

- I am ordinarily resident in New Zealand, and the amount to be charged to my credit card is NZ\$909.78
- I am not ordinarily resident in New Zealand, and the amount to be charged to my credit card is NZ\$791.11.

Name on card

Cardholder’s signature

When filling out this form please print clearly.

## Refunds

In some circumstances, you may be eligible for a refund of a portion of your application fee (where, for example, your application is returned to you or you withdraw it before it is assessed). If you have paid by credit card, the refund amount will be credited back to your credit card account. Otherwise, refunds will be made by cheque in New Zealand dollars.

## Fees and levies for not-for-profit advisers

If you volunteer or work for an organisation on a not-for-profit basis, you may be entitled to a waiver of the fee and levy payable for your licence.

If your fee and levy were waived when you made your last application, please contact the Authority before submitting your application to establish whether the organisation you volunteer or work for has retained its not-for-profit status.

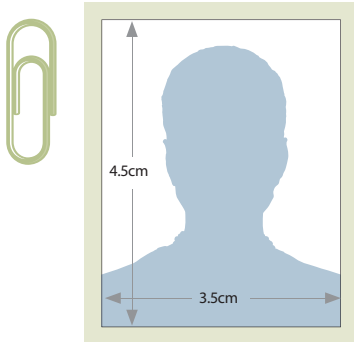
If your circumstances have changed and you now volunteer or work for an organisation on a not-for-profit basis and believe you may be entitled to a waiver of the fees and levy payable for your licence, please read the information on the Authority's website.

# PART E: Photograph, Authorisation and Statutory Declaration

When filling out this form please print clearly.

## Section 1 Photograph

Please attach one passport-sized and passport-quality photograph, taken within the last six months. The photograph should be a head and shoulders shot, with a clear white background. You must be looking directly at the camera and not wearing a hat, sunglasses or other accessories that obscure your face. The photograph will appear on your licence and on the electronic version of the register.



The photograph must be verified as a true likeness of you by a person who has known you for at least 12 months and is not related to you, or part of your family group, or living at the same address as you.

To verify your photographs the verifier must write the following statement on the back of the photograph: "This a true photograph of <insert your full name>" and then sign his or her signature under the statement.

Please ensure that your verifier completes this section

Verifier's full name

Address



Phone

(+country code - area code - local number)

I declare that I (name of verifier)

have known (full name of applicant)

for at least 12 months and am not related to, or part of the family group of, or living at the same address as the applicant

Signed

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

When filling out this form please print clearly.

## Section 2 Authorisation for the Collection of Information

I authorise the Registrar to collect from Immigration New Zealand any information about me, or held about applications, requests, appeals or claims submitted by me or managed in whole or in part by me, for the purpose of determining my application for renewal of a licence, for investigating complaints made about me and for the administration of the licensing regime.

I authorise the Registrar to record telephone conversations held with me for the purposes of assessing and verifying my application for renewal of my licence.

I authorise the Registrar to contact providers of continuing professional development activities I have participated in for the purposes of verifying and assessing my participation in those activities.

I authorise the Registrar to contact my supervisor for the period immediately preceding this renewal application for the purpose of assessing my performance during that period (provisional licence holders only).

I authorise the Registrar to contact the client for whom I have provided a client file to discuss the work I have carried out for that client.

Signature of applicant

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

When filling out this form please print clearly.

### Section 3 Statutory Declaration

This declaration must be made in front of a person authorised to witness a statutory declaration.

See the Authority's website for a list of who may witness a statutory declaration in New Zealand and overseas.

**WARNING:** The giving of false information in this application form is an offence under the Immigration Advisers Licensing Act 2007 with penalties of imprisonment of up to two years and/or a fine of up to \$10,000 and will result in your application for a licence being refused.

I, (full name of applicant)

of (address)



occupation

do solemnly and sincerely declare the following:

1. The information I have provided in this application form, its attachments and accompanying supporting documents is complete, correct and up to date in every detail to the best of my knowledge.
2. Any representations I have made in this application form, its attachments and accompanying supporting documents are true and correct to the best of my knowledge.
3. I am not aware of any other matter relevant to the assessment of my competency that I should bring to the attention of the Registrar of Immigration Advisers.
4. I understand that, unless I am licensed or exempt, I must not provide New Zealand immigration advice.
5. I understand that if the Registrar of Immigration Advisers determines that I am eligible for a licence, I will not be granted a licence until I have paid the prescribed amount of immigration advisers levy (if any) and met any other applicable conditions.
6. I understand that I must give written notice to the Registrar of Immigration Advisers of any relevant change to the information provided with my application for a licence, or that results in me becoming prohibited from licensing under section 15 of the Immigration Advisers Licensing Act 2007, or has any effect on the matters specified in sections 16 and 17 of the Act relating to my fitness for licensing, and that notice of any change of circumstances must be provided to the Registrar within 10 working days after the change.
7. I understand that it is an offence under the Immigration Advisers Licensing Act 2007 to supply false or misleading information with this application, and I believe the statements in this declaration are true in every particular.
8. I have read and understand my obligations under the Licensed Immigration Advisers Code of Conduct 2010.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Declared at  on this  day of  20

Signature of applicant

Before me

(signature of person before whom declaration is made)

Title of authorised person – print name/stamp

(as defined in the Oaths and Declarations Act 1957)

# Fee Information

When filling out this form please print clearly.

See clause 8 of the code of conduct.

**Important:** Information given in this section will **NOT** form part of the assessment of your application for renewal of your licence. Information provided in this section will be collated to establish the range of fees being charged by licensed immigration advisers. The Registrar is seeking the information to gain an overview of fees being charged by advisers and, from this, will be able to form a view as to what fees are fair and reasonable, in terms of clause 8 of the code of conduct.

Information about average and median fees will be published on the Authority's website. This will allow migrants to judge whether the fees being sought for immigration matters they are seeking advice on are reasonable. Information about fees being charged by individual advisers will **NOT** be published.

Please complete the following table. Figures should be in New Zealand dollars, inclusive of GST. Do not include INZ fees or other disbursements. Enter NA for application types you have not dealt with.

Application type	Tell us the <b>average</b> fee you have charged for each application type in NZ\$ (GST inclusive) since your current licence was granted.
Temporary Entry, Student	NZ\$
Temporary Entry, Visitor	NZ\$
Temporary Entry, Work	NZ\$
Residence, Skilled Migrant	NZ\$
Residence, Family (parent)	NZ\$
Residence, Family (partner)	NZ\$
Residence, Family (other, eg child/adult sibling)	NZ\$
Permanent Residence	NZ\$
Residence, Residence from Work	NZ\$
Entrepreneur	NZ\$
Investor	NZ\$
Long Term Business	NZ\$

If you have any comments to make on your fee-setting policy and practice, or the figures given above, please do so here:



# Application Checklist

When filling out this form please print clearly.

Please complete this checklist before submitting this application form.

Check that your application includes:	Yes/Not applicable	Office use only
Completed application form		
Evidence required in Part B Fitness for Licensing		
Names of any additional companies or organisations you have worked for this year and your employment status with them		
Internal complaints procedure		
Statements and client tracking records from separate clients' bank account		
Complete client file		
Client's authorisation and declaration		
Payment for application fee or credit card details		
Verified passport-quality photograph		
Application Form for Approval of Supervision Arrangement (Renewals)		
Proposed supervision arrangement		

For additional information to assist you to complete this application form, please refer to:

- Immigration Advisers Licensing Act 2007
- Immigration Advisers Competency Standards 2010
- Licensed Immigration Advisers Code of Conduct 2010
- Renewals Policy
- Guidance from the Registrar on Continuing Professional Development.

All of the above documents can be viewed on the Authority's website at [www.iaa.govt.nz](http://www.iaa.govt.nz) or linked websites.

When you have completed this application form and prepared the supporting documents, clip them together with any other attachments in one package addressed to the postal or courier address of the Authority. You may also deliver your application in person to the Authority's courier address during business hours.

We recommend that you retain a copy of your application for your own records.

### **Contact details for the Authority**

Freephone (New Zealand only): 0508 IAA IAA (0508 422 422)

Phone (outside New Zealand): +64 9 925 3838

Email: [info@iaa.govt.nz](mailto:info@iaa.govt.nz)

Web: [www.iaa.govt.nz](http://www.iaa.govt.nz)

### **Postal**

The Registrar

Immigration Advisers Authority

PO Box 6222

Wellesley Street

Auckland 1141

NEW ZEALAND

### **Courier**

The Registrar

Immigration Advisers Authority

Level 2, 52 Symonds Street

Auckland 1061

NEW ZEALAND

# Notes

When filling out this form please print clearly.





