

**IMMIGRATION
ADVISERS AUTHORITY**



FORM 201

UPGRADE APPLICATION

This application form is for individuals who wish to upgrade their provisional or limited New Zealand immigration adviser licence.

September 2020



LICENSED PROFESSIONAL PROTECTED MIGRANT

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September 2020

IAA 5759

WHAT YOU NEED

1. This application form is for individuals who wish to upgrade from:

- › A provisional licence to a full or limited licence; or
- › A limited licence to a full licence.

To upgrade to a **limited licence** an applicant must:

1. Hold an **approved qualification** that was commenced in or before February 2015 and completed within the 12 months prior to the application being lodged; **OR**
2. Hold an **approved qualification**, and:
 - a. have held a provisional licence within the 12 months prior to the application being lodged, and
 - b. have held a provisional licence for at least 24 months; **OR**
3. Have previously held a limited licence, and have completed an **approved refresher course** within the 12 months prior to the application being lodged.

To upgrade to a **full licence** an applicant must:

1. Hold an **approved qualification** that was commenced in or before February 2015 and completed within the 12 months prior to the application being lodged; **OR**
2. Hold an **approved qualification**, and
 - a. have held a provisional licence within the 12 months prior to the application being lodged, and
 - b. have held a provisional licence for at least 24 months; **OR**
3. Hold an **approved qualification**, and hold a current limited licence; **OR**
4. Have previously held a full licence, and have completed an **approved refresher course** within the 12 months prior to the application being lodged.

The **approved qualifications** for a New Zealand immigration adviser licence are:

- › The Toi Ohomai Institute of Technology's Graduate Diploma in New Zealand Immigration Advice
- › The Toi Ohomai Institute of Technology's Graduate Certificate in New Zealand Immigration Advice.

The **approved refresher courses** are:

- › The Toi Ohomai Institute of Technology's Refresher Course for New Zealand Immigration Advice (Level 7)
- › Module 10 Professional Practice, plus two other modules chosen from Courses B, C, or D of the Toi Ohomai Institute of Technology's Graduate Certificate in New Zealand Immigration Advice
- › The Toi Ohomai Institute of Technology's Graduate Diploma in New Zealand Immigration Advice
- › Courses 1 – 4 of the Toi Ohomai Institute of Technology's Graduate Diploma in New Zealand Immigration Advice
- › The Toi Ohomai Institute of Technology's Graduate Certificate in New Zealand Immigration Advice.

Please note: If you were granted an initial licence under the Trans-Tasman Mutual Recognition Act 1997, you will not be required to hold an 'approved qualification'

2. If you:

- › Are prohibited from licensing under [Section 15](#) of the Immigration Advisers Licensing Act 2007; or
- › 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.

TO UPGRADE YOUR LICENCE YOU WILL NEED TO PROVIDE:

1. **Form 201: Upgrade Application**
2. **Any documents and evidence as required by the form.**
3. **A completed application checklist.**

IMPORTANT NOTES

1. On the cover page of this application form is a date of issue. Please check you are using the latest form before continuing as old forms will not be accepted. Check www.iaa.govt.nz for the latest version of all forms.
2. **You must complete all sections of this application form. Please read through the whole application form before you start. This will give you a clear idea of what you need to provide.**
3. **A checklist is included at the back of this application form.** When you have completed your application, work through the checklist to ensure that you have answered all questions and attached all necessary supporting documents. Complete the checklist before you submit your application for a licence.
4. This paperclip symbol  indicates that there are documents you need to attach to your application form.
5. A certified copy is a photocopy of the original document, witnessed by a person who is authorised to witness a statutory declaration **in the country in which you are ordinarily resident**. Do not send original documents.
6. A full list of potential certifiers can be obtained from [sections 9 and 11 of the Oaths and Declarations Act 1957](#). To complete certification, a signature is required on each page of the copy, with the name and title of the person certifying shown legibly below their signature.
7. You should ensure that the Registrar has all of the information necessary to make a decision whether to grant you a licence.
8. Some of the information you provide will be displayed on the public [register of licensed immigration advisers](#). The information that will be displayed on the register is identified in the application form with this symbol. 
9. All information provided in this application form must be in English.
10. **If you leave out any information or supplementary documentation required, your application may not be accepted.** You are required by [section 18](#) of the Immigration Advisers Licensing Act 2007 to provide all of the available information requested in the application form.
11. When you have completed your application form and the supplementary documentation, clip them together with any other attachments in one package addressed to the postal or physical address of the Authority. You may also deliver your application in person to the Authority during business hours.
12. **Please do not send a courier package to the Authority's postal address. This may cause a delay in lodging your application.**
13. **It is important that your completed application for upgrading your licence 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 public register of licensed immigration advisers. If you wish to give immigration advice in the future, you will have to re-apply for a New Zealand immigration adviser licence.
14. **You may not apply to upgrade your licence more than three weeks before you have held a provisional licence for 24 months.**
15. You must retain a copy of your application form, supplementary documentation and any attachments you provide for your own records. You may be asked by the Authority to refer to this information during the assessment of your licence application.
16. On receipt of your application, it will be checked to confirm that it is complete. If your application is complete, it will be lodged and assigned to an assessor.
17. The Registrar may collect from Immigration New Zealand any information about you, or held about applications, requests, appeals, or claims submitted by you or managed in whole or in part by you for the purpose of determining your application for upgrade of a licence, for investigating complaints about you and for the administration of the licensing regime.
18. The Registrar may record telephone conversations held with you for the purposes of assessing and verifying your application for a licence.
19. The Registrar may contact providers of approved qualifications for the purpose of verifying your participation.
20. The Registrar will then decide whether your application should be granted or refused.
21. If your application for an upgrade is refused by the Registrar, the refusal and your name and details will be listed on the public [register of licensed immigration advisers](#).

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

Website: www.iaa.govt.nz

Postal

Registrar of Immigration Advisers

Immigration Advisers Authority

PO Box 6222

Victoria Street West

Auckland 1142

New Zealand

Courier

Registrar of Immigration Advisers

Immigration Advisers Authority

Level 2, 52 Symonds Street

Auckland 1010

New Zealand

PRIVACY NOTICE

The information you provide in this form is required, or requested, pursuant to the Immigration Advisers Licensing Act 2007.


All personal information submitted with this application form will be kept and maintained by the Registrar of Immigration Advisers in accordance with the Privacy Act 1993.

The personal information provided will be used:

- › to determine whether your application for a licence may be granted and in connection with complaints and disciplinary processes;
- › for the maintenance and administration of the public register of licensed immigration advisers; and
- › for the maintenance and administration of the immigration advisers licensing regime.

Personal information may be disclosed by the Registrar of Immigration Advisers in certain circumstances as authorised by the Immigration Advisers Licensing Act 2007, or as otherwise permitted by the New Zealand Privacy Act 1993.

You have the right to access, and to have corrected, any information about you that is held by the Registrar of Immigration Advisers.

Items marked with  will appear on the public [register of licensed immigration advisers](#). If any of your personal or contact details change at any time, you are required under [section 26](#) of the Immigration Advisers Licensing Act 2007 to advise the Authority of this immediately.

SECTION 1 PERSONAL DETAILS

Mr Mrs Miss Ms Other (please specify)

YOUR FULL LEGAL NAME WILL APPEAR ON THE PUBLIC REGISTER OF LICENSED IMMIGRATION ADVISERS.

YOUR PREFERRED NAME WILL BE INDICATED IN BRACKETS ON THE PUBLIC REGISTER OF LICENSED IMMIGRATION ADVISERS

Legal family/last name

Legal first/given names

Preferred family/last name

Preferred first/given names

Other names

PLEASE LIST ABOVE ANY OTHER NAME(S) THAT YOU HAVE USED OR BEEN KNOWN BY AT ANY TIME IN YOUR LIFE IN ANY COUNTRY, INCLUDING A MAIDEN NAME, NAME(S) FROM PREVIOUS MARRIAGES OR ANY ALIASES. AN ALIAS IS ANOTHER NAME THAT YOU MAY HAVE BEEN KNOWN BY IN YOUR WORKPLACE OR PUBLIC LIFE SUCH AS A DIFFERENT FIRST NAME (E.G. JOHN ROBERT, KNOWN AS ROB). IF THERE ARE MORE THAN THREE OTHER NAMES, PLEASE ATTACH DETAILS ON A SEPARATE SHEET.

Date of birth

<input type="text"/>	<input type="text"/>	<input type="text"/>
DAY	MONTH	YEAR

SECTION 2 CONTACT DETAILS**Business address (this cannot be a PO Box)**

Your business address must be the location where you mainly conduct business. Please note that only **one** business address will be added to the public register of licensed immigration advisers. This will be regarded as your **primary business address**.

If you will be working for more than one business, you must photocopy this page and complete it for each business you will be working for. These businesses will be regarded as **secondary businesses**.

Business/Employer name

Address Line 1

Address Line 2

Suburb

Town/City

Region/State

Postcode

Country



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

Director Self-employed Employee Contractor Volunteer Partner

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Service address (this cannot be a PO Box)

You must provide a physical address for service of documents. This address will be added to the public register of licensed immigration advisers.

My service address is the same as my business address; or

My service address is different from my business address:

Business/Employer name

Address Line 1

Address Line 2

Suburb

Town/City

Region/State

Postcode

Country

Postal address (if different from business address provided above)

You may provide one postal address for the business listed above.

My postal address is the same as business address; or

My postal address is different from my business address:

Address Line 1

Address Line 2

Suburb

Town/City

Region/State

Postcode

Country

Other contact details

Business phone

+

Direct detail phone

+

Mobile

+

Fax

+

Home phone

+ *These numbers will be for internal use only. They will not appear on the public register of immigration advisers.*

Business email

Business website



If you consent to the inclusion of the following details on the register, please tick the relevant boxes.

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Business phone | <input type="checkbox"/> Direct dial phone | <input type="checkbox"/> Mobile | <input type="checkbox"/> Business Postal Address |
| <input type="checkbox"/> Fax | <input type="checkbox"/> Business email | <input type="checkbox"/> Business website | |

SECTION 3 LICENCE DETAILS**Your New Zealand immigration adviser licence number****Please specify the type of immigration adviser licence you currently hold:**

- Provisional
- Limited

Have you held a provisional licence for at least 23 months?

- Yes
- No (do not submit an application)

You may lodge your application **no more than three weeks prior to holding a provisional licence for 24 months**, however the Registrar's decision on your application will not be sent until you have held a provisional licence for 24 months.

What type of licence are you applying for?

Choose one type of licence only. A provisional licence holder may upgrade to a limited or full licence. Limited licence holders may upgrade to a full licence only. For further guidance, please refer to the upgrade policy set out on the Authority's website.

- I am applying for a limited immigration adviser licence
- I am applying for a full immigration adviser licence

SECTION 4 QUALIFICATIONS

Before completing this section please ensure that you are familiar with the upgrade policy requirements set out on the Authority's website. **You are not required to hold an 'approved qualification' if you first gained entry into the profession through the Trans-Tasman Mutual Recognition Act 1997.**

Please select the "approved qualification" you hold:

- The Toi-Ohomai Institute of Technology's Graduate Diploma in New Zealand Immigration Advice.
- The Toi-Ohomai Institute of Technology's Graduate Certificate in New Zealand Immigration Advice.

Please select the "approved refresher course" you hold (if applicable):

- The Toi Ohomai Institute of Technology's Refresher Course for New Zealand Immigration Advice (Level 7)
- Module 10 Professional Practice, plus two other modules chosen from Courses B, C, or D of the Toi Ohomai Institute of Technology's Graduate Certificate in New Zealand Immigration Advice
- The Toi Ohomai Institute of Technology's Graduate Diploma in New Zealand Immigration Advice
- Courses 1 – 4 of the Toi Ohomai Institute of Technology's Graduate Diploma in New Zealand Immigration Advice
- The Toi Ohomai Institute of Technology's Graduate Certificate in New Zealand Immigration Advice.

I confirm:

- I have previously held a full or limited licence, and have completed an **"Approved Refresher Course"** within the 12 months prior to the application being lodged.



You must attach a certified copy of your certificate and transcript as evidence of completing an "approved qualification" or "approved refresher course".

Alternatively:

- I am not required to complete an "Approved Qualification" as I gained entry as a licensed immigration adviser through the Trans-Tasman Mutual Recognition Act 1997.**



- I am not required to complete an "Approved Qualification" in accordance with a Tribunal order. Please attach a copy of the Tribunal's decision.**

To be eligible to upgrade to a limited licence, an applicant must (See Competency Standard 1, Competency Standards 2016):

- › Hold an **approved qualification** that was commenced in or before February 2015 and completed within the 12 months prior to the application being lodged; **OR**
- › Hold an **approved qualification**, and:
 - have held a provisional licence within the 12 months prior to the application being lodged, and
 - have held a provisional licence for at least 24 months; **OR**
- › Have previously held a limited licence, and have completed an **approved refresher course** within the 12 months prior to the application being lodged;

To be eligible to upgrade to a full licence, an applicant must (See Competency Standard 1, Competency Standards 2016):

- › Hold an **approved qualification** that was commenced in or before February 2015 and completed within the 12 months prior to the application being lodged; **OR**
- › Hold an **approved qualification**, and
 - have held a provisional licence within the 12 months prior to the application being lodged, and
 - have held a provisional licence for at least 24 months; **OR**
- › hold an **approved qualification**, and hold a current limited licence; **OR**
- › Have previously held a full licence, and have completed an **approved refresher course** within the 12 months prior to the application being lodged.

SECTION 5 FOR LIMITED LICENCES APPLICANTS ONLY

If you have ticked '**Limited Licence**', please indicate which immigration matters or areas you wish to be able to provide advice on. You may select up to three.

Applications for temporary entry:

Students Transit Visitors Military/Special Work

Applications for residence:

Family Skilled Migrant Business/Investor Special policies
 Residence from work Endorsements and application from residents
 Dealing with clients' unlawful status (advising persons who are unlawfully in New Zealand)
 Claims for refugee/protection status
 Appeals to the Immigration and Protection Tribunal

SECTION 6 INSPECTION/FAST TRACK STREAM

The Authority notifies all advisers whether or not they have been selected for inspection **two months before** their licence expires. Advisers who have been selected for inspection will have been issued an inspection notice pursuant to Section 57 of the Immigration Advisers Licensing Act 2007. An inspection notice sets out the documents which the Authority requires you to produce for inspection.

Failure to comply with an inspection notice is an offence under Section 69 of the Immigration Advisers Licensing Act 2007.

Have you been selected for inspection? (You must select one)

- Yes
 No

If you have ticked '**Yes**', please answer the following:



I have been required to produce:

A copy of a client file(s)

(Name:)

Application number: Application type .

Please consult the inspection checklist attached to your inspection renewal notice for guidance on what a complete client file should contain.

Supervision records for the past months. Your inspection renewal notice and the Supervision Toolkit sets out what is to be included as 'supervision records'.

Other



If you are unable to produce the required documentation for inspection, please provide a detailed explanation on a separate sheet.

SECTION 7 FITNESS

Please answer questions 1-6 below to the best of your knowledge and belief.

If you answer "yes" to any of the questions 1 to 6 (and the Criminal Records (Clean Slate) Act 2004 does not apply to you) you are prohibited from being licensed under Section 15 of the Immigration Advisers Licensing Act 2007 and may not apply for a licence. Do not submit an application.



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Questions		
1.	Are you an undischarged bankrupt?	<input type="radio"/> Yes <input type="radio"/> No
2.	Are you prohibited or disqualified under any of the provisions of sections 382, 383, or 385 of the Companies Act 1993 from managing a company?	<input type="radio"/> Yes <input type="radio"/> No
3.	Have you been convicted of an offence against the Immigration Act 2009, the Immigration Act 1987, or the Immigration Act 1964?	<input type="radio"/> Yes <input type="radio"/> 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?	<input type="radio"/> Yes <input type="radio"/> No
5.	Are you unlawfully in New Zealand?	<input type="radio"/> Yes <input type="radio"/> No
6.	Are you a person who holds or has held any of the following offices or employment within the last 12 months:	
	(a) Minister of Immigration and Associate Ministers of Immigration in the New Zealand Government?	<input type="radio"/> Yes <input type="radio"/> No
	(b) Any immigration officer, visa officer, or refugee status officer (as defined in the Immigration Act 1987)?	<input type="radio"/> Yes <input type="radio"/> No
	(c) Any immigration officer or refugee and protection officer (as defined in the Immigration Act 2009)?	<input type="radio"/> Yes <input type="radio"/> No

Please answer questions 7 to 10 below to the best of your knowledge and belief. If you answer "yes" to any of questions 7 to 10, you may be regarded as a person subject to restriction on being licensed under Section 16 of the Immigration Advisers Licensing Act 2007.

7.	Are you a person who has 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)?	<input type="radio"/> Yes <input type="radio"/> No
8.	Are you a person who, under the law of another country:	
	(a) is an undischarged bankrupt?	<input type="radio"/> Yes <input type="radio"/> No
	(b) has been prohibited or disqualified from managing a company?	<input type="radio"/> Yes <input type="radio"/> No
	(c) has been convicted of an immigration offence?	<input type="radio"/> Yes <input type="radio"/> No
	(d) has been removed or deported from the country?	<input type="radio"/> Yes <input type="radio"/> No
9.	Are you a person who has previously been an undischarged bankrupt?	<input type="radio"/> Yes <input type="radio"/> No
10.	Are you a person who has previously been prohibited or disqualified under any of the provisions of sections 382, 383, or 385 of the Companies Act 1993 from managing a company?	<input type="radio"/> Yes <input type="radio"/> No

Please answer questions 11 to 13 below to the best of your knowledge and belief. If you answer "yes" to any of questions 11 to 13 you may be considered "unfit" to be licensed under Section 17 of the Immigration Advisers Licensing Act 2007.

11.	Since you were last granted a 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, 7 and 8(c) above?	<input type="radio"/> Yes <input type="radio"/> No
12.	Since you were last granted a licence, have you been subject of 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, taken or being taken against you (including any past cancellation or suspension of a licence under this Act, or any non-compliance with any other sanction imposed under the Immigration Advisers Licensing Act 2007)? Note: if you have a pending complaint with, or a dismissed complaint from the Immigration Advisers Complaints and Disciplinary Tribunal, you must tick 'yes'.	<input type="radio"/> Yes <input type="radio"/> No
	If you have answered 'yes' to question 12, please select one:	
	(a) These disciplinary proceedings were dismissed.	<input type="radio"/> Yes <input type="radio"/> No
	(b) These disciplinary proceedings are pending	<input type="radio"/> Yes <input type="radio"/> No
	(c) The disciplinary proceedings were upheld	<input type="radio"/> Yes <input type="radio"/> No
	If you have ticked 'yes' to question 12(c), have you met all of the requirements of any sanctions, conditions, fines, penalty payments, or compensation payments or any other requirements that were required as a result of these disciplinary proceedings?	<input type="radio"/> Yes <input type="radio"/> No
	If you have ticked 'yes' to question 12 above, please provide a covering letter setting out full details of the relevant event(s) or circumstances, including if applicable, for each event or circumstance: <ul style="list-style-type: none"> › A description of the relevant event or circumstance › When and where it occurred › The name of the disciplinary body › If available, please provide: <ul style="list-style-type: none"> – A copy of the judgement made by the disciplinary body; – Details of the penalty, sanction or condition imposed – Details of how and when the penalty, sanction or condition was paid or undertaken; – A copy of a receipt for fines paid › Any comments you would like to make. Note: You do not need to provide this information if you answered yes to question 12 and the proceedings were dismissed.	
13.	Since you were last granted a licence, are you related by employment or association to a person to whom a licence would be refused under Sections 15, 16 or 17 of the Immigration Advisers Licensing Act 2007? If you have ticked 'yes' to question 13 above, please provide a covering letter setting out full details of the employment relationship or association and full details of the relevant event or circumstances, including, if applicable: <ul style="list-style-type: none"> › 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. 	<input type="radio"/> Yes <input type="radio"/> No 


SECTION 8 CONTINUING PROFESSIONAL DEVELOPMENT

All licensed immigration advisers must complete 20 hours of acceptable continuing professional development (CPD) activities each year.

Please refer to our CPD Toolkit available on our website to understand the CPD requirements.

Please complete the following:

1. My current licensing period is: to .
2. I have completed hours of acceptable CPD activities, including attending a mandatory webinar. I have provided/uploaded verification records appropriate to my claimed CPD activities and provided reflections on each activity undertaken.

Please select one of the following: 

- I have attached a copy of my CPD plan and record for my current licensing period OR
- I have maintained my CPD plan and record for my current licensing period online.

SECTION 9 SUPERVISION

In order to upgrade to a full or limited licence, the Registrar must be satisfied that the Applicant meets each of the competencies to the extent necessary to provide immigration advice without supervision.

Your current supervisor's details

Name of supervisor

Supervisor's licence number

Name of back-up supervisor (if applicable)

Back-up supervisor's licence number (if applicable)

Since you were granted an initial provisional licence, have you requested a change in supervisor or requested to make changes to your supervision arrangements?

- No
- Yes, please provide full details below.



You must provide the following documents for assessment:

- A copy of your Supervision Records for the past three (3) months of submitting this application, unless otherwise specified by the Authority in an inspection notice. The Supervision Toolkit and your inspection renewal notice (if applicable) set out what is to be included in your 'Supervision Records'.
- A copy of all Professional Development Plans (PDP) signed off by your supervisor and past supervisors (if applicable). Your Professional Development Plan should have been included with your supervision agreement approved by the Registrar.
- Copies of separate covering letters from you and your supervisor(s) outlining your supervision arrangements, including how you have complied with the terms of your supervision agreement, your professional development, your competency to practise on a limited or full licence and any other matters relevant to the assessment of your competency.



If you are unable to provide the above documentation for assessment, please provide a detailed explanation on a separate sheet.

SECTION 10 CLIENT FUNDS

Do you take funds in advance?

- Yes
 No

If you ticked 'yes', please provide the following:

- A copy of your client account bank statement for the past three months
 A copy of your related client account ledgers for the past three months

Bank statements and the related client account ledgers must be in consecutive date order with no gaps for the three month period covered.

Your client account ledgers may take the form of an accounting system, an electronic ledger or a hard copy ledger. Your client account ledgers should be specific to each individual client, the transactions relating to that client and the balance.

It is helpful for your client account ledgers to include:

- > the client name
- > the date of the transaction
- > the type of the transaction
- > the amount of the transaction
- > the purpose of the transaction
- > the related invoice number

SECTION 11 OTHER MATTERS RELATING TO COMPETENCY

When you were granted your current licence, did the Authority require you to change your business practice and provide evidence thereof at your next renewal? (See your last conditional approval letter seeking the levy payment)

- Yes
 No

If you answered 'yes', please provide:



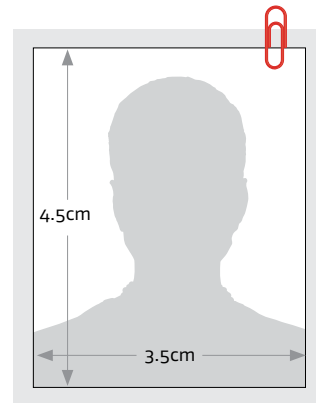
- A covering letter setting out a full description of the relevant matter and what you have done to remedy the issue(s) of concern.

SECTION 12 IDENTIFICATION

Please attach one photograph which will appear on your wallet card and on the register of licensed immigration advisers. We may refuse photographs which are not of adequate quality or are not composed in a way that is suitable for that purpose.

Photographs must meet the following criteria:

- > Be taken within the last 6 months
- > A face, head and shoulders shot
- > You must be looking directly at the camera
- > Do not wear a hat, sunglasses or other accessories that obscure your face
- > Passport-sized 3:4 – width to height ratio
- > In full colour, on a plain light background.



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 photograph the verifier must write the following statement on the back of the photograph: "This is 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, OR LIVING AT THE SAME ADDRESS AS, THE APPLICANT

Signed

Date of birth

--	--	--

DAY MONTH YEAR

SECTION 13 STATUTORY DECLARATION

This declaration must be made in front of a person authorised to witness a statutory declaration. See sections 9 and 11 of the Oaths and Declarations Act 1957.

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Warning: The giving of false information in this application form is an offence under section 66 of 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. I meet the standards set out in the **Immigration Advisers Competency Standards**; and
2. The information I have provided in this application booklet, its attachments and accompanying supporting documents is complete, correct and up to date in every detail to the best of my knowledge; and
3. Any representations I have made in this application booklet, its attachments and accompanying supporting documents are true and correct to the best of my knowledge; and
4. 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; and
5. I understand that, unless I am licensed or exempt, I may not provide New Zealand immigration advice; and
6. 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 required amount of immigration adviser's levy (if any) and met any other applicable conditions; and
7. 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; and
8. 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; and
9. I have read and understand my obligations under the Licensed Immigration Advisers Code of Conduct.

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 [place] on this day of 20 .

Signature of applicant

Before me

(SIGNATURE OF PERSON BEFORE WHOM DECLARATION IS MADE)

Print full name

(NAME OF AUTHORISED PERSON)

Title of authorised person

(AS DEFINED IN THE OATHS AND DECLARATIONS ACT 1957)

SECTION 14 FEE AND LEVY

In order for your licence to be upgraded you must pay a licence application fee and an immigration adviser's levy. The licence application fee must be submitted with this application form. The immigration adviser's levy is payable if the Registrar determines that you are eligible to have your licence upgraded.

Do not pay the immigration adviser's 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, 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
Upgrade Fee	\$NZD 546.89	\$NZD 475.56
Levy	\$NZD 1,129.55	\$NZD 982.22
TOTAL	\$NZD 1,676.44	\$NZD 1,457.78

Payments

- > All payments must be made in New Zealand dollars.
- > We only accept Visa or MasterCard
- > We do not accept cash.

Payment details

- Visa
- MasterCard

Credit card number:

Expiry date:
MONTH YEAR

Please tick one:

- I am ordinarily resident in New Zealand, and the amount to be charged to my credit card is NZ\$546.89
- I am not ordinarily resident in New Zealand, and the amount to be charged to my credit card is NZ\$475.56

Name on card

Cardholder's signature

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 act on a not-for-profit basis or are employed by or volunteer for a not-for-profit organisation, you may be entitled to a waiver of the upgrade application fee and immigration adviser's levy. Please read the not-for-profit policy on the Authority's website for further information.

UPGRADE APPLICATION CHECKLIST

- Completed Form 201: Upgrade application
- Names of any additional companies or organisations you work for and your employment status with them, for example employee or contractor
- If applicable, a copy of complete documentation required by the Authority for inspection.
- If applicable, certified copies of your certificate and transcript or copy of a Tribunal order.
- If applicable, documentation relating to fitness.
- If applicable, a copy of your CPD plan and record for the past 12 months.
- Copy of supervision documentation.
- If applicable, a copy of your client account statement and related client ledgers for the past three months.
- If applicable, a copy of a covering letter outlining a change in business practice(s) as required by the Authority.
- Verified passport-quality photograph
- Licence application fee details completed
- Completed statutory declaration.

If any required documentation is missing from your application, it may be returned.