



Information for employers

Objective of Talent (Accredited Employers) Work Policy

The objective of the Talent (Accredited Employers) Work Policy is to allow accredited employers to supplement their own New Zealand workforce in their core area of business activity through:

- the recruitment of workers who are not New Zealand citizens or residents whose talents are required by the employer; **and**
- the accredited employer having direct responsibility for those employees and their work output.

What is an “accredited employer”?

An accredited employer is an employer who has had an application for accreditation to employ persons under the Talent (Accredited Employers) Work Policy approved by Immigration New Zealand (INZ).

Who can get work permits and visas under the Talent (Accredited Employers) Work Policy?

Non-New Zealand citizens or residents who:

- hold an offer of employment (see over page) from an accredited employer
- are aged 55 years or under
- meet immigration health and character requirements, **and**
- are bona fide applicants intending to comply with their visa and permit conditions.

Applicants must apply at any onshore or offshore receiving office of INZ and meet the relevant application requirements [completed application form and photos, fee, passport, acceptable medical and x-ray certificates, police certificates, an employment offer from an accredited employer, and any other documents or information required by the application form or INZ]. See the **Work Visa/Permit Guide (INZ 1016)** for details.

What can Talent Work Visa and Permit holders do?

Persons issued Talent (Accredited Employer) Work Visas and Permits are granted multiple entry work visas and permits enabling a stay of 30 months in New Zealand. Their visas and permits are subject to the condition that they may work for an accredited employer only.

Holders of these visas and permits may apply for New Zealand residence after two years. They will qualify for residence if they: have been employed in New Zealand by an accredited employer (or any other employer they have been granted a Variation of Conditions to work for) throughout a period of at least 24 months during the currency of their work visa and work permit; have full-time ongoing employment with a minimum base salary of NZ\$55,000; and meet standard residence application requirements, health and character requirements as well as any applicable occupational registration requirements. See our **Self Assessment Guide for Residence in New Zealand (NZIS 1003)** for details.

Applications for employer accreditation

Applications for employer accreditation must be made on this form and be accompanied by the application fee (see our **Fees Guide (INZ 1028)**). Completed applications should be sent to: Business Migration Branch, Immigration New Zealand, P.O. Box 3705, Wellington.

Accreditation criteria

For an employer to qualify for accreditation INZ must be satisfied that the employer:

- is in a sound financial position
- has human resource policies and processes of a high standard
- has a demonstrable commitment to training and employing New Zealanders, **and**
- has good workplace practices - including a history of compliance with all immigration and employment laws and policies such as: the Immigration Act; the Injury Prevention, Rehabilitation and Compensation Act; the Minimum Wage Act; the Health & Safety in Employment Act; the Employment Relations Act; and the Holidays Act.

Accreditation assessment

When deciding whether to grant accreditation INZ will consider all the information and evidence supplied in the employer's application for accreditation, and will take into account such factors as:

- the period for which the employer has been a going concern
- whether the employer has engaged with any relevant Industry Training Organisation (ITO)
- whether the employer is a member of the EEO Employers Group
- whether the employer is International Organisation for Standardisation “ISO-certified”
- whether the employer has an intention to maintain accreditation throughout the period of currency of any visas and permits issued or granted to their employees under the Talent (Accredited Employers) Work Policy.

INZ is required by the Talent (Accredited Employers) Work Policy to be satisfied that all the information and documents included in an application for employer accreditation are genuine and accurate, and may take any steps it considers necessary to verify such information or documents, including interviews. It may also, where necessary, seek the approval of an employer to conduct a site visit to the employer's premises. (Where any information is identified by the employer as commercially sensitive, and is provided to INZ in confidence, INZ will seek the consent of the employer for the disclosure of that information.)

INZ will consult with relevant unions and other employee representatives when determining whether the employer has human resource policies and processes of a high standard, a commitment to training and employing New Zealanders, and good workplace practices.

Employers must consent to INZ seeking information from other groups within the the Department of Labour, and the Accident Compensation Corporation concerning the Employer's compliance with New Zealand's employment laws. Where such consent is not given the application for accreditation will be declined.

Duration of accreditation

Approved employers are granted accreditation for 12 months. Accreditation may be renewed annually, on application by the employer, provided INZ is satisfied the employer still meets accreditation requirements. A lower fee is payable for accreditation renewal.

Offers of employment by accredited employers

Offers of employment made by accredited employers to non-New Zealand workers under the Talent (Accredited Employers) Work Policy must be:

- for genuine employment in New Zealand in the capacity or position stated
- for employment in the accredited employer's core area of business activity and where the employer will have direct responsibility for the employee's work output
- for a position with a salary of NZ\$55,000 or more
- for a period of at least 24 months
- for full time employment (that is, amounting to, on average, at least 30 hours per week)
- current at the time the holder's work visa and permit application is assessed, and at the time he or she is issued a multiple entry work visa and permit
- compliant with all relevant employment law* in force in New Zealand, **and**
- when submitted by the holder to INZ, accompanied by evidence of full or provisional registration (or of eligibility for such registration) if registration is required by law for that person to take up the offer. For medical practitioners, registration within a 'special scope of practice' is not full or provisional registration for the purpose of a work to residence application.

* Compliance with relevant New Zealand employment law includes but is not limited to:

- a written employment agreement that contains the necessary statutory specified terms and conditions
- meeting holiday and special leave requirements and other minimum statutory criteria
- meeting occupational safety and health obligations.

Note: The minimum base salary requirement of NZ\$55,000 may be waived for applicants who produce evidence which satisfies INZ that they have exceptional talent in a field of art, sport or culture as defined in our **Work Visa/Permit Guide (INZ 1016)**.

Accreditation may be refused or rescinded

An employer's application for accreditation will be declined if an employer does not meet the criteria for accreditation, or if INZ considers that accrediting that employer would create unacceptable risks to the integrity of New Zealand's immigration or employment laws or policies.

Accreditation may be rescinded or not renewed if INZ considers an employer's conduct has created an unacceptable risk to the integrity of New Zealand's immigration or employment laws or policies. Decisions to rescind accreditation will not be made by INZ without the consent of the Minister of Immigration.

Applications for reconsideration

There is no statutory right of appeal against a decision by INZ to decline an application for accreditation, however INZ will reconsider a decline decision if the employer provides new information and does so promptly. Any application for reconsideration must be made in writing and must be accompanied by the reconsideration fee. INZ's decision on a reconsideration is final.

Importance of maintaining accredited employer status

Employers are asked to note that, if their accreditation application is approved, it is important to keep their accredited employer status current by obtaining annual renewals. Employers who fail to renew their accreditation, or whose conduct results in their accreditation being rescinded or not being renewed, may jeopardise the ability of any employees holding work visas and permits to subsequently apply for residence under the Talent (Accredited Employers) Residence policy.

Immigration Advisers Licensing Act 2007

Under the Immigration Advisers Licensing Act 2007, anyone giving immigration advice will have to be licensed (unless they are exempt). From 4 May 2009, all immigration advisers working in New Zealand must be licensed. From 4 May 2010, all immigration advisers, whether working onshore or offshore, must be licensed. It is an offence to provide immigration advice without holding a licence from these dates. **If your immigration adviser is not licensed when they should be, Immigration New Zealand will return your application.**

For more information and to view the Register of licensed advisers, go to the Immigration Advisers Authority website www.iaa.govt.nz, email info@iaa.govt.nz, or write to them at PO Box 6222, Wellesley Street, Auckland 1141, New Zealand.

Detach and retain this information sheet, if desired.

Application for Employer Accreditation

under the Talent (Accredited Employers) Work Policy



New Zealand
Immigration Service
Te Ratonga Manene

1. This form must be completed and signed by a person who has authority to make representations and enter into agreements on the Employer's behalf
2. Please answer all questions. If any question does not apply please answer "N/A" for "not applicable".

For INZ use only	
Client no	
Accreditation application no	

A. Employer details

A1 Employer's name

A2 Employer's legal status (eg limited liability company, sole trader, partnership)

A3 Name of person completing application for accreditation
Family name: Given names:

A4 Position or title

A5 Employer's contact details.

Name of contact person: (If different from A3 above)	
Business street address:	
Business postal address:	
Telephone (day):	Telephone (night):
Business fax:	Business email address:
Business website address:	

A6 Name and address for communication about this application.

Same as address at A5, or Other.

Name of contact person: (If different from A3 above)	
Business street address:	
Business postal address:	
Telephone (day):	Telephone (night):
Business fax:	Business email address:
Business website address:	

A7 Do you authorise the person stated at A6 to act on your behalf? Yes No

A8 Have you received immigration advice on this application?
 Yes Make sure that your immigration adviser completes Section H: Immigration adviser's details.
 No

A9 If your application for accreditation is approved, do you wish your contact details to be published on the list of accredited employers on the INZ website at no cost to you?
 Yes
 No

A10 Reason for seeking employer accreditation

- Current need to recruit offshore for talented staff
- Anticipate future need to recruit offshore for talented staff
- Seeking accreditation to enable fast track offshore recruitment of talent should the need arise
- Other reason - or any additional comments if desired

A11 Number of non-New Zealand workers you are likely to recruit in the first year? (if known)

A12 If your application for accreditation is approved, do you intend to maintain your employer accreditation for the period of currency of any work visas or work permits issued to any of your employees under the Talent (Accredited Employers) Work Policy?

Yes No

A13 What type of employment positions are you intending to fill as an accredited employer?

B. Employer's business details

B1 Number of years in business

B2 Date business established

Day	Month	Year

B3 Number of current employees (including management)

B4 Number of employees who are New Zealand citizens or permanent residents

B5 Industry sector

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Arts/Cultural/Entertainers | <input type="checkbox"/> Engineering & Science | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Sales & Marketing |
| <input type="checkbox"/> Accounting/Finance | <input type="checkbox"/> Film/Video | <input type="checkbox"/> Legal | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Administration & Customer Service | <input type="checkbox"/> Government (central) | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Telecommunications |
| <input type="checkbox"/> Advertising, Media, PR | <input type="checkbox"/> Government (local) | <input type="checkbox"/> Restaurant/Catering | <input type="checkbox"/> Tourism & Accommodation |
| <input type="checkbox"/> Agriculture, Forestry & Fishing | <input type="checkbox"/> Healthcare | <input type="checkbox"/> Retail | <input type="checkbox"/> Water, Gas, Electricity |
| <input type="checkbox"/> Education & Training | <input type="checkbox"/> Human Resources | | |
| <input type="checkbox"/> Other (specify): <input style="width: 600px;" type="text"/> | | | |

B6 Please give brief details of your business (If further details are given in a separate document please state this.)

Type of business:
Products or services:
Targeted customers:
Marketing and promotion activities:
Suppliers:
Distributors:

B7 Does your business have any business partnerships with other overseas businesses? Yes No

(If Yes, please give details of overseas businesses, including their location, activities, and nature of your business relationship.)

C. Business record

C1 Is your business registered with the Companies Office? Yes No

C2 Have you, or any of the directors or managers of your business, ever been declared bankrupt? Yes No

(If Yes, please give details including names, dates, and when discharged.)

C3 Have you or any of the directors or managers of your business ever been investigated by the Serious Fraud Office or the New Zealand Police for any offences arising in the course of, or resulting from, business dealings? Yes No

(If Yes, please give details, including name, date, and outcome – including any penalty imposed and/or remedial action required)

C4 What evidence can you provide of your business record and financial position?

(Where possible, information supplied should cover at least **two financial years**. The more evidence you can enclose, the sooner INZ will be able to complete its assessment of your application.)

Business record information available Please tick to show whether available <u>and</u> whether evidence enclosed with your application. Where any information listed is contained in another document, please state this (e.g. "See annual reports attached").	Evidence enclosed with application?
<input type="checkbox"/> Startup company/new business – no evidence of established business record	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> Our business reputation and history in the marketplace as a successful established business	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> Annual reports	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> Business Plans	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> Sets of accounts certified by an accountant	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> GST returns showing turnover, revenue, and expenses	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> Profit and loss statements	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> Cash flow statements	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> Statements of financial position	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> Companies Office registration details, showing directors, shareholders etc	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> Other evidence (specify): _____ _____	

D. Human resources

D1 Please attach an organisation chart showing the structure of your business, the number of people employed, and the areas in which they are employed. Chart attached? Yes No

D2 Does your business have written Human Resource policy and/or procedures? Yes No
(If Yes, please attach evidence.) Evidence attached? Yes No

D3 Who normally has overall responsibility for HR or personnel matters in your business? (Name and position.)

D4 Who is normally responsible for staff recruitment in your business?
(eg yourself, HR Manager, local managers, recruitment agency.)

D5 What checks will be carried out to verify information provided by foreign workers being considered for employment in your business? (If staff recruitment is contracted to a recruitment agency, please state this and attach a written statement from the recruitment agency describing what checks that agency will carry out on your behalf.)

References/referees:
Qualifications or training certificates:

E. Workplace practices

E1 Has your business ever been found to be in breach of employment or labour law by the Department of Labour, or by any New Zealand Tribunal, Authority or Court? (This includes any breaches of the Minimum Wage Act, the Health & Safety in Employment Act, the Accident Prevention, Rehabilitation & Compensation Act, and the Holidays Act.) Yes No

If Yes, please give details, including: type of breach, date of notification by the Department of Labour (or date of Tribunal, Authority or Court decision) and penalty imposed or remedial action required. (If full details are set out in an attached document please state this.)

E2 Has your business ever been found to be in breach of the provisions of the Immigration Act 1987? Yes No

If Yes, please give details including: type of breach, date of notification by INZ (or date of Court decision if convicted), penalty imposed or remedial action required. (If details are set out in an attached document please state this.)

E3 Is your business International Organisation for Standardisation “ISO-certified”? Yes No
 If Yes, please attach evidence. Evidence attached? Yes No

E4 What organisations are you associated with as an employer?

Name of organisation/association:	Organisation’s contact details (if known)		
	Phone:	Fax:	Email:

E5 Does your business have union representation in the workplace? Yes No

If Yes, which unions?

Name of union:	Union’s contact details (if known)		
	Phone:	Fax:	Email:

As advised in the ‘Accreditation assessment’ section under ‘Information for employers’, Immigration New Zealand will consult with relevant unions as part of the application process. It may be helpful if you inform the unions listed above that you are applying for accreditation under the Talent (Accredited Employers) Work Policy.

F. Training details

F1 What training does your business provide to New Zealand employees?

Please support your statement with evidence - for example, of any in-house training and development programmes, or involvement with any New Zealand Industry Training Organisation (ITO), or funding of employees’ attendance at training courses by external Training Providers, and/or any other evidence that you consider demonstrates your commitment to employing and training New Zealanders. (If details are set out in an attached document please state this.)

F2 Under the Talent (Accredited Employers) Work Policy, INZ must seek information from the Employment Relations Service and the Occupational Safety and Health Service of the Department of Labour, and the Accident Compensation Corporation, concerning your compliance with New Zealand’s immigration and employment laws.

Note: If you do not give your consent to INZ seeking this information from these agencies, your application for accreditation will be declined.

Do you consent to INZ seeking information concerning your compliance with New Zealand’s immigration and employment laws from the agencies listed above? Yes No

G. Applicant's declaration

Important - please read

I understand the notes and questions in this form and I declare that the information given about my business is true and correct.

I understand that if I make any false statements, or provide any false or misleading information, or have changed or altered this form in any way, this application for accreditation may be declined, and that I may also be committing an offence under section 142 of the Immigration Act 1987 and may be liable to prosecution.

I understand that I am required to inform Immigration New Zealand about any relevant changes to the circumstances of my business that occur after I lodge this application.

I declare that there are no matters or warrants outstanding, or investigations of any kind, which could have any current or future effect on the ability of my business to honour its obligations as an accredited employer under the Talent Work (Accredited Employers) policy.

I understand that if I have received immigration advice from an immigration adviser and if that immigration adviser is not licensed under the Immigration Advisers Licensing Act 2007 when they should be, Immigration New Zealand will return my application.

I authorise Immigration New Zealand to make any enquiries it deems necessary in respect of the documents or information provided in respect of this application, and to share information provided about me or my business with other government agencies (including overseas agencies) to the extent necessary to make decisions about whether I qualify for approval as an accredited employer under the Talent Visa (Accredited Employers) Work Policy. **Note:** Where any information is identified by the employer as commercially sensitive and is provided in confidence to Immigration New Zealand, and Immigration New Zealand considers that disclosure of that information is necessary for the processing of this application, it will seek the consent of the employer for the disclosure of that information.

I accept that any advice given to me by Immigration New Zealand before lodging this application was intended to assist me, and that acting on that advice does not mean that this application to be an accredited employer under the Talent Visa policy will be approved.

Note: This form must be signed by a person who has authority to make representations and enter into agreements on the employer's behalf.

Signature of applicant

Job title or position

Date

Day	Month	Year

I. Declaration by person helping the employer to complete this form

This section must be completed and signed by the employer's immigration adviser, or by any person who has assisted the employer by providing immigration advice, explaining, translating, or filling in the form for the employer. If the employer does not have an immigration adviser, and no one helped the employer to fill in this form, this section does not have to be completed.

If you are unlicensed when you should be licensed under the Immigration Advisers Licensing Act 2007, Immigration New Zealand will return your client's application. It is an offence to provide immigration advice without holding a licence.

For more information, go to the Immigration Advisers Authority website www.iaa.govt.nz, or email info@iaa.govt.nz or write to them at PO Box 6222, Wellesley Street, Auckland 1141, New Zealand.

Name and address of person assisting employer.

Same as address given at Question A6, or as below.

Name (include company name if applicable) and address	Telephone (day)
	Telephone (night)
	Email (if any)
	Fax (if any)

I understand that after the employer has signed this form it is an offence to change or add further information, change any documents attached to the form, or attach any further documents to the form.

I note that the maximum penalty for this offence is a fine of up to NZ\$100,000 and/or a term of imprisonment of up to seven years. However, if changes are needed, the person making the changes must state on the form what information or documents have been changed and give reasons for the changes.

I certify that the employer asked me to help them complete this form and any additional forms. I certify that the employer agreed that the information provided was correct before signing the declaration.

I have assisted the employer as an interpreter/translator

I have assisted the employer with filling in the form

I have assisted the employer in another way. Please specify

I have provided immigration advice (as defined in the Immigration Advisers Licensing Act 2007) and my details in Section H. Immigration adviser's details are correct.

Signature of person assisting

Date

Day Month Year

Payment details

For the amount of the fee please see our **Fees Guide (INZ 1028)**.

Amount

- I enclose a bank cheque for (This is the preferred method of payment.)
- I enclose cash for (For security reasons this payment method is not recommended.)
- Please charge my credit card* Type: Mastercard Visa

Name of card holder Card number Expiry date

Signature of card holder Date

To be removed and securely destroyed after credit card transaction is processed.

*Your CVC/CVV number is required if you are paying by electronic credit card and your application is being lodged at Immigration New Zealand's Bangkok branch or London branch, or the MFAT post in The Hague.

If your application will be lodged in one of these three branches, please provide your CVC/CVV number here

Note: Your CVC/CVV number is the three-digit number found on the back of your credit card next to the signature strip.

Privacy Act

The information about you and your business requested on this form is being collected so Immigration New Zealand can determine whether you are eligible to be an accredited employer under the Talent (Accredited Employers) Work Policy.

The main recipient of this information is the Immigration New Zealand, a service of the Department of Labour, but the information may also be shared with other Government agencies which are entitled to it under applicable legislation.

The address of Immigration New Zealand is PO Box 3705, Wellington, New Zealand. Do not send the application to this address.

The collection of the information is authorised by the Immigration Act 1987 and the Immigration Regulations made under that Act.

You have the right to access information about you or your business held by Immigration New Zealand and to ask for any of it to be corrected if you consider that is necessary.

Lodging this application

Please check before submitting your application.

Have you:

Read the declaration, and signed and dated the application form on page 5?	<input type="checkbox"/>
Enclosed the application fee, or authorised a credit card payment in “ Payment Details ” above ?	<input type="checkbox"/>
Checked that all supporting documents required by this form, or indicated by you as being attached, are either attached or enclosed for submission with the application?	<input type="checkbox"/>

Send your completed application to: Business Migration Branch, Immigration New Zealand, PO Box 3705, Wellington, New Zealand.

More information and advice

You can get more New Zealand immigration information and advice from:

- Any of our INZ branch offices overseas. We have overseas offices in Apia, Bangkok, Beijing, Hong Kong, Jakarta, London, Moscow, New Delhi, Nuku'alofa, Shanghai, Singapore, Suva, Sydney, and Taipei.
- Any of our INZ branch offices in New Zealand, which are located in Auckland, Manukau, Henderson, Hamilton, Palmerston North, Wellington, Christchurch and Dunedin.
- New Zealand diplomatic and consular offices.

All Immigration New Zealand forms and leaflets, and fee information, can be downloaded from the internet at: www.immigration.govt.nz.