

# Application for an Agreement to Recruit under the Recognised Seasonal Employer Policy

## INFORMATION FOR EMPLOYERS

If you are an employer who has been granted Recognised Seasonal Employer (RSE) status and want to recruit overseas workers under the RSE Limited Purpose Policy, you need to complete this form to obtain an Agreement to Recruit (ATR) from Immigration New Zealand (INZ).

**Note:** The term 'overseas worker' is used throughout this form. This term has the same meaning as 'non-New Zealand citizen or resident worker' as used in RSE policy.

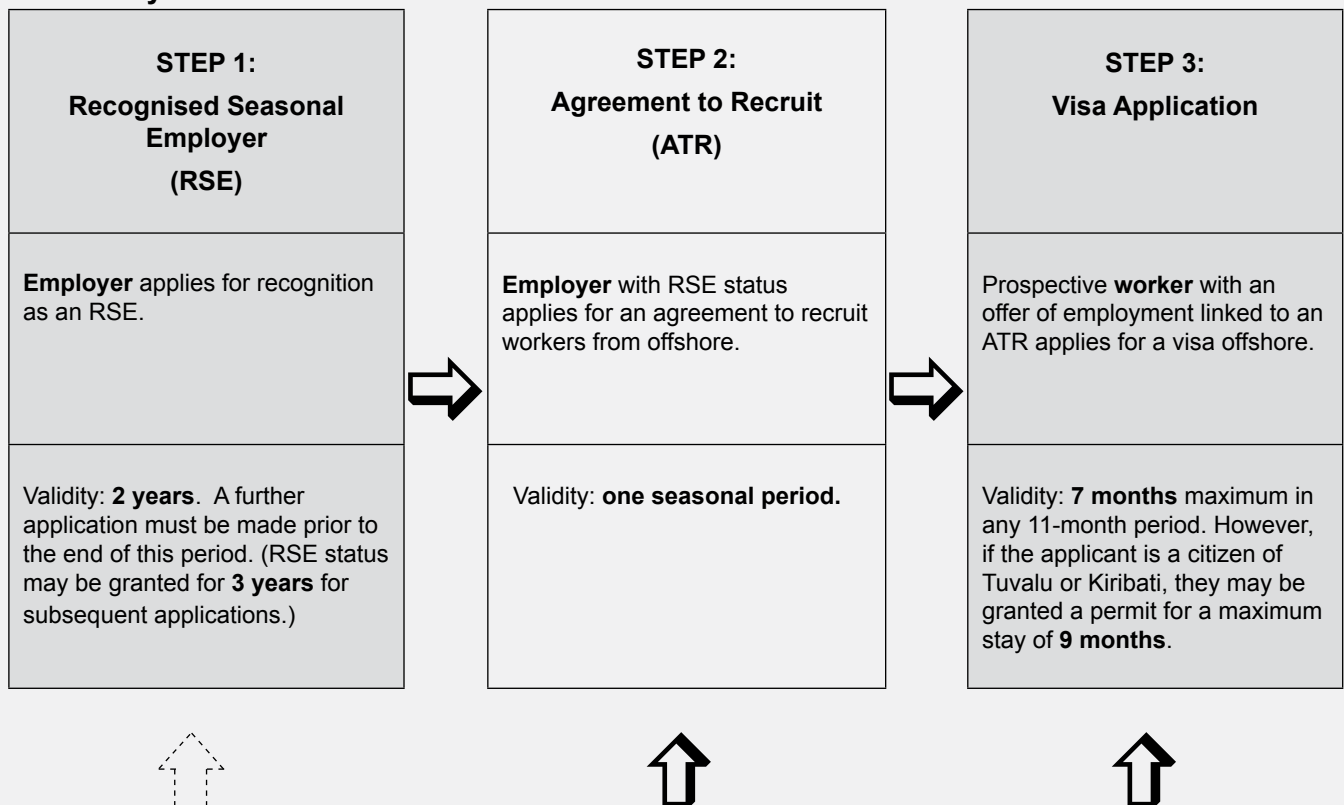
The term 'business' is used in some places in this form. This term refers to the business of the RSE who is applying for an ATR.

### Agreement to Recruit (ATR)

An ATR is an approval for an RSE to employ workers, who are not New Zealand citizens or residents, at times where high demand exceeds the available New Zealand workforce for the horticulture and viticulture industries. Before an ATR is granted, INZ must be satisfied that there are no suitable New Zealand citizens or residents available and willing to work in the seasonal horticulture and viticulture positions that the RSE needs to fill. The availability of New Zealanders will be assessed in consultation with the Ministry of Social Development (MSD).

Obtaining an ATR is step two in a four-step process to employ overseas seasonal labour in the horticulture and viticulture industries.

### RSE Policy Process



### STEP 4: Following Season

Options for the overseas worker to return to New Zealand next season if conditions are met, and:

- they have complied with all immigration requirements, and
- there is a continued labour shortage present, and
- a new Agreement to Recruit is obtained.

## ATR requirements

An ATR will only be granted where:

- the employer has RSE status, and
- all reasonable steps have been taken by the employer to recruit and train New Zealanders for the positions available before seeking an approval to recruit overseas workers, and
- INZ is satisfied with the employer's case for requiring an ATR, and
- satisfactory evidence is provided of an agreement with a third party, where the business intends to recruit workers to undertake work at the worksite of a third party (such as a grower or packhouse operator), and
- INZ is satisfied that the employer will satisfactorily address the following pastoral care and health and safety requirements:
  - transportation to and from the port of arrival and departure, and
  - an induction programme, and
  - suitable accommodation, and
  - transportation to and from worksites, and
  - access to personal banking, and
  - provision of personal protective equipment, and
  - provision of onsite facilities (toilets, hand washing, first aid, shelter, fresh drinking water), and
  - necessary language translation, and
  - opportunity for recreation and religious observance.

Before an ATR will be granted, INZ must be satisfied that the RSE will:

- comply with the ATR conditions, and
- provide all prospective overseas workers with a written employment agreement that meets RSE policy requirements\*, and
- comply with the terms and conditions of the employment agreements, and
- comply with the minimum remuneration requirements (including payment of half the return airfare between New Zealand and the worker's country of residence) and pay deductions requirements that are set out in RSE policy, and
- pay to the Department of Labour any costs reasonably incurred by the Department, to a maximum of NZ\$3,000 per worker, in relation to the repatriation (including any maintenance and accommodation) of any overseas worker who requires repatriation as a result of a breach of terms and conditions of their RSE limited purpose permit, and
- comply with any request from the Department of Labour to audit the business against RSE policy, the conditions of the ATR, and employment agreements, and
- disclose, on request, to representatives of the Department of Labour all payments received from RSE workers (including payments for airfares, accommodation and other pastoral care).

INZ may approve fewer overseas workers, or a lesser period of work, than requested where it is not satisfied that the number of people requested in the ATR application is appropriate for the work required or the number of people exceeds the forecast labour shortage for the region and period requested.

INZ will take into consideration the needs of the horticulture and viticulture industries as a whole when determining an ATR application and the number of workers which may be approved, to ensure that no particular region, crop or season is disadvantaged.

Any other supporting documentation to verify a regional labour shortage will be considered.

## Key points for employment agreements

Employment agreements must:

- be in writing
- be consistent with the terms of the ATR
- be for employment in planting, maintaining, harvesting, or packing crops in the horticulture or viticulture industries
- be for a period of no more than seven months (or nine months if the workers are citizens and residents of Tuvalu or Kiribati),
- comply with all relevant New Zealand employment law
- state that the employer will pay for half of the return airfare between New Zealand and the worker's country of residence (or half the return airfare between New Zealand and Nadi, Fiji, for workers from Kiribati and Tuvalu).
- ensure that workers will be paid no less than the market rate (which is the typical rate a New Zealand citizen or resident is paid for doing the equivalent work, in the same period, in the same region) for actual hours worked
- specify a "per hour" rate for the work to be performed by the worker, and where piece rates apply, also specify the piece rate(s), and
- comply with the following minimum remuneration and pay deductions requirements.

**Note:** For the purposes of this policy, the return airfare is defined as the total cost of travel from the worker's country of residence (or from Nadi (Fiji) for a worker who is a citizen of Tuvalu or Kiribati) to New Zealand and back, including all associated taxes and fees.

## Minimum remuneration requirements

The minimum remuneration requirement for employment agreements that are for a period of six weeks or longer, is the greater of the following amounts:

- payment for 240 hours at the “per hour” rate, regardless of the actual availability of work, or
- payment for an average of 30 hours per week at the “per hour” rate for the period worked.

The minimum remuneration requirement for employment agreements that are for a period of less than six weeks, is payment for 40 hours per week, at the “per hour” rate, over the period of work offered in the employment agreement, regardless of the actual availability of work.

## Pay deduction requirements

Any pay deductions must:

- comply with relevant New Zealand employment legislation,
- be freely consented to (in writing) by the worker,
- be for a specified purpose and for actual, reasonable, verifiable expenses,
- be no greater than deductions from New Zealanders (in comparable circumstances), and

The business must submit the proposed pay deduction arrangements to INZ for approval with this application. Any subsequent proposed changes to the pay deduction arrangements must be submitted to INZ for approval in advance of the changes taking effect.

For comprehensive information on all employment agreement requirements (including minimum remuneration and pay deduction requirements) see WG8.20 in the INZ Operations Manual available on our website [www.immigration.govt.nz](http://www.immigration.govt.nz).

## Where to recruit from

If a business is granted an ATR, it will be able to recruit a set number of overseas workers from the Pacific nations listed below. Limited purpose visa applications from citizens of the Pacific nations listed, who are also normally resident in one of those countries, and who are aged 18 years or over, may be issued a limited purpose visa if they hold an acceptable job offer, hold a return ticket to their home country, meet health and character requirements and meet the requirements for a bona fide applicant.

Eligible Pacific Nations		
Federated States of Micronesia	Papua New Guinea	Tonga
Kiribati	Republic of Marshall Islands	Tuvalu
Nauru	Samoa	Vanuatu
Palau	Solomon Islands	

In circumstances where the employer cannot recruit overseas workers from the nations listed in the table above, they may be granted an agreement to recruit overseas workers from other countries if the RSE:

- was unsuccessful in recruitment after reasonable attempts to recruit from the nations listed above, or
- has pre-established employment relationships with workers who are not citizens of the nations listed above, or
- can provide reasonable grounds why it is not feasible to recruit from the nations listed above.

When assessing whether an employer has made genuine and reasonable attempts to recruit from the eligible Pacific nations, INZ will require evidence that such attempts to recruit have been made, such as a written communication from a national RSE officer stating that they have been consulted and agree that employing workers from the Pacific nations is not feasible in the circumstances.

When assessing whether an employer has a pre-established employment relationship with workers who are not citizens of the eligible Pacific nations listed above, INZ will consider a variety of factors. The factors will include: the number of workers employed from each country relative to the total number of workers employed by the business, the number of previous occasions on which workers have been recruited from these countries, the length of time for which these workers were employed, and whether the employer has made a substantial investment in establishing formal training opportunities or recruitment processes with workers or communities within these countries.

Any ATR application to recruit outside the Pacific nations listed above must be accompanied by a written request stating the country/countries that the employer wants to recruit from and supporting evidence documenting why they have not been able to recruit workers from the Pacific.

## Applications for reconsideration

There is no statutory right of appeal against a decision by INZ to decline an application for an ATR; however, INZ may reconsider a decline decision if the employer provides new information and does so promptly.

## Rescinding an employer’s RSE status

RSE status may be rescinded if there is any breach of RSE or ATR requirements, other than of a minor nature, or 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. Where an employer’s RSE status has been rescinded, INZ will not approve any further applications for RSE status from the employer that are made within one year from the date their RSE status was rescinded.

## Checklist of required documents

Section G of this form includes a checklist of the documents that are required to be submitted with this application for an ATR.

### 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](http://www.iaa.govt.nz), email [info@iaa.govt.nz](mailto:info@iaa.govt.nz), or write to them at PO Box 6222, Wellesley Street, Auckland 1141, New Zealand.

## Section A Business Details

Please complete the following questions relating to the business.

**A1**

Recognised Seasonal Employer number:

**A2**

Full name of the person completing this application:

Family name

Given names

Your position in the business:

Employer's contact details:

Address	Phone number
	Fax
	Email
	Mobile

Are you the representative of the RSE who is responsible for recruiting overseas workers under the Recognised Seasonal Employer Policy?

Yes  No

Do you have authority to make representations and enter into legally binding agreements on behalf of the business/employer?

Yes  No

**A3**

The full name of the business:

Address	Phone number
	Fax
	Email
	Mobile

**A4**

Name and address for communication about this application.

Same as address at A2, or  Other.

Name and address of contact person (if different from A2 above)	Phone number
	Fax
	Email
	Mobile

**A5**

Do you authorise the person stated at A4 to act on your behalf?  Yes  No

**A6**

Have you received immigration advice on this application?

 Yes Make sure that your immigration adviser completes Section I: Immigration adviser's details. No

## Section B Position Details

**B1**

Please provide details of the seasonal position(s) for which the business is applying for an ATR.

**Note:** Where the business has an arrangement with one or more RSEs to provide consecutive periods of employment to the same workers, please include these details in the table below. Use the first column to provide the other RSE name(s) and client number(s). Please ensure that all linked ATR applications are submitted together.

Region where jobs are located (see the list of regions below) and worksite address	Position description	Number of positions	Period of employment (indicate specific start and finish dates for each group of workers)

Supplementary pages may be included if required to provide this information.

**Note:** The maximum length of employment allowed is 7 months (inclusive of internal travel and induction arrangements) in any 11-month period. However, nationals of Tuvalu or Kiribati may be issued limited purpose visas to allow a stay of up to 9 months in any 11-month period in New Zealand.

List of regions		
Auckland	Manawatu	Waikato
Bay of Plenty	Marlborough	Wairarapa
Canterbury	Nelson	Wanganui
Central Plateau	Northland	West Coast
Coromandel	Otago	Wellington
Gisborne	Southland	Other (please state)
Fiordland	Stewart Island	
Hawke's Bay	Taranaki	

**B2**

Does the business perform work for other businesses in the horticulture or viticulture industries under a contract for service?

Yes  (go to B3)No  (go to section C)**B3**

Is the business applying for an ATR for the purpose of recruiting overseas workers who will perform work for other businesses in the horticulture or viticulture industries under a contract for service?

Yes  (go to B4)No  (go to section C)**B4**

Will the business have direct responsibility (including responsibility for work output) for the workers who are recruited under this policy?

Yes  No **B5**

If you answered 'Yes' to questions B2, B3, and B4, please provide details of the other businesses to whom the business intends to provide a contracted service.


# Section C Recruitment Practice

**C1** During the last 6 months, has the business filled any seasonal positions with New Zealand citizens or residents? Yes  No

If yes, please provide further information, eg how they were recruited and how many New Zealand citizen and resident seasonal workers were employed by this method.


**C2** Have you, or any of the directors or managers of the business contacted Work and Income (a service of the Ministry of Social Development) to advise of vacancies or seek assistance recruiting workers for the positions listed in B1 (above)? Yes  No

If yes, please provide details in the table below.

When were Work and Income contacted (approximately)?	Who was the business's contact person at Work and Income?	How many people were employed as a result of contacting Work and Income?	What positions did these workers fill?

**C3** Have you, or any of the directors or managers of the business taken any other steps to fill the positions listed in B1 (above) with New Zealand citizens and residents? Yes  No

If yes, please provide details below.


**C4** What steps has the business taken to train New Zealand citizens and residents to fill the seasonal positions, or retain existing workers?


**C5** Does the business have any workers who are currently on temporary or limited purpose permits? Yes  No

If yes, please supply each worker's name, nationality, date of birth, passport number, position held and details on when their permit expires (in the table below).

Name of worker	Nationality	Date of birth	Passport number	Position held	Permit expiry date

**C6** What is the estimated total number of workers the business is likely to employ over the period an ATR is required for (including New Zealand citizen and resident workers and overseas workers)?

**C7** Which countries does the business intend to recruit overseas workers from?


**C8** If you intend to use a recruitment agency or other facilitative measures (such as a Pacific Island Government initiative) to recruit employees, please provide further details in the table below.

Name of organisation	Private or Government organisation	Location of organisation

Please attach any supplementary pages required to provide this information.

## Section D Recruiting from Outside the Pacific

**D1** Is the business seeking an ATR to recruit overseas workers from outside the Pacific nations listed on page 3? Yes (go to question D2 and note the requirements at section G)   
No (go to section E)

**D2** Is the business requesting an agreement to recruit workers from outside the Pacific because:

- following reasonable attempts, the business was not successful in recruiting workers from the eligible Pacific nations? Yes  No
- the business has pre-established relationships with workers from countries other than the eligible Pacific nations? Yes  No
- there are reasonable grounds for why it is not feasible to recruit from the eligible Pacific nations? Yes  No

## Section E Pastoral Care and Health and Safety Requirements

Please provide details of how the business plans to address the following pastoral care and health and safety requirements for the overseas workers. INZ must be satisfied that all of the following requirements will be met before an ATR is granted. Please attach any supplementary pages required to provide this information.

**E1** Transportation to and from the port (airport) of arrival and departure


**E2** Induction programme


**E3** Suitable accommodation


**E4** Transportation to and from the worksite(s)


**E5** Access to personal banking


**E6** Provision of personal protective equipment


**E7** Provision of onsite facilities such as toilets, hand washing, first aid, shelter and fresh drinking water


**E8** Necessary language translation, eg for health and safety purposes


**E9** An opportunity for recreation and religious observance


## Section F Employer Requirements

- F1** If granted an ATR, will the business comply with all of the conditions of the ATR? Yes  No
- F2** Will the business provide all prospective overseas workers with a written employment agreement that meets the requirements set out in RSE policy? Yes  No
- F3** Will the business ensure that the terms and conditions of the employment agreements offered to prospective overseas workers are the same (or more beneficial to the worker) as the sample agreement provided with this ATR application? Yes  No
- F4** Will the business comply with the minimum remuneration requirements and pay deductions requirements as set out in RSE policy, and the requirement to pay for half the return airfare between New Zealand and the worker's country of residence (or half the return airfare between New Zealand and Nadi, Fiji, for workers from Kiribati and Tuvalu)? Note: For the purposes of this policy, the return airfare is defined as the total cost of travel from the worker's country of residence (or from Nadi (Fiji) for a worker who is a citizen of Tuvalu or Kiribati) to New Zealand and back, including all associated taxes and fees. Yes  No
- F5** Will the business pay to the Department of Labour any costs reasonably incurred by the Department, to a maximum of NZ\$3,000 per worker, in relation to the repatriation (including any maintenance and accommodation) of any overseas worker who requires repatriation as a result of a breach of the terms and conditions of their RSE limited purpose permit? Yes  No
- F6** Will the business comply with any request from the Department of Labour to audit the business against RSE policy, the conditions of the ATR and employment agreements? Yes  No

## Section G Evidence Required

Please provide the following evidence that is required to assist in assessing this application for an ATR.

### Sample employment agreement

- A sample employment agreement that will be offered to overseas workers and meets the requirements set out in RSE policy must be provided.

### Deductions

- Details of any proposed pay deduction arrangements.

### Recruitment outside the Pacific

If you answered 'yes' to question D1 you must provide:

- evidence to confirm that after reasonable attempts to recruit workers from the eligible Pacific nations the business was not successful (such as written communication from a national RSE officer stating that they have been consulted and agree that employing people from the Pacific is not feasible in the circumstance), or
- evidence of pre-established relationships with workers from outside the eligible Pacific nations. When determining whether an RSE has a pre-established employment relationship with workers who are not from the eligible Pacific nations, the factors that will be considered include: the number of workers employed from each country relative to the total number of workers employed by the business, the number of previous occasions on which workers have been recruited from these countries, the length of time for which these workers were employed, and whether the RSE has made a substantial investment in establishing formal training opportunities or recruitment processes with workers or communities within these countries,\* or
- evidence of reasonable grounds for why it is not feasible to recruit from the Pacific nations listed on page 3, and
- an accompanying written request stating the country/countries from which the business wants to recruit.

When determining a pre-established employment relationship, INZ will not take into consideration previous employment agreements entered into with workers holding permits granted under Seasonal Work Permit Policy, or Working Holiday Scheme Policy, or Transitioning to Recognised Seasonal Employer Policy, or Supplementary Seasonal Employer Policy, or on the basis of a Variation of Conditions to a visitor permit.

### Contractual services

If you answered 'yes' to question B3 you must provide evidence of contracts for service that the business holds with third parties.

### Regional labour shortage

You may supply any further supporting documents to verify a regional labour shortage.

# Section H Employer's Declaration

I understand the questions in, and contents of, this form and I declare the information I have provided is true and correct.

I consent to INZ seeking information concerning the business's compliance with New Zealand's immigration and employment laws and the business's commitment to recruit and train New Zealanders from any records held by the Department of Labour.

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 Agreement to Recruit 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 have provided a written guarantee that the business will pay the Department of Labour any associated repatriation costs reasonably incurred by the Department, to a maximum of NZ\$3,000 per worker, as a result of the repatriation of an overseas worker, recruited under the RSE policy, who breaches the terms and conditions of his/her work permit.

**Note:** The form for this guarantee is available at [www.immigration.govt.nz](http://www.immigration.govt.nz).

I consent to INZ consulting with the Ministry of Social Development to determine if seasonal shortages exist in the location and jobs that I have requested approval to recruit for.

I authorise INZ 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 the business with other government agencies for the purposes of RSE policy.

I understand that the information provided in this form may be used by the Department of Labour for in-house research purposes.

I agree to comply with reasonable requests from the Department of Labour for additional information that may be required for research purposes, eg by taking part in a survey.

**Note: This form must be signed by a person who has authority to make representations and enter into legally binding agreements on behalf of the business.**

Job title or position:

Name:

Signature of applicant:

Date:

## Information sharing

INZ may need to share the information you have provided in this application with regional groups of employer and employee representatives (including union representatives) to assist INZ's work towards ensuring the needs of the horticulture industry and viticulture industry as a whole are met.

On behalf of the business, do you consent to INZ sharing the following information with **the regional employer and employee representatives** for RSE policy purposes?

Please note that your decisions below on information sharing will not affect the outcome of your ATR application.

Name and contact details	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Position details (section B)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Recruitment practices (section C)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Pastoral care and health and safety (section E)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Sample employment agreement	Yes <input type="checkbox"/>	No <input type="checkbox"/>

INZ may also need to share the information with overseas government agencies (such as Pacific government agencies) for the purposes of RSE policy.

On behalf of the business, do you consent to INZ sharing the following information with **overseas government agencies** for RSE policy purposes? Yes  No

Please note that your decisions below on information sharing will not affect the outcome of your ATR application.

Name and contact details	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Position details (section B)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Recruitment practices (section C)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Pastoral care and health and safety (section E)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Sample employment agreement	Yes <input type="checkbox"/>	No <input type="checkbox"/>

# Section I Immigration Adviser Details

This section must be completed by the applicant's immigration adviser. If the applicant does not have an immigration adviser, this section does not have to be completed.

**I1** Have you been lawfully present in New Zealand for more than 183 days in the last 12 months? Yes  No

**I2** Tick the one option that applies to you.

- I am a licensed immigration adviser under the New Zealand Immigration Advisers Licensing Act 2007. Go to I3
- I am exempt from licensing under the New Zealand Immigration Advisers Licensing Act 2007. Go to I4
- I am an unlicensed immigration adviser. Go to Section J. Declaration by person helping the employer to complete this form.

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, unless you are exempt.

**I3** Licensed advisers. Please provide your licence details.

Licence type  full  provisional  limited. List conditions specified in the Register.

Licence number

Go to Section J: Declaration by person helping the employer to complete this form.

**I4** Exempt from licensing. Tick one box below to show why you are exempt from licensing.

- I provided immigration advice in an informal or family context only, and I did not provide the advice systematically or for a fee.
- I am a New Zealand member of Parliament or member of their staff and I provided immigration advice as part of my employment agreement.
- I am a foreign diplomat or consular staff.
- I am an employee of the New Zealand public service and I provided immigration advice within the scope of my employment agreement.
- I am a lawyer and I hold a current practising certificate as a barrister or as a barrister and solicitor of the High Court of New Zealand.
- I am employed by, or I am working as a volunteer for, a New Zealand community law centre where at least one lawyer is on the employing body of the community law centre or is employed by or working as a volunteer for the community law centre in a supervisory capacity.
- I am employed by, or I am working as a volunteer for, a New Zealand citizens advice bureau.
- I provided immigration advice offshore in relation to applications or potential applications for student visas or student permits only.

Go to Section J. Declaration by person helping the employer to complete this form.

# Section J Declaration by person helping the applicant to complete the 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](http://www.iaa.govt.nz), or email [info@iaa.govt.nz](mailto: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 A4, or  as below.

Name (include company name and address if applicable)	Phone number
	Fax
	Email
	Mobile

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 I: Immigration adviser's details are correct.

Signature of person assisting:

Date:

## Section K Fee Payment Details

I am paying (amount)

Application number (for office use only)

Preferred methods of payment

Bank Cheque/Bank Draft       EFTPOS\*       Credit card

\*Note the EFTPOS option is not available if lodging application by mail.

Credit card (specify type)      Mastercard       Visa

Name of cardholder       Card number       Expiry date

CVC number       Signature of cardholder       day  month  year

The following methods of payment can be used but are *not recommended* for the noted reasons

Personal Cheque      Your application will be held for 10 working days to ensure the cheque has cleared before it will be processed.  
 Cash      **Cash should not be sent through the mail for security reasons.**

Note:

- Money Orders are not an acceptable form of payment.
- Please see our leaflet **Fees Guide to Fees (INZ 1028)**. All current fees and specific payment instructions for branches can be found on our website [www.immigration.govt.nz](http://www.immigration.govt.nz).

## Lodging this Application

Send your completed application to:

Recognised Seasonal Employer Unit  
Immigration New Zealand – Wellington Branch  
PO Box 27-149  
Wellington

## Privacy Act

The information about the business on this form is collected to determine your request for an Agreement to Recruit overseas workers.

The main recipient of the information is the Department of Labour (Immigration New Zealand), but it may also be shared with other government agencies which are entitled to this information under applicable legislation, or with other agencies in accordance with an authority in the form.

The address of Immigration New Zealand is PO Box 3705, Wellington, New Zealand. This is not where your application should be sent.

The collection of the information in this form is authorised by the Immigration Act 1987 and the Immigration Regulations made under that Act. The supply of the information is voluntary, but if you do not supply it your request for an Agreement to Recruit is likely to be declined.

Under the Privacy Act 1993 you have a right to access the information about you held by Immigration New Zealand and to ask for any of it to be corrected if you think that is necessary.

Any request under the Privacy Act should be sent to the nearest Immigration New Zealand branch.

## 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, Manila, 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, Queenstown and Dunedin.
- New Zealand diplomatic and consular offices.

Specific information related to the RSE policy is available at [www.immigration.govt.nz](http://www.immigration.govt.nz) or by phoning 0508 55 88 55 (toll free in New Zealand).

All INZ forms and leaflets, and fee information, can be downloaded from the internet at [www.immigration.govt.nz](http://www.immigration.govt.nz).

## Collection of Labour Market Information

To assist the Ministry of Social Development – Work and Income to assess the labour market in your region, we would appreciate it if you could complete the tables below. It will not affect the outcome of your ATR application, if you do not complete these tables.

Please complete the tables by entering the number of workers you have employed in the last 12 months in Table 1, and the number of workers you expect to employ in the following 12 months in Table 2. Please submit this page together with your application form to the RSE Unit. The Department of Labour will provide this information to the Ministry of Social Development – Work and Income.

Employer's name:

Region(s) of work:

**Table 1: Historical Labour Force Mix (previous 12 months)**

Month/ Year												
NZ												
RSE												
AIP												
TRSE												
WHS												
VOC												
Other												
<b>Total</b>												

**Table 2: Planned Future Labour Force Mix (upcoming 12 months)**

Month/ Year												
NZ												
RSE												
WHS												
VOC												
SSE												
Other												
<b>Total</b>												

Key	Workers
NZ	New Zealand
RSE	Recognised Seasonal Employer work/limited purpose permits
AIP	Approval in Principle work permit
SWP	Seasonal work permit
WHS	Working holiday scheme work permit
VOC	Variations of Conditions to visitor permits
SSE	Supplementary Seasonal Employment work permit



