



# Application for an Agreement to Recruit

under the Recognised Seasonal Employer Scheme



## 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 Scheme, you need to complete this form to obtain an Agreement to Recruit (ATR) from Immigration New Zealand (INZ).

The term 'overseas worker' is used throughout this form. This term has the same meaning as 'non-New Zealand citizen or residence class visa holder worker' as used in RSE instructions.

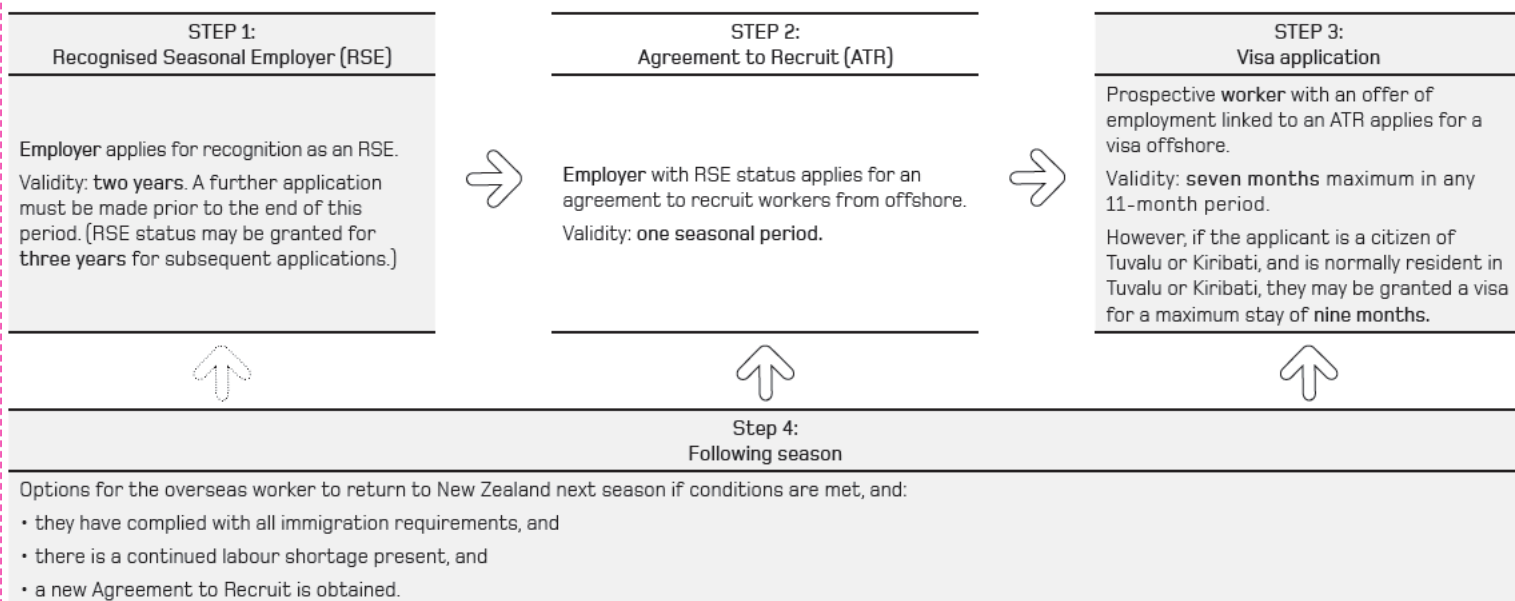
The term 'business' is used in some places in this form. This term refers to the business of the RSE who is applying for an ATR.

## Agreement to Recruit (ATR)

An ATR is an approval for an RSE to employ workers, who are not New Zealand citizens or residence class visa holders, 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 residence class visa holders 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 Instructions process



## ATR requirements

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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.
  - An induction programme.
  - Suitable accommodation.
  - Transportation to and from worksites.
  - Access to personal banking.
  - Access to acceptable medical insurance.
  - Provision of personal protective equipment.
  - Provision of onsite facilities (toilets, hand washing, first aid, shelter, fresh drinking water).
  - Necessary language translation.
  - 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
- provide all prospective overseas workers with a written employment agreement that meets RSE instructions requirements
- comply with the terms and conditions of the employment agreements
- 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 instructions
- 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 visa
- comply with any request from the Department of Labour to audit the business against RSE instructions, the conditions of the ATR, and employment agreements
- 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)
- inform the Department of Labour of the expected departure date of the overseas workers once bookings for outward flights have been made, and
- arrange, but not necessarily pay for, acceptable medical insurance for the overseas workers for the duration of their stay in New Zealand, as set out in the RSE instructions.

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

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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 residence class visa holder 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 instructions, 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, and
- 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 WH1.20 in the INZ Operational 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.

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 granted a limited 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

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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

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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

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

### Send your completed application to:

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

## Immigration Advisers Licensing Act 2007

Under the Immigration Advisers Licensing Act 2007 it is an offence to provide immigration advice without being licensed or exempt. 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) or email [info@iaa.govt.nz](mailto:info@iaa.govt.nz).

Lawyers provide immigration advice and are exempt from licensing under the Immigration Advisers Licensing Act 2007. For more information and to view the register of immigration lawyers, go to the New Zealand Law Society website [www.lawsociety.org.nz](http://www.lawsociety.org.nz).

## Work entitlement

It is an offence under the Immigration Act 2009 to employ a person who is not entitled to work in New Zealand. One way for employers to avoid committing this offence is to check a person's entitlement to work through Immigration New Zealand's online VisaView system. For more information or to register please visit [www.immigration.govt.nz/visaview](http://www.immigration.govt.nz/visaview). Disclosure of information through VisaView is authorised by legislation.

**When filling in this form, please print clearly in English using CAPITAL LETTERS.**

**Tear off and retain pages 1 to 4 if you wish.**



# Application for an Agreement to Recruit

under the Recognised Seasonal Employer Scheme

## Section A Business details

All employers must complete this section.

A1 Recognised Seasonal Employer number

A2 Full name of the person completing this application

Family/last name

Given/first name(s)

Preferred title Mr  Mrs  Ms  Miss  Dr  Other (*specify*)

Your title or position in the business

Employer's contact details for any communications about this application

Name of contact person (if different from above)

Address

Telephone (daytime)

Telephone (evening)

Fax

Telephone (mobile)

Email

Business website address

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

Yes  No

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

Yes  No



**A3** Full name of the business

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone (daytime) \_\_\_\_\_ Telephone (evening) \_\_\_\_\_

Fax \_\_\_\_\_ Telephone (mobile) \_\_\_\_\_

Email \_\_\_\_\_ Business website address \_\_\_\_\_

**A4** Name and address for communication about this application

Same as address at **A2**, or  other

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone (daytime) \_\_\_\_\_ Telephone (evening) \_\_\_\_\_

Fax \_\_\_\_\_ Telephone (mobile) \_\_\_\_\_

Email \_\_\_\_\_ Business website address \_\_\_\_\_

**A5** Do you authorise the person named at **A4** to act on your behalf?  Yes  No

**A6** Have you received immigration advice on this application?

**i** You can find a definition of immigration advice at [www.immigration.govt.nz/advice](http://www.immigration.govt.nz/advice).

Yes *Make sure that your immigration adviser completes Section I: Immigration adviser's details.*

No

**Section B** Position details

**B1** 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 seven months (inclusive of internal travel and induction arrangements) in any 11-month period. However, nationals of Tuvalu or Kiribati may be granted limited visas to allow a stay of up to nine 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: Recruitment practice

**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: Recruitment practice

**B4** Will the business have direct responsibility (including responsibility for work output) for the workers who are recruited under these instructions?

Yes

No

**B5** If you answered 'Yes' to questions **B2**, **B3** and **B4**, provide details of the other businesses to whom the business intends to provide a contracted service.

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## Section C Recruitment practice

Provide the following details about the business.

**C1** During the last six months, has the business filled any seasonal positions with New Zealand citizens or residence class visa holders?

Yes Provide further information, eg how they were recruited and how many New Zealand citizen and residence class visa holder seasonal workers were employed by this method.

No

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**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**?

Yes *Provide details in the table below.*  No

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** with New Zealand citizens and residence class visa holders?

Yes *Provide details.*  No

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C5** Does the business have any workers who are currently on temporary or limited visas?

Yes *Supply each worker's name, nationality, date of birth, passport number, position held and details on when their visa expires (in the table below).*

No

Name of worker	Nationality	Date of birth	Passport number	Position held	Visa 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 residence class visa holder workers and overseas workers)?

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

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

Name of organisation	Private or Government organisation	Location of organisation

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 **D2** and note the requirements at Section G: Evidence required.
- No Go to Section E: Pastoral care and health and safety requirements.

**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

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

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**E2** Induction programme

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**E3** Suitable accommodation

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

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**E5** Access to personal banking

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**E6** Access to acceptable medical insurance

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**E7** Provision of personal protective equipment

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**E8** Provision of onsite facilities such as toilets, hand washing, first aid, shelter and fresh drinking water

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**E9** Necessary language translation, eg for health and safety purposes

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**E10** An opportunity for recreation and religious observance

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## 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 instructions?

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 instructions, 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 these instructions, 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 visa?

Yes  No

**F6** Will the business comply with any request from the Department of Labour to audit the business against RSE instructions, the conditions of the ATR and employment agreements?

Yes  No

**F7** Will the business 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)?

Yes  No

**F8** Will the business inform the Department of Labour of the expected departure date of the overseas workers once bookings for outward flights have been made?

Yes  No

**F9** Will the business arrange acceptable medical insurance for the overseas workers for the duration of their stay in New Zealand?

Yes  No

## Section G Evidence required

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

### Sample employment agreement

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

### Deductions

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Details of any proposed pay deduction arrangements.

### Recruitment outside the Pacific

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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 visas granted under Seasonal Work Visa Instructions, or Working Holiday Scheme Instructions, or Transitioning to Recognised Seasonal Employer Instructions, or Supplementary Seasonal Employer Instructions, or on the basis of a Variation of Conditions to a visitor visa.

## 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 Declaration by employer

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 material way after it has been signed, I may be committing an offence and I may be imprisoned.

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 instructions, who breaches the terms and conditions of his/her limited visa.

*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 instructions.

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 employer  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 instructions purposes? *Note that your decisions below on information sharing will not affect the outcome of your ATR application.*

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

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? *Note that your decisions below on information sharing will not affect the outcome of your ATR application.*

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

## Section I Immigration adviser's details

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

**I1** 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 **I2**
- I am exempt from licensing under the New Zealand Immigration Advisers Licensing Act 2007. Go to **I3**

*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.*

**I2** 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.*

**I3** 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.

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

**Section J****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 recording information on 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 **A4**, or  as below.

Family/last name

Given/first name(s)

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Company name (if applicable) and address

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Telephone (daytime) 



 Telephone (evening)

Fax 



 Email

I understand that after the employer has signed this form it is an offence for me to change or add further information, change any documents attached to the form, or attach any further documents to the form. However, if changes are needed, the person making the changes must state on the form what information or documents have been changed or attached and give reasons for the changes or attachments.

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.

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 recording information on the form

I have **assisted** the employer in another way. 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 

D	D	M	M	Y	Y	Y	Y
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When filling in this form, please print clearly using CAPITAL LETTERS.

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## About the information you provide

Immigration New Zealand collects the information about you on this form to determine your request for an Agreement to Recruit overseas workers.

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

Collecting the information is authorised by the Immigration Act 2009 and the Immigration Regulations made under that Act. You do not have to provide the information, but if you do not we are likely to decline your application.

Immigration New Zealand may also share the information you have provided with other government agencies that are entitled to it by law, or with other agencies (as you have agreed in the declaration).

You are able to ask to see the information we hold about you and have any of it corrected if you think it is necessary.

### For more information

If you have questions about completing the form:

- see our website [www.immigration.govt.nz](http://www.immigration.govt.nz)
- telephone our call centre on 0508 558 855 (*within New Zealand*)
- contact one of Immigration New Zealand's offices.

Immigration New Zealand has offices in Apia, Bangkok, Beijing, Dubai, Ho Chi Minh City, Hong Kong, Jakarta, London, Manila, Moscow, Mumbai, New Delhi, Nuku'alofa, Pretoria, Shanghai, Singapore, Suva, Sydney and Taipei.

Our New Zealand offices are located in Auckland, Henderson, Manukau, Hamilton, Palmerston North, Wellington, Christchurch, Queenstown and Dunedin.

You can also contact your nearest New Zealand Embassy or New Zealand High Commission.

## Section K

## Paying your application fee

Please see our *Fees Guide (INZ 1028)* or our website [www.immigration.govt.nz/fees](http://www.immigration.govt.nz/fees) for more information about current fees and payment methods.

### Your application fee

Amount you are paying:

Amount you are paying: NZ\$

Application number   
*(office use only)*

### Preferred methods of payment

We recommend that you use one of the following methods of payment for better security and faster processing:

Bank cheque/bank draft

Credit card\* (choose one)

Mastercard

Visa

Name of cardholder

Card number\*

Expiry date

Signature of cardholder

Date

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

\*Your CVC/CVV number is also required if you are paying by electronic credit card and your application is being lodged at Immigration New Zealand branches in Moscow, London or Pretoria, or the MFAT posts in The Hague or Paris.

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

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

### Other methods of payment

Personal cheque. *Note that we will hold your application for 10 working days to allow the cheque to be cleared.*

**We do not accept money orders.**

When filling in this form, please print clearly using CAPITAL LETTERS.

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## 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												
WHS												
VOC												
Other												
Total												

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

Month/ Year												
NZ												
RSE												
WHS												
VOC												
SSE												
Other												
Total												

Key	Workers
NZ	New Zealand
RSE	Recognised Seasonal Employer limited visas
WHS	Working holiday scheme work visa
VOC	Variations of Conditions to visitor visas
SSE	Supplementary Seasonal Employment work visa

[newzealand.govt.nz](http://newzealand.govt.nz)