



Version – July 2026

RSE EMPLOYEE INCIDENT REPORT FORM

TODAYS DATE: [Click here to enter a date.](#)

EMAIL TO: INZ.ComplianceInvestigations@mbie.govt.nz

Copy into email RSEUnit@mbie.govt.nz also the Labour Inspector and RSE Engagement Partner for your Region.

REASON FOR NOTIFICATION:

RSE EMPLOYEE HAS: (Tick applicable)	<input type="checkbox"/> Abandoned/Resigned their employment <input type="checkbox"/> Dismissed from employment. <input type="checkbox"/> Been charged with an offence. <input type="checkbox"/> Breached the conditions of their visa. <input type="checkbox"/> Incident occurred where the worker may require an extension to their visa expiry date. <input type="checkbox"/> Serious health incident where worker is unable to work for longer than a week. (this type of incident doesn't need to be sent to INZ Compliance email address but send to others listed for their information.)
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Please fill out all applicable details below and attach any resignation letter or further relevant documentation to the email.

For INZ to be able to cancel a worker's visa, the worker must acknowledge in writing that they understand that their visa will be cancelled. This can be done as part of any disciplinary or resignation letter, where the worker will not return to New Zealand on that multi-entry visa.

EMPLOYEE DETAILS: (for one employee only)

SURNAME:	Click here to enter text.	DOB:	Click here to enter text.
FIRST NAMES:	Click here to enter text.		
PASSPORT Number:	Click here to enter text.	CLIENT PHOTO: Please attach a recent photo of the client	
Passport Expiry Date:	Click here to enter text.		
MOBILE PHONE:	Click here to enter text.	CAR REGO:	Click here to enter text.
SOCIAL MEDIA ACCOUNTS:	Click here to enter text.	BANK INFO (if known):	Click here to enter text.
DATE: OF OFFENCE OR INCIDENT:	Click or tap to enter a date.	LOCATION:	Click or tap here to enter text.

THIS INFORMATION IS NOT TO BE FURTHER DISSEMINATED WITHOUT THE APPROVAL OF INZ



SUMMARY OF INCIDENT or OFFENCE: <ul style="list-style-type: none">• What has happened• How did it happen• When did it occur?	Click here to enter text.
ANY OTHER RELEVANT INFORMATION: EG: <ul style="list-style-type: none">• FAMILY MEMBERS/CONTACTS IN NZ• PREVIOUS VISITS AWAY FROM EMPLOYER	Click here to enter text.

EMPLOYER INFORMATION:

COMPANY NAME:	Click or tap here to enter text.		
CONTACT PERSON:	Click or tap here to enter text.		
PHONE NUMBER:	Click or tap here to enter text.	EMAIL ADDRESS:	Click or tap here to enter text.
ACTION TAKEN: <ul style="list-style-type: none">• PLEASE ADVISE WHAT STEPS OR ACTIONS YOU HAVE TAKEN SO FAR.• ANY FURTHER ACTIONS TO BE TAKEN.	Click or tap here to enter text.		