



# Applying for accreditation

## Checklist for employers using controlling third parties

Businesses are encouraged to train, upskill and hire New Zealand workers before they hire migrants. If you are an employer and you cannot find suitable New Zealanders for a role, you can apply to hire migrants on the Accredited Employer Work Visa (AEWV). You need to get accredited to show you are a viable business and you meet employment and immigration standards.

### Note

You do not need to get accredited to hire migrants on other work visa types, such as post-study work or working holiday visas, or migrants who do work covered by the Recognised Seasonal Employer (RSE) scheme.

### Accreditation for employers who place AEWV holders with controlling third parties

This checklist is to support employers who want to place AEWV holders with controlling third parties applying for accreditation and includes additional requirements for this accreditation type.

Visit [immigration.govt.nz/accredited-employer](https://immigration.govt.nz/accredited-employer) to find a checklist for franchisee employers.

### Before you start

- Visit [immigration.govt.nz/accredited-employer](https://immigration.govt.nz/accredited-employer) to learn about the 3-step process to hire a migrant on the AEWV.
- Review the checklist to ensure you have all the information and evidence you may need to submit with your application.
  - › Many of the questions in the form are declaration-based, meaning you will not be asked to upload supporting evidence.
  - › Depending on the answers you give to some questions, you may be asked to upload supporting evidence. You can save your application and return to it later, if you need to gather more information.
- Visit [apply.immigration.govt.nz](https://apply.immigration.govt.nz) to find the Immigration Online application form.
  - › You will need a [RealMe® login](#) to access Immigration Online.

## Standard employer accreditation requirements

All employers applying for accreditation must meet the requirements for a standard accreditation type.

### To complete the online form, you'll need to provide or agree to the following.

- Your organisation's New Zealand Business Number (NZBN).
  - › Information about your organisation will be pulled automatically from the NZBN Register. You can check or update your details at [nzbn.govt.nz](https://nzbn.govt.nz).
  - › This must match details in the Companies Register.
- Your organisation's Business Industry Classification (BIC) Code.
  - › You can look up your code at [businessdescription.co.nz](https://businessdescription.co.nz).
- Details of key people in your organisation.
  - › Key people include directors of a company, partners in a partnership, school principals, and any other person who can influence an organisation's compliance with immigration and employment law.
- You'll be asked to provide their:
  - › full name
  - › date of birth
  - › passport number.

You'll need their consent to provide this information in the application form.
- Your organisation's IRD number.
  - › If you need to, you can find this at [ird.govt.nz](https://ird.govt.nz).
- Pay the application fee. You can use:
  - › Credit card
  - › Debit card
  - › China UnionPay
  - › POLi

### You will be required to answer questions and make declarations, including for the following.

- Confirm you are a viable and genuinely operating business.
  - › If you have been operating for less than 12 months, you will be asked to upload evidence of this.



- Confirm you will respond appropriately to issues raised and identified that affect the AEWV holder.
- Confirm you have a history of employing staff in New Zealand for 12 months.
- Confirm at least 15% of your workforce being placed with controlling third parties as New Zealand citizens or residents in full-time employment.

### Documents you will be asked to upload with your application:

- Organisational policies or procedures that ensure that controlling third parties:
  - › provide relevant records for AEWV holders placed with them
  - › understand visa conditions of AEWV holders placed with them
  - › do not require or force AEWV holders placed with them to undertake work that is inconsistent with their employment agreement or visa conditions
  - › do not require or force AEWV holders placed with them to undertake work that does not align with health and safety standards
  - › have a plan for:
    - addressing workplace bullying, including a complaints process for AEWV holders placed with them and a process to resolve any issues reported by AEWV holders via the complaints process
    - assessing and preventing risk, including a risk register.
- Organisational policies or plans that ensure AEWV holders are only placed with controlling third parties who:
  - › have an NZBN
  - › are not on the Labour Inspectorate's stand-down list
  - › have declared that they are not subject to an immigration stand-down period
  - › have declared that they have not received a prison sentence for specific offences under the Immigration Act 2009
  - › have declared that they have not been convicted of specific offences under the Immigration Act 2009 or Crimes Act 1961
  - › have declared that they are not aware of any cases pending, prosecutions under way, or investigations that could lead to inclusion on the Labour Inspectorate's stand-down list
  - › have declared that they are not aware of any cases pending, prosecutions under way, or investigations relating to specific offences under the Immigration Act 2009 or Crimes Act 1961.
- The complaints process and guidance for AEWVs placed with controlling third parties to directly report issues to your organisation.
- Organisational procedures for an informal disputes and complaints resolution process.
- Organisational procedures for a formal disputes and complaints resolution process.

Where you have made any declaration in the online form, you should keep records to show you have complied with this declaration during your accreditation period. We may request evidence of this later.

## After accreditation

There are further requirements for employers using controlling third parties following accreditation being granted. These include a range of actions before the AEWV holder is placed, ongoing checks and maintaining records. You also need to make sure evidence of checks, declarations and agreements can be provided to us if requested after you have been accredited and for subsequent employer accreditation applications. You can find these details at:

- › [Accreditation for employers placing migrants with controlling third parties](#)

- ▶ The job check is the next step for employers wanting to hire migrants on the AEWV.

- › [Passing the job check](#)