



Applying for accreditation

Checklist for employers

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.

Standard and high-volume accreditation

This checklist is to support employers applying for standard and high-volume accreditation.

Employers must meet additional requirements if they are franchisees or want to place AEWV holders with controlling third parties. Visit immigration.govt.nz/accredited-employer to find these checklists.

Before you start

- Visit 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 to find the Immigration Online application form.
 - › You will need a [RealMe® login](#) to access Immigration Online.

Employer accreditation requirements



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.
 - › 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.
- 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.
- 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.

- ▶ Most other employers will not need to provide evidence upfront, but evidence may be required to show you meet the requirements once the application is submitted or at any time during your accreditation period.
- ▶ Evidence for businesses operating less than 12 months **(only)**
Evidence you may provide to show you are a viable and genuinely operating business may include:
 - ▶ evidence of start-up capital or funding
 - ▶ cash-flow or revenue forecasts contracts for work
 - ▶ GST returns
 - ▶ PAYE returns.
- ▶ Confirm you will provide AEWV holders with local community and services and employee work-related settlement information within one month of the employee beginning their employment.
- ▶ Confirm you will provide AEWV holders with paid work time to complete online employee modules at employment.elearning.ac.nz within one month of the employee beginning their employment.
- ▶ Confirm you will ensure staff in your organisation who make recruitment decisions about AEWV holders will complete the Employment New Zealand employer modules at employment.elearning.ac.nz during your accreditation period.
- ▶ Answer questions about your organisation's compliance with business, employment and immigration rules and regulations.
 - ▶ For example, if your organisation or any of its key people are currently on the employer stand-down list, or if any key people are currently banned from acting as a director of a business, or if your organisation or any of its key people have ever been convicted or charged with an offence under the Immigration Act 2009.

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.

- ▶ Once employer accreditation is granted, the job check is the next step for employers wanting to hire migrants on the AEWV.
 - ▶ **Passing the job check**