

May 2022

INZ 1280



Immigration Adviser Details (Employer)

Supplementary form for providing immigration adviser details

Who should use this form?

Organisations should use this form if:

- you are changing your immigration adviser after your application has been acknowledged by Immigration New Zealand, or
- you are updating the contact details of your current immigration adviser.

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 or email info@iaa.govt.nz.

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

You can find a definition of immigration advice at www.immigration.govt.nz/advice.

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

Section A Application details

A1 Organisation Name

A2 NZBN

A3 Tick the box that applies to you:

- ☐ The contact details of my immigration adviser are included at **B3**.
- ☐ The contact details of my current immigration adviser have changed and the new contact details are included at **B3**. Go to **B3**.
- ☐ I have changed my immigration adviser since my application was acknowledged by Immigration New Zealand and the new contact details of my current immigration adviser are included at **B3**. Go to **B1**.

Section B Contact details

B1 Name of your previous immigration adviser no longer acting on your behalf (if applicable).

Family/last name

Given/first name(s)

Company name or organisation (if applicable).

New Zealand Business Number (if applicable) For help search: www.nzbn.govt.nz

B2 Previous immigration adviser's licence number (if applicable). 2 0

B3 Name of your current/new immigration adviser acting on your behalf.

Family/last name

Given/first name(s)

Company name or organisation (if applicable).

New Zealand Business Number (if applicable) For help search: www.nzbn.govt.nz

Email address

B4 Current/New immigration adviser's licence number (if applicable). 2 0

B5 Do you authorise the immigration adviser named at **B3** to act on your behalf?

☐ Yes ☐ No

B6 Do you authorise all other licensed immigration advisers or persons exempt from licensing who work for the organisation named at **B3** to act on your behalf (if applicable)?

☐ Yes *Note: the person identified at **B3** will receive all communication from Immigration New Zealand.*

☐ No *Only the person indicated at **B3** may act on my behalf.*

B7 Have you received immigration advice on the accreditation or the job check application?

i You can find a definition of immigration advice at www.immigration.govt.nz/advice.

☐ Yes *Make sure that your immigration adviser completes Section D: Immigration adviser's details and Section E: Declaration by immigration adviser.*

☐ No

Section C Declaration by applicant

I declare that to the best of my knowledge, I have provided true and correct answers to all the questions in this form.

I understand that (tick the option that applies to you):

☐ if my application is being submitted to Immigration New Zealand and my immigration adviser is not licensed under the Immigration Advisers Licensing Act 2007 when they should be, Immigration New Zealand will return my application, or

☐ if my new immigration adviser is not licensed under the Immigration Advisers Licensing Act 2007 when they should be, Immigration New Zealand will inform me of my new adviser's status, refuse to correspond with that adviser, and instead, direct all correspondence to me.

Signature of a person authorised

to act on behalf of the organisation

Date

Section D Immigration adviser's details

This section must be completed by your immigration adviser. If you have authorised all advisers within an organisation to act on your behalf at **B6**, only the person named at **B3** must complete this section.

D1 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 **D2**
- ☐ I am exempt from licensing under the New Zealand Immigration Advisers Licensing Act 2007. Go to **D3**

D2 Licensed advisers. Provide your licence details.

Licence type

- ☐ full ☐ provisional ☐ limited. List conditions specified in the register.

Licence number

2	0																		
---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Go to Section E: Declaration by immigration adviser.

D3 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 E: Declaration by immigration adviser.

Section E Declaration by immigration adviser

This section must be completed and signed by your immigration adviser.

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, or email info@iaa.govt.nz or write to them at PO Box 6222, Wellesley Street, Auckland 1141, New Zealand.

Name and address of immigration adviser

Family/last name

Given/first name(s)

Organisation name (if applicable) and address

Telephone (daytime)

Telephone (evening)

Fax

Email

I understand that if I am the organisation's new immigration adviser, and I am not licensed under the Immigration Advisers Licensing Act 2007 when I should be, Immigration New Zealand will direct all correspondence on the application to the applicant.

I certify I have **provided immigration advice** (as defined in the Immigration Advisers Licensing Act 2007) and my details in Section D: Immigration adviser's details are correct.

Signature of immigration adviser

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---



Te Kāwanatanga o Aotearoa
New Zealand Government