IMMIGRATION
ADVISERS AUTHORITY

FORM 301

Inspection Renewal Application

This application form is for individuals holding a New Zealand immigration adviser licence who are required to renew that licence via the inspection stream.

NOVEMBER 2015

MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

New Zealand Government

LICENSED PROFESSIONAL PROTECTED MIGRANT

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What you need

1. This application form is for individuals who are renewing their licence as an immigration adviser and have been informed that they are to be inspected.
2. If you have completed the Bay of Plenty Polytechnic's Graduate Certificate or Diploma in New Zealand Immigration Advice and you wish to upgrade from:
   - a provisional licence to a limited or full licence; or
   - a limited licence to a full licence

   please do not use this form. Please complete **Form 201: Upgrade Application**.
3. If you:
   - are prohibited from licensing under section 15 of the Immigration Advisers Licensing Act 2007; or
   - hold, or are employed by the holder of, a current New Zealand practising certificate as a barrister or as a barrister and solicitor; or
   - are a category 2 exemptee

   you should not submit an application. You should contact the Authority immediately to surrender your licence.

It is quicker and easier to renew your licence online.
Do it now by going to www.iaa.govt.nz and clicking the "Renew" link.

To renew your licence you will need to provide:

1. Form 301: Inspection Renewal Application.
2. Any documents and evidence as required by the form.
3. A completed application checklist.
4. If you are applying to renew your provisional licence, you must also provide a completed Form 301A: Supervision Arrangement Application (Renewal) and supporting documents.

Important notes

1. On the cover page of this application form is a date of issue. Please check you are using the latest form before continuing as old forms will not be accepted. Check **www.iaa.govt.nz** for the latest version of all forms.
2. You must complete all sections of this application form. Please read through the whole application form before you start. This will give you a clear idea of what you need to provide.
3. A checklist is included at the back of this application form. When you have completed your application, work through the checklist to ensure that you have answered all questions and attached all necessary supporting documents. Complete the checklist before you submit your application for a licence.
4. This paperclip symbol indicates that there are documents you need to attach to your application form.
5. All documents must be certified copies. A certified copy is a photocopy of the original documents witnessed by a person who is authorised to witness a statutory declaration. Do not send original documents.
6. A full list of potential certifiers can be obtained from **sections 9 and 11 of the Oaths and Declarations Act 1957**. To complete certification, a signature is required on each page of the copy, with the name and title of the person certifying shown legibly below their signature.
7. Some of the information you provide will be displayed on the public **register of licensed immigration advisers**. The information that will be displayed on the register is identified in the application form with this symbol.
8. All information provided in this application form must be in English.
9. All supporting documentation provided must be in English. This includes the client file.
10. If any correspondence within the client file you provide is not in English, the Authority will accept translations that are not done by a certified translator. The Authority may however seek a certified translation of any correspondence at any time, and the cost of this will be passed on to you.
11. If you leave out any information or supplementary documentation required, your application may not be accepted. You are required by **section 18** of the Immigration Advisers Licensing Act 2007 to provide all available information that is requested in the application form.
12. When you have completed your application form and the supplementary documentation, clip them together with any other attachments in one package addressed to the postal or physical address of the Authority. You may also deliver your application in person to the Authority during business hours.
13. Please do not send a courier package to the Authority's postal address. This may cause a delay in lodging your application.

14. It is important that your completed application for renewal is received by the Authority before your current licence expires. If your completed application is not received in time, your licence will expire, and the expiry will be recorded on the public **register of licensed immigration advisers**. If you wish to give immigration advice in the future, you will have to re-apply for a New Zealand immigration adviser licence.
15. You must retain a copy of your application form, supplementary documentation and any attachments you provide for your own records. You may be asked by the Authority to refer to this information during the assessment of your licence application.
16. On receipt of your application it will be checked to confirm that it is complete. If your application is complete, it will be lodged and assigned to an assessor.
17. The Registrar of Immigration Advisers (the Registrar) may collect from Immigration New Zealand any information about you, or held about applications, requests, appeals, or claims submitted by you or managed in whole or in part by you for the purpose of determining your application for a licence, for investigating complaints about you, and for the administration of the licensing regime.
18. The Registrar may record telephone conversations held with you for the purposes of assessing and verifying your application for a licence.
19. The Registrar may contact providers of continuing professional development activities you have participated in for the purposes of verifying and assessing your participation in those activities.
20. The Registrar will then decide whether your application for a licence should be granted or refused.
21. If your application for a renewal of your licence is refused by the Registrar, the refusal and your name and details will be listed on the public **register of licensed immigration advisers**.

Contact details for the Authority

Freephone (New Zealand only): 0508 IAA IAA (0508 422 422)
Phone (outside New Zealand): + 64 9 925 3838
Email: info@iaa.govt.nz
Website: www.iaa.govt.nz

Postal

Registrar of Immigration Advisers
Immigration Advisers Authority
PO Box 6222
Auckland 1141
New Zealand

Courier

Registrar of Immigration Advisers
Immigration Advisers Authority
Level 2, 52 Symonds Street
Auckland 1010
New Zealand

Privacy notice

The information you provide in this form is required, or requested, pursuant to the Immigration Advisers Licensing Act 2007.

All personal information submitted with this application form will be kept and maintained by the Registrar of Immigration Advisers in accordance with the Privacy Act 1993.

The personal information provided will be used:

- to determine whether your application for renewal of a licence may be granted and in connection with complaints and disciplinary processes;
- for the maintenance and administration of the public register of licensed immigration advisers; and
- for the maintenance and administration of the immigration advisers licensing regime.

Personal information may be disclosed by the Registrar of Immigration Advisers in certain circumstances as authorised by the Immigration Advisers Licensing Act 2007, or as otherwise permitted by the New Zealand Privacy Act 1993.

You have the right to access, and to have corrected, any information about you that is held by the Registrar of Immigration Advisers.

Items marked with will appear on the public **register of licensed immigration advisers**. If any of your personal or contact details change at any time, you are required under **section 26** of the Immigration Advisers Licensing Act 2007 to advise the Authority of this immediately.

SECTION 1 PERSONAL DETAILS

Title ◯ Mr ◯ Mrs ◯ Miss ◯ Ms ◯ Other (please specify) _____

YOUR FULL LEGAL NAME WILL APPEAR ON THE PUBLIC REGISTER OF LICENSED IMMIGRATION ADVISERS
YOUR PREFERRED NAME WILL BE INDICATED IN BRACKETS ON THE PUBLIC REGISTER OF LICENSED IMMIGRATION ADVISERS

Legal family/last name

Legal first/given names

Preferred family/last name

Preferred first/given names

Other names

PLEASE LIST ABOVE ANY OTHER NAME(S) THAT YOU HAVE USED OR BEEN KNOWN BY AT ANY TIME IN YOUR LIFE IN ANY COUNTRY, INCLUDING A MAIDEN NAME, NAME(S) FROM PREVIOUS MARRIAGES OR ANY ALIASES. AN ALIAS IS ANOTHER NAME THAT YOU MAY HAVE BEEN KNOWN BY IN YOUR WORKPLACE OR PUBLIC LIFE SUCH AS A DIFFERENT FIRST NAME (E.G. JOHN ROBERT, KNOWN AS ROB). IF THERE ARE MORE THAN THREE OTHER NAMES, PLEASE ATTACH DETAILS ON A SEPARATE SHEET.

Date of birth

DAY MONTH YEAR

SECTION 2 CURRENT NEW ZEALAND IMMIGRATION ADVISER LICENCE NUMBER AND TYPE

New Zealand immigration adviser licence number

New Zealand immigration adviser licence type

SECTION 3 CONTACT DETAILS AND ADDRESSES

Business address (this cannot be a PO Box)

Your business address must be the location where you mainly conduct business. Please note that only one business address will be added to the public **register of licensed immigration advisers**.

If you work for more than one business, you must photocopy this page and complete it for each business you work for.

Business/Employer name

Address Line 1

Address Line 2

Suburb

Town/City

Region/State

Postcode

Country

What is your status with this company or organisation. Please tick one only.

- ◯ Director
- ◯ Self Employed
- ◯ Employee
- ◯ Contractor
- ◯ Volunteer

CONTINUED ›

Service address (this cannot be a PO Box)

You must provide a physical address for service of documents. If this address is different to your business address as above, please provide it below. This address will be added to the public **register of licensed immigration advisers**.

Business/Employer name

Address Line 1

Address Line 2

Suburb

Town/City

Region/State

Postcode

Country

Postal address (if different from business address provided above)

You may provide one postal address for the business listed above. This address will be added to the public **register of licensed immigration advisers**.

Address Line 1

Address Line 2

Town/City

Region/State

Postcode

Country

CONTINUED ›

Other contact details

Business phone

+

Direct dial phone

+

Mobile

+

Fax

+

Home phone

+

This number will be for internal use only. It will not appear on the public **register of licensed immigration advisers**.

Business email

Business website

If you consent to the inclusion of the following details on the register, please tick the relevant box(es).

☐ Business phone ☐ Direct dial phone ☐ Mobile ☐ Fax

☐ Business email ☐ Business website

SECTION 4 FITNESS FOR LICENSING

Please answer questions 1 to 7 below to the best of your knowledge and belief. If you answer "yes" to any of questions 1 to 7 (and the **Criminal Records (Clean Slate) Act 2004** does not apply to you) you are prohibited from being licensed under **section 15** of the Immigration Advisers Licensing Act 2007. Do not submit an application.

1. Are you an undischarged bankrupt? ◯ Yes ◯ No
2. Are you prohibited or disqualified under any of the provisions of sections **382**, **383** or **385** of the **Companies Act 1993** (or any corresponding provision of the **Companies Act 1955**) from managing a company? ◯ Yes ◯ No
3. Have you been convicted of an offence against the **Immigration Act 2009**, the **Immigration Act 1987** or the **Immigration Act 1964**? ◯ Yes ◯ No
4. Have you been removed or deported from New Zealand under the Immigration Act 2009, the Immigration Act 1987 or the Immigration Act 1964? ◯ Yes ◯ No
5. Are you unlawfully in New Zealand? ◯ Yes ◯ No
6. Are you a person who holds or has held the office of the Minister of Immigration or Associate Minister of Immigration in the New Zealand government within the last 12 months? ◯ Yes ◯ No
7. Are you a person who is employed or has been employed within the last 12 months as an immigration officer, visa officer, refugee status officer or refugee and protection officer (as defined in the Immigration Act 2009 or the Immigration Act 1987)? ◯ Yes ◯ No

CONTINUED ›

Please answer questions 8 to 15 below to the best of your knowledge and belief. If you answer "yes" to any of questions 8 to 12, or 15, you may be subject to a restriction or otherwise considered "unfit" to be licensed under section **16** or **17** of the Immigration Advisers Licensing Act 2007.

8. Since you applied for your current licence, have you been convicted, whether in New Zealand or in another country, of a crime involving dishonesty, an offence resulting in a term of imprisonment, or an offence against the **Fair Trading Act 1986** (or any equivalent law of another country)? ◯ Yes ◯ No

9. Since you applied for your current licence, have you, under the law of another country: ◯ Yes ◯ No
   a. been made an undischarged bankrupt, or
   b. been prohibited or disqualified from managing a company, or
   c. been convicted of an immigration offence, or been removed or deported from the country?

10. Since you applied for your current licence, have you been an undischarged bankrupt, or prohibited or disqualified under any of the provisions of sections 382, 383 or 385 of the Companies Act 1993 (or any corresponding provision of the Companies Act 1955) from managing a company? ◯ Yes ◯ No

11. Since you applied for your current licence, have you been convicted (whether in New Zealand or in another country) for an offence of a kind other than those referred to in questions 3, 8 and 9c in this section? ◯ Yes ◯ No

12. Since you applied for your current licence, have you been, or are you currently subject to any disciplinary proceedings, whether in New Zealand or in another country, and whether in relation to the provision of immigration advice or in relation to the conduct of any other occupation or profession? ◯ Yes ◯ No

    Note: If you have a pending complaint with, or a dismissed complaint from, the Immigration Advisers Complaints and Disciplinary Tribunal, you must tick "yes".

13. If you answered "yes" to question 12, these proceedings:
    a. were dismissed ◯ Yes ◯ No
    b. are pending ◯ Yes ◯ No
    c. were upheld. ◯ Yes ◯ No

14. If you answered "yes" to question 13(c), have you met all of the requirements of any sanctions, conditions, fines, penalty payments, or compensation payments or any other requirements that were required as a result of these disciplinary proceedings? ◯ Yes ◯ No

CONTINUED ›

If you have answered "yes" to any of questions 8 to 12 in this section, please provide, on a separate sheet, full details of the relevant event(s) or circumstances, including, if applicable, for each event or circumstance:

- A description of the relevant event or circumstance
- When and where it occurred
- The name of the disciplinary body
- The grounds for the disciplinary action
- If available, please provide:
  - A copy of the judgement made by the disciplinary body;
  - Details of the penalty, sanction or condition imposed;
  - Details of how and when the penalty, sanction or condition was paid or undertaken;
  - A copy of a receipt for fines paid
- Any comments you would like to make.

You do not need to provide this information if you answered "yes" to question 12 and the proceedings were dismissed.

15. Are you related by employment or association to a person to whom any of the criteria in questions 1 to 12 in this section apply, or to whom a licence could be refused under the Act?

◯ Yes ◯ No

If you have answered "yes" to question 15 above, please provide, on a separate sheet, full details of the employment relationship or association and full details of the relevant event or circumstance, including, if applicable:

- a description of the employment relationship or association with the person
- a description of the relevant event or circumstance including when and where it occurred
- details of the penalty or sanction or condition imposed on the person
- any comments you would like to make.

SECTION 5 CONTINUING PROFESSIONAL DEVELOPMENT

All licensed immigration advisers must complete 20 hours of acceptable continuing professional development (CPD) activities each year. Please refer to our **CPD Toolkit** available on our website to understand your CPD requirements.

Please attach your CPD records for your current licensing period.

SECTION 6 CLIENT FUNDS

1. Do you take money in advance? ◯ Yes ◯ No

If you answered "no" you are not required to provide bank statements or ledgers. Please go to section 7.

If you answered "yes", please provide bank statements for your client account for the last three months and the related client account ledger.

Bank statements and the client account ledger must be in consecutive date order with no gaps for the three month period covered.

The client account ledger may take the form of an accounting system, an electronic ledger or a hard copy ledger.

It is helpful for your client account ledger to include:

- the date of the transaction
- the type of the transaction
- the amount of the transaction
- the client name
- the purpose of the transaction
- the related invoice number.

SECTION 7 OTHER MATTERS RELATING TO COMPETENCY

1. When you were granted your current licence, did the Authority request you to provide evidence of change in practice at your next renewal? (See your last conditional approval letter seeking the levy payment) ◯ Yes ◯ No

If you answered "yes" to question 1 above, please provide, on a separate sheet:

- a full description of the relevant matter
- a full description of what you have done to remedy the issue(s) of concern.

SECTION 8 CLIENT FILE

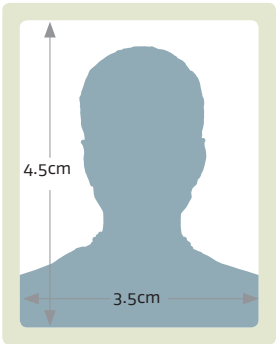
Please submit a copy of the client file that has been requested by the Authority.

SECTION 9 IDENTIFICATION

You are required to provide a new photograph every three years, but may replace it at any licence renewal. We may refuse photographs which are not of adequate quality or are not composed in a way that is suitable for that purpose.

Photographs must meet the following criteria:

- Be taken within the last 6 months
- A face, head and shoulders shot
- You must be looking directly at the camera
- Do not wear a hat, sunglasses or other accessories that obscure your face
- Passport-sized 3:4 – width to height ratio
- In full colour, on a plain light background.



The photograph must be verified as a true likeness of you by a person who has known you for at least 12 months and is not related to you, or part of your family group, or living at the same address as you.

To verify your photograph the verifier must write the following statement on the back of the photograph: "This is a true photograph of <insert your full name>" and then sign his or her signature under the statement.

Please ensure that your verifier completes this section.

Verifier's full name

Address

Phone

+

(+COUNTRY CODE – AREA CODE – LOCAL NUMBER))

I declare that I (name of verifier)

have known (full name of applicant)

FOR AT LEAST 12 MONTHS AND AM NOT RELATED TO OR PART OF THE FAMILY GROUP OF, OR LIVING AT THE SAME ADDRESS AS, THE APPLICANT

Signed

DAY MONTH YEAR

SECTION 10 STATUTORY DECLARATION

This declaration must be made in front of a person authorised to witness a statutory declaration. See **sections 9 and 11 of the Oaths and Declarations Act 1957**.

Warning: The giving of false information in this application form is an offence under **section 66** of the Immigration Advisers Licensing Act 2007 with penalties of imprisonment of up to two years and/or a fine of up to $10,000 and will result in your application for a licence being refused.

I, (full name of applicant)

of (address)

occupation

do solemnly and sincerely declare the following:

1. I meet the standards set out in the **Immigration Advisers Competency Standards**; and

2. The information I have provided in this application booklet, its attachments and accompanying supporting documents is complete, correct and up to date in every detail to the best of my knowledge; and

3. Any representations I have made in this application booklet, its attachments and accompanying supporting documents are true and correct to the best of my knowledge; and

4. I am not aware of any other matter relevant to the assessment of my competency that I should bring to the attention of the Registrar of Immigration Advisers; and

5. I understand that, unless I am licensed or exempt, I may not provide New Zealand immigration advice; and

6. I understand that if the Registrar of Immigration Advisers determines that I am eligible for a licence, I will not be granted a licence until I have paid the required amount of immigration adviser's levy (if any) and met any other applicable conditions; and

7. I understand that I must give written notice to the Registrar of Immigration Advisers of any relevant change to the information provided with my application for a licence, or that results in me becoming prohibited from licensing under **section 15 of the Immigration Advisers Licensing Act 2007**, or has any effect on the matters specified in sections 16 and 17 of the Act relating to my fitness for licensing, and that notice of any change of circumstances must be provided to the Registrar within 10 working days after the change; and

8. I understand that it is an offence under the Immigration Advisers Licensing Act 2007 to supply false or misleading information with this application; and I believe the statements in this declaration are true in every particular; and

9. I have read and understand my obligations under the **Licensed Immigration Advisers Code of Conduct**.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

CONTINUED ›

Declared at _____ on this _____ day of _____ 20 _____

Signature of applicant

Before me

(SIGNATURE OF PERSON BEFORE WHOM DECLARATION IS MADE)

Print full name

(NAME OF AUTHORISED PERSON)

Title of authorised person

(AS DEFINED IN THE OATHS AND DECLARATIONS ACT 1957)

SECTION 11 FEE AND LEVY

In order for your licence to be renewed you must pay a licence application fee and an immigration adviser's levy. The licence application fee must be submitted with this application form. The immigration adviser's levy is payable if the Registrar determines that you are eligible to have your licence renewed. Do not pay the immigration adviser's levy now. This will be requested separately.

If you have been lawfully present in New Zealand for more than 183 days in the last 12 months, you are classified as ordinarily resident in New Zealand, and the goods and services tax (GST) is included in the fee and levy.

The respective fees and levies are:

	Ordinarily resident in New Zealand	Not ordinarily resident in New Zealand
Fee	$NZD 909.78	$NZD 791.11
Levy	$NZD 1,129.55	$NZD 982.22
TOTAL	**$NZD 2,039.33**	**$NZD 1,773.33**

Payments

- All payments must be made in New Zealand dollars.
- You may pay by EFTPOS (only available at the Authority's office during normal business hours), by bank draft in New Zealand dollars, by New Zealand issued personal cheque or bank cheque, or by Visa or MasterCard.
- Other credit cards and money orders will not be accepted.
- We do not accept cash.

CONTINUED ›

Please indicate your preferred method of payment below, and provide details, if applicable.

◯ Bank draft in New Zealand dollars

◯ EFTPOS

◯ New Zealand issued personal cheque or bank cheque
(Please enclose a New Zealand issued cheque made payable to the Immigration Advisers Authority)

◯ Credit card

◯ Visa ◯ MasterCard

Credit card number

Expiry date

MONTH YEAR

Please tick one:

◯ I am ordinarily resident in New Zealand, and the amount to be charged to my credit card is NZ $909.78

◯ I am not ordinarily resident in New Zealand, and the amount to be charged to my credit card is NZ $791.11

Name on card

Cardholder's signature

Refunds

In some circumstances you may be eligible for a refund of a portion of your application fee (where, for example, your application is returned to you or you withdraw it before it is assessed). If you have paid by credit card the refund amount will be credited back to your credit card account. Otherwise, refunds will be made by cheque in New Zealand dollars.

Fees and levies for not-for-profit advisers

If you volunteer or work for an organisation on a not-for-profit basis you may be entitled to a waiver of the fees and levy payable for your licence.

If your fee and levy were waived when you made your last application, please contact the Authority before submitting your application to establish whether the organisation you volunteer or work for has retained its not-for-profit status.

If your circumstances have changed and you now volunteer or work for a not-for-profit organisation, find out if you are entitled to a waiver of the fee and levy payable for your licence by reading the not-for-profit policy on the Authority's website.

INSPECTION RENEWAL APPLICATION CHECKLIST

Please complete this checklist **before** submitting your application for a licence.

- [ ] Completed Form 301: Inspection Renewal Application
- [ ] Names of any additional companies or organisations you work for and your employment status with them, for example employee or contractor
- [ ] If applicable, evidence relating to fitness
- [ ] Detailed information about CPD
- [ ] If applicable, bank statements and client account ledger from separate client bank account
- [ ] Complete client file
- [ ] If applicable, verified passport-quality photograph
- [ ] Statutory declaration
- [ ] Licence application fee

If you are renewing your provisional licence, you will also need to provide:

- [ ] A completed Form 301A : Supervision Arrangement Application
- [ ] A copy of your proposed supervision agreement
- [ ] A copy of the minutes kept of your supervision meetings
- [ ] A copy of your completed professional development plan from your previous supervision agreement

If any required documentation is missing from your application it may be returned.