**Pītau Request for Access form**

Pītau is MBIE’s Investment Management System – a secure online portal used to:

* apply for funding
* manage your funding contracts
* submit funding reports
* submit invoices and expenses associated with funding contracts
* perform assessments.

**If you are new to Pītau, you can request access in one of two ways:**

1. If your organisation has applied for MBIE funding before, contact your Research Office or Organisation Administrator as they should be able to give you access.
2. If your organisation has never applied for MBIE funding, complete the details below and email it to [imssupport@mbie.govt.nz](mailto:imssupport@mbie.govt.nz).

If you are unsure if your organisation already has access, complete the form and email to us and we will let you know.

We will process your Request for Access form within 2 working days. Once your access has been processed, you will receive an email with login instructions and a unique Pītau activation code. To complete the login process, you will need a RealMe account. If you have an existing RealMe account please use it. If you do not have a RealMe account, you will be directed to create one. Please note this does not have to be a verified account.

**Questions with an \* are mandatory**

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| **Organisation details**  The organisation submitting the application. | |
| **\* Organisation full legal name** As per the [Companies/NBZN Register](https://companies-register.companiesoffice.govt.nz/) *(if applicable)* |  |
| **Full trading name** *(if different)* |  |
| **New Zealand Business Number NZBN***(if applicable*) |  |
| **Other registration number, for example, Charities/Society/Trust Number** *(if applicable)* |  |
| **\* Type of entity** *(legal status*)for example, Company, Charitable Trust, Incorporated Society, etc. |  |
| **GST number** |  |
| **\* Physical address** |  |
| **\* Postal address** (*if different from above*) |  |
| **Website address** |  |
| **Office phone number** |  |
| **\* Office email address** *(if applicable)* |  |
| **What fund/grant are you applying for?** |  |
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The contact person entered on this form will be the administrator for your organisation. They must have authority to submit applications for funding to MBIE on behalf of your organisation. They will also manage Pītau access for other people within your organisation.

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| **Contact Person/Organisation Administrator**  Person who will be submitting your first application, and who can manage Pītau portal access for other users in your organisation. | |
| **\* Salutation** (Ms, Mr, Mx, Dr etc.) |  |
| **\* Full name** |  |
| **\* Title or position** |  |
| **Mobile phone number** |  |
| **\* Email address** |  |