



MEMO

DATE 13 May 2022

TO Stephen Dunstan, General Manager, Enablement

PREPARED BY Privacy of natural persons Business Analyst, Operational Policy

APPROVED BY Jeannie Melville, Head of AEWV

SUBJECT **IMMIGRATION NEW ZEALAND FORM REQUIRING THE APPROVAL OF THE
GENERAL MANAGER, ENABLEMENT**

PURPOSE

This paper seeks your approval for the new Immigration Online (ADEPT)¹ Accredited Employer Work Visa (AEWV) accreditation form under section 381 of the Immigration Act 2009 (the Act).

Section 381 of the Act confers the power to approve and issue forms necessary for the purposes of the Act, to the Chief Executive, Ministry of Business, Innovation and Employment (MBIE). This power was delegated to the Deputy Chief Executive - Immigration New Zealand by the Chief Executive, as outlined in the 'Immigration Act 2009 Instrument of Delegation' dated 26 September 2019.²

You have been delegated authority to approve forms under section 381(1) by the Deputy Secretary - Immigration as set out in a memorandum dated 10 September 2021.

RECOMMENDATIONS

It is recommended that pursuant to section 381 of the Act you:

- A. **Approve** the new online AEWV accreditation form, as outlined in Appendix 1.

Agree / Disagree

¹ Advance Digital Employer-led Processing and Targeting Platform (ADEPT)

² <http://inzkit/publish/opsmanual/#72983.htm>



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- B. **Note** that approval of this form is subject to the ADEPT Operations Team being able to correct minor typographical errors that do not change the meaning of questions asked or information displayed.

Noted

Privacy of natural persons



Jeannie Melville
Head of AEWV

13 May 2022

Stephen Dunstan
General Manager
Enablement
(Acting under delegated authority)

13 May 2022



BACKGROUND

1. In August 2019, Cabinet agreed to implement a gateway system that employers will need to pass through in order to hire a migrant worker on an employer-assisted temporary work visa [DEV-19-MIN-0228]. The new system requires the employer to be approved accreditation and then a Job Check, before a migrant can be granted an AEWV.
2. On 26 March 2021 [BR 2021-2254] and 9 February 2022 [BR 2122-2326] the Minister of Immigration agreed to the detailed policy settings for employer accreditation.
3. The gateway system will be implemented in stages, with employers able to apply for accreditation from 23 May 2022 and Job Checks from 20 June 2022. Applications for an Accredited Employer Work Visa will open 4 July 2022.

EMPLOYER ACCREDITATION FORM

4. The AEWV accreditation form will be delivered on the ADEPT platform, which will streamline the process for both applicants and INZ.
5. Screenshots showing the new online form are included in Appendix 1. These screenshots show every possible piece of content in the current version of the form, however questions and other information will display differently (or not at all) based on the context of the application and the answers provided. The screenshots are annotated to show the circumstances in which they will display.
6. The accreditation form and Job Check form will only be available online. Regulation 23AA allows the Chief Executive to mandate applications be made online, however that's not required in this instance as reg 23AA only relates to visa applications.

CONSULTATION

7. This application form has been reviewed by MBIE Legal Services, Immigration Enabling, and ADEPT Operations.

IMPLEMENTATION

8. The form will take effect from 23 May 2022.

APPENDIX 1 – ONLINE ACCREDITED EMPLOYER WORK VISA ACCREDITATION FORM

LOG OUT

Organisation details
Accreditation pathway
Viable and genuine organisation
Organisational compliance
Settlement su...

Organisation details

We use the information you enter in this section to identify your organisation and check it can be accredited.

Foreign diplomatic or consular mission

Is your organisation a foreign diplomatic or consular mission to New Zealand?
 Yes No

Name of organisation

Date established in New Zealand

Physical address

New Zealand Business Number

New Zealand Business Number (NZBN) of your organisation

You can search for the right NZBN here.

CONFIRMED NZBN validated.

ACTION REQUIRED We were unable to validate the NZBN you entered. Re-enter the NZBN to try again.

ACTION REQUIRED The NZBN you entered belongs to an organisation that is no longer current in the register. Check the NZBN and re-enter.

CONFIRMED NZBN validated, however there is no organisation name available to display.

WARNING The NZBN you entered belongs to an organisation which is in administration. Your organisation should be viable and ongoing to qualify for employer accreditation. Contact the Companies Office if you believe this is an error.

WARNING The NZBN you entered belongs to an organisation which is in administration and receivership. Your organisation should be viable and ongoing to qualify for employer accreditation. Contact the Companies Office if you believe this is an error.

WARNING The NZBN you entered belongs to an organisation which is in liquidation. Your organisation should be viable and ongoing to qualify for employer accreditation. Contact the Companies Office if you believe this is an error.

WARNING The NZBN you entered belongs to an organisation which is in receivership and liquidation. Your organisation should be viable and ongoing to qualify for employer accreditation. Contact the Companies Office if you believe this is an error.

WARNING The NZBN you entered belongs to an organisation business which is in administration and liquidation. Your organisation should be viable and ongoing to qualify for employer accreditation. Contact the Companies Office if you believe this is an error.

WARNING The NZBN you entered belongs to an organisation which is in receivership. Your organisation should be viable and ongoing to qualify for employer accreditation. Contact the Companies Office if you believe this is an error.

WARNING The NZBN you entered belongs to an organisation which is in administration, receivership and liquidation. Your organisation should be viable and ongoing to qualify for employer accreditation. Contact the Companies Office if you believe this is an error.

Page displays on selection of Get accreditation from Immigration Online

Section visible where 'Yes' response to 'Is your organisation a foreign diplomatic or consular mission to New Zealand?'

Section visible where 'No' response to 'Is your organisation a foreign diplomatic or consular mission to New Zealand?'

Confirmation visible where NZBN is validated with a display name

Alert visible where NZBN is unable to be validated

Alert visible where NZBN is validated but organisation is no longer current

Confirmation visible where NZBN is validated with no display name

Warning visible where Companies Office indicates organisation is in administration

Warning visible where Companies Office indicates organisation is in administration and receivership

Warning visible where Companies Office indicates organisation is in liquidation

Warning visible where Companies Office indicates organisation is in receivership and liquidation

Warning visible where Companies Office indicates organisation is in administration and liquidation

Warning visible where Companies Office indicates organisation is in receivership

Warning visible where Companies Office indicates organisation is in administration, receivership and liquidation

Organisation details

Check that these details match the details for your organisation in the Companies Register. To update them visit the Companies Office website – it may take up to 24 hours after you make the change for them to update here.

[Companies Register](#)

New Zealand Business Number

Organisation name
If the organisation name is wrong check that the NZBN you have entered matches the one in the Companies Register.

Trading name

Registration date

Operating start date

Industry classification

Registered address

Key people

Further organisation details

Legal name of organisation

Trading name of organisation

Physical address of organisation
Start typing and select the complete address from the list, select 'Enter manually...' if not found

Industry classification of organisation
[Find your Business Industry Classification Code](#)
Start typing and select the industry classification from the list...

Key People

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 employment and immigration law.

NOTE
We have listed the key people that were provided with your organisation's last application.
Check their details are correct and edit or remove any you need to.

Check that the details of your organisation's key people are still correct
Add, remove or edit the key people details if necessary. Ensure that those already listed above under your organisation's NZBN are included.

Enter the details of the key people within your organisation
Also include key people already listed above in the Organisation details section.

Enter the details of the key people within your organisation

NOTE
If the key person has a mononym (a single name), enter it in the Surname or family name field and leave the first and middle name fields blank.

Section visible where NZBN is validated and organisation is current

Read-only text fields populated with information from Companies Office

Question visible where business name retrieved from Companies Office is 'Business name kept private'

Question visible where trading name retrieved from Companies Office is 'Trading name kept private'

Question visible where industry classification retrieved from Companies Office is blank

Section visible where 'Yes' response to 'Is your organisation a foreign diplomatic or consular mission to New Zealand?', or 'No' response to 'Is your organisation a foreign diplomatic or consular mission to New Zealand?' and NZBN entered

Text visible where renewal application

Text visible where 'No' response to 'Is your organisation a foreign diplomatic or consular mission to New Zealand?' and not a renewal application

Text visible where 'Yes' response to 'Is your organisation a foreign diplomatic or consular mission to New Zealand?' and not a renewal application

Given or first name

Middle names

Surname or family name

Date of birth

Gender

Country or territory of birth

Primary country of citizenship

Passport number

This must be issued by their primary country of citizenship. An expired passport can be used.

Is the key person a New Zealand citizen or resident?

 Yes No

Is the key person in New Zealand without a valid visa?

 Yes No

Is the key person breaching their visa conditions by acting as a key person for your organisation?

 Yes No

Role in organisation

.....

+ ADD A KEY PERSON

Section visible where 'Primary country of citizenship' is one other than 'New Zealand'

Questions visible where 'No' response to 'Is the key person a New Zealand citizen or resident?'

Button repeats section allowing further instances of key people to be added

SAVE AND CONTINUE

Accreditation pathway

Page displays on selection of Save and Continue from previous page

Application ID: undefined
Organisation name: undefined

We use the information you enter in this section to determine which type of accreditation is right for your organisation.

Pathway

Has your organisation been operating or trading for more than 12 months?
 Yes No

Definition of controlling third party

A controlling third party is a separate legal entity to your organisation. It may have an arrangement or contract with your organisation, allowing your employees to perform work for their benefit. The controlling third party may direct or control the employees that you place with them, similar to the control they would have if they were the direct employer.

Placing Accredited Employer Work Visa holders with a controlling third party is known as a triangular employment arrangement. Examples of triangular employment arrangements include:

- Labour hire employers
- Labour-for-hire and contingent labour employers
- Employers who send migrant employees on secondments
- Parent companies who place their migrant employees with subsidiary companies that are a separate legal entities.

Based on the above definition, will your organisation place Accredited Employer Work Visa holders with a controlling third party?
 Yes No

WARNING

To be granted accreditation, triangular employers usually must have been employing staff for 12 months or more.

Warning visible where 'Yes' response to 'Based on the above definition, will your organisation place Accredited Employer Work Visa holders with a controlling third party?'

Definition of a franchisee employer

A franchisee employer is one that:

- purchases the right to use a business system mandated by a third party business, and
- is substantially or materially associated with a brand, trademark, or commercial symbol owned by that third party, and
- has that third party controlling certain activities or structures within their business, as set out in an agreement, such as continuing obligations to that third party in terms of financial performance or to pay some kind of fee. The third party might also impose restrictions over how the organisation can run its business, raise issues or terminate the agreement.

Based on the above definition, is your organisation a franchisee employer?
 Yes No

WARNING

To be granted accreditation, franchisee employers must usually have been operating as a franchisee for 12 months or more.

Warning visible where 'Yes' response to 'Based on the above definition, is your organisation a franchisee employer?'

Does your organisation currently employ six or more Accredited Employer Work Visa holders?
 Yes No

Will your organisation employ six or more Accredited Employer Work Visa holders at any time while you hold accreditation?
If you select No, but in future need to employ more than six Accredited Employer Work Visa holders at the same time, you will need to apply for high volume accreditation and pay the relevant fee.
 Yes No

Section visible where 'No' response to 'Based on the above definition, will your organisation place Accredited Employer Work Visa holders with a controlling third party?' and 'No' response to 'Based on the above definition, is your organisation a franchisee employer?'

Question visible where renewal application

Accreditation type

ALERT

If your organisation needs to change its accreditation type during the period of accreditation, your organisation will need to make a new application and pay the relevant fee.

Alert visible where 'Yes' response to 'Based on the above definition, will your organisation place Accredited Employer Work Visa holders with a controlling third party?' or 'Yes' response to 'Based on the above definition, is your organisation a franchisee employer?' or 'Yes' response to 'Will your organisation employ six or more Accredited Employer Work Visa holders at any time while you hold accreditation?'

ALERT

If your organisation needs to change its accreditation type during the period of accreditation, your organisation will need to make an upgrade application and pay the relevant fee.

Text visible where 'No' response to 'Based on the above definition, will your organisation place Accredited Employer Work Visa holders with a controlling third party?' and 'No' response to 'Based on the above definition, is your organisation a franchisee employer?' and 'No' response to 'Will your organisation employ six or more Accredited Employer Work Visa holders at any time while you hold accreditation?'

Standard accreditation

This accreditation allows no more than five jobs (to be filled by Accredited Employer Work Visa holders) to be associated with your organisation at any one time. The fee is NZD \$740.

If you want to apply for a different accreditation type, change your answers to the questions above.

→ [Further information](#)

Text visible where 'No' response to 'Based on the above definition, will your organisation place Accredited Employer Work Visa holders with a controlling third party?' and 'No' response to 'Based on the above definition, is your organisation a franchisee employer?' and 'Yes' response to 'Will your organisation employ six or more Accredited Employer Work Visa holders at any time while you hold accreditation?'

High-volume accreditation

This accreditation allows your organisation to employ Accredited Employer Work Visa holders. There is no set limit to the number of migrants that can be employed. The fee is NZD \$1,220.

If you want to apply for a different accreditation type, change your answers to the questions above.

→ [Further information](#)

Text visible where 'Yes' response to 'Based on the above definition, will your organisation place Accredited Employer Work Visa holders with a controlling third party?' and 'No' response to 'Based on the above definition, is your organisation a franchisee employer?'

High-volume accreditation – Triangular

This accreditation allows your organisation to employ Accredited Employer Work Visa holders as part of a triangular employment arrangement. There is no set limit to the number of migrants that can be employed. The fee is NZD \$3,870.

If you want to apply for a different accreditation type, change your answers to the questions above.

→ [Further information](#)

Text visible where 'No' response to 'Based on the above definition, will your organisation place Accredited Employer Work Visa holders with a controlling third party?' and 'Yes' response to 'Based on the above definition, is your organisation a franchisee employer?'

High-volume accreditation – Franchisee

This accreditation allows your organisation to employ Accredited Employer Work Visa holders as a franchisee employer. There is no set limit to the number of migrants that can be employed. The fee is NZD \$1,980.

If you want to apply for a different accreditation type, change your answers to the questions above.

→ [Further information](#)

Text visible where 'Yes' response to 'Based on the above definition, will your organisation place Accredited Employer Work Visa holders with a controlling third party?' and 'Yes' response to 'Based on the above definition, is your organisation a franchisee employer?'

High-volume accreditation – Triangular Franchisee

This accreditation allows your organisation to employ Accredited Employer Work Visa holders as part of a triangular employment arrangement as a franchisee employer. There is no set limit to the number of migrants that can be employed. The fee is NZD \$3,870.

If you want to apply for a different accreditation type, change your answers to the questions above.

→ [Further information](#)

Additional information

Are you a migrant applying for accreditation to support your own work visa application?

This includes being your own employer or being self-employed.

Yes No

WARNING

A Job Check or Accredited Employer Work Visa application will not be approved for self-employment.

Warning visible where 'Yes' response to 'Are you a migrant applying for accreditation to support your own work visa application?'

Does your organisation want to recruit non-New Zealanders to plant, maintain, harvest or pack crops in the horticulture or viticulture industries?

Yes No

WARNING

A Job Check or an Accredited Employer Work Visa will not be approved for jobs to plant, maintain, harvest or pack crops in the horticulture or viticulture industries. If you want to recruit migrants in these roles, you may need to apply to become a Recognised Seasonal Employer.

Warning visible where 'Yes' response to 'Does your organisation want to recruit non-New Zealanders to plant, maintain, harvest or pack crops in the horticulture or viticulture industries?'

SAVE AND CONTINUE

Viable and genuine organisation

Page displays on selection of Save and Continue from previous page

Application ID: undefined
Organisation name: undefined

We use the information you enter in this section to check that your organisation is genuine and can sustain itself.

IRD information

Is your organisation registered as an employer with Inland Revenue?
 Yes No

WARNING

Your organisation must be registered as an employer with Inland Revenue.

Provide details about why your organisation is not registered with Inland Revenue

Organisation IRD number

[Find my IRD number](#)

Section visible where 'No' response to 'Is your organisation registered as an employer with Inland Revenue?'

Question visible where 'Yes' response to 'Is your organisation registered as an employer with Inland Revenue?'

Operating address and online presence

Does your organisation operate from a physical address?
 Yes No

Is the address that your organisation primarily operates from the same as the physical address entered on the Organisation details page?
If your organisation operates from more than one address, answer for its main or head office address.
 Yes No

Operating address of organisation

Enter the address that your organisation primarily operates from. For example, the head office address or the address where most business is conducted.

Start typing and select the address from the list, select 'Enter manually...' if not found

Provide details

Briefly explain how your organisation conducts business without an operating address.

Does your organisation have an online presence?
 Yes No

Website URL

If your organisation does not have its own website you can enter the URL of a social media page.

Section visible where 'Yes' response to 'Does your organisation operate from a physical address?'

Question visible where 'No' response to 'Is the address that your organisation primarily operates from the same as the physical address entered on the Organisation details page?'

Question visible where 'No' response to 'Does your organisation operate from a physical address?'

Question visible where 'Yes' response to 'Does your organisation have an online presence?'

Organisation structure

Organisation type

As a sole trader, is New Zealand your primary place of established residence?
 Yes No

Provide details

As a sole trader have you been bankrupt or subject to a No Asset Procedure?
 Yes No

Provide details

Section visible where 'Sole trader' response to 'Organisation type'

Question visible where 'No' response to 'As a sole trader, is New Zealand your primary place of established residence?'

Question visible where 'Yes' response to 'As a sole trader have you been bankrupt or subject to a No Asset Procedure?'

- Options:
- Partnership (including limited partnership)
 - Sole trader
 - Trust
 - Other

Is New Zealand the primary place of established residence for at least one partner?
 Yes No

Provide details

Are any of the individual partners (in a general partnership) or any of the general partners (in a limited partnership) bankrupt or subject to a No Asset Procedure?
 Yes No

Provide details

Is New Zealand the primary place of established residence for at least one trustee?
 Yes No

Provide details

Section visible where 'Partnership (including limited partnership)' response to 'Organisation type'

Question visible where 'No' response to 'Is New Zealand the primary place of established residence for at least one partner?'

Question visible where 'Yes' response to 'Are any of the individual partners (in a general partnership) or any of the general partners (in a limited partnership) bankrupt or subject to a No Asset Procedure?'

Section visible where 'Trust' response to 'Organisation type'

Question visible where 'No' response to 'Is New Zealand the primary place of established residence for at least one trustee?'

Financial information

Has your organisation been operating for at least 24 months?
 Yes No

Has your organisation made a loss over the last 24 months?
 Whether your organisation has made a loss should be calculated based on earnings before tax and depreciation.
 Yes No

Provide details (optional)

In every month for the last six months, has your organisation had positive cash flow?
 Yes No

Provide details (optional)

Definition of viable and ongoing
 To be viable and ongoing, an organisation must have sufficient funds to:

- pay staff wages and salaries, and
- pay all other operating costs and expenses, and
- purchase inventory (if relevant).

Does your organisation have sufficient capital and/or external investment to cover all of the above?
 Yes No

What is your organisation's primary source of capital or external investment?

Provide details (optional)

Does your organisation have a credible two-year plan to ensure it can continue to cover all of the above?
 For example, having contracts for work or another future source of revenue.
 Yes No

Provide details (optional)

WARNING
 Your application is unlikely to be approved if your organisation does not have sufficient cash flow (including projected cash flow), capital or external investment to cover all required expenses.

Provide details about how your organisation plans to continue to operate over the next two years
 Make sure you describe how the organisation will have sufficient funds to offer real, full-time jobs.

Section visible where 'Yes' response to 'Has your organisation been operating or trading for more than 12 months?'

Section visible where 'Yes' response to 'Has your organisation been operating for at least 24 months?'

Question visible where 'No' response to 'Has your organisation made a loss over the last 24 months?'

Section visible where 'No' response to 'Has your organisation been operating or trading for more than 12 months?' or 'Yes' response to 'Has your organisation made a loss over the last 24 months?'

Question visible where 'Yes' response to 'In every month for the last six months, has your organisation had positive cash flow?'

Section visible where 'No' response to 'In every month for the last six months, has your organisation had positive cash flow?'

Section visible where 'Yes' response to 'Does your organisation have sufficient capital and/or external investment to cover all of the above?'

Question visible where 'Other' response to 'What is your organisation's primary source of capital or external investment?'

Section visible where 'No' response to 'Does your organisation have sufficient capital and/or external investment to cover all of the above?'

Question visible where 'Yes' response to 'Does your organisation have a credible two-year plan to ensure it can continue to cover all of the above?'

Question visible where 'No' response to 'Does your organisation have a credible two-year plan to ensure it can continue to cover all of the above?'

- Options:
- Reserve cash funds
 - Line of credit
 - Bank loan
 - Trust account
 - Support from parent or affiliated company
 - Other

SAVE AND CONTINUE

Organisational compliance

Page displays on selection of Save and Continue from previous page

Application ID: undefined
Organisation name: undefined

We use the information you enter in this section to check that you organisation and its key people have a history of complying with immigration, employment and business standards.

Compliance with employment and business standards

Is your organisation or any of its key people currently on the employer stand-down list issued by the Labour Inspectorate?

[Employers who have breached minimum employment standards](#)
 Yes No

Provide details

Maximum of 500 characters. Please upload any further information as a document.

Question visible where 'Yes' response to 'Is your organisation or any of its key people currently on the employer stand-down list issued by the Labour Inspectorate?'

Are any key people in your organisation currently banned from being a director or promoter of a business, or from being involved with the management of a business in New Zealand?

This includes being listed on the Companies Office Banned Directors List.
 Yes No

Provide details

Maximum of 500 characters. Please upload any further information as a document.

Question visible where 'Yes' response to 'Are any key people in your organisation currently banned from being a director or promoter of a business, or from being involved with the management of a business in New Zealand?'

Are any key people in your organisation currently banned from acting as a director or promoter of a business, or from taking part in the management of a company in a country other than New Zealand?

Yes No

Provide details

Maximum of 500 characters. Please upload any further information as a document.

Question visible where 'Yes' response to 'Are any key people in your organisation currently banned from acting as a director or promoter of a business, or from taking part in the management of a company in a country other than New Zealand?'

In the past five years have any key people in your organisation been convicted or charged for an offence in connection with the promotion, formation or management of a company, or for a dishonesty offence, either in New Zealand or overseas?

Examples of offences include theft, fraud, deception, and pecuniary advantage.
 Yes No

Provide details

Maximum of 500 characters. Please upload any further information as a document.

Question visible where 'Yes' response to 'In the past five years have any key people in your organisation been convicted or charged for an offence in connection with the promotion, formation or management of a company, or for a dishonesty offence, either in New Zealand or overseas?'

Compliance with immigration standards

In the past seven years, has your organisation or any of its key people employed a person who was not entitled, under the Immigration Act 2009, to work in that role?

For example someone whose visa had expired, or who held a visa without appropriate work conditions.
 Yes No

Provide details

Maximum of 500 characters. Please upload any further information as a document.

Question visible where 'Yes' response to 'In the past seven years, has your organisation or any of its key people employed a person who was not entitled, under the Immigration Act 2009, to work in that role?'

Has your organisation or any of its key people ever been convicted or charged for an offence under the Crimes Act 1961 for dealing in slaves, trafficking in persons, or smuggling migrants?

You do not need to include New Zealand convictions covered by the New Zealand Criminal Records (Clean Slate) Act 2004.

[Crimes Act 1961](#)

Yes No

Provide details of the circumstances, including dates of any convictions

Name of offence

Date of conviction (if convicted)

dd	mm	yyyy	⌵
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Section visible where 'Yes' response to 'Has your organisation or any of its key people ever been convicted or charged for an offence under the Crimes Act 1961 for dealing in slaves, trafficking in persons, or smuggling migrants?'

Provide details
Maximum of 500 characters. Please upload any further information as a document.

[+ ADD ANOTHER CONVICTION](#)

Button repeats section allowing for further instances of convictions to be added

Has your organisation or any of its key people ever provided false or misleading information to Immigration New Zealand, or withheld material information?
 Yes No

Future members of the organisation and the information provided or withheld

Maximum of 500 characters. Please upload any further information as a document.

Question visible where 'Yes' response to 'Has your organisation or any of its key people ever provided false or misleading information to Immigration New Zealand, or withheld material information?'

Has your organisation or any of its key people ever been convicted or charged with an offence under the Immigration Act 2009?
 You do not need to include New Zealand convictions covered by the New Zealand Criminal Records (Clean Slate) Act 2004.
 Yes No

Question visible where 'Yes' response to 'Has your organisation or any of its key people ever provided false or misleading information to Immigration New Zealand, or withheld material information?'

Provide details of the circumstances, including dates of any convictions

Name of offence

Date of conviction (if convicted)

Provide details
Maximum of 500 characters. Please upload any further information as a document.

[+ ADD ANOTHER CONVICTION](#)

Button repeats section allowing further instance of convictions to be added

Explain how your organisation addressed the above instances of non-compliance with immigration standards, and the steps taken to prevent future non-compliance
Maximum of 500 characters. Please upload any further information as a document.

Question visible where 'Yes' response to 'Has your organisation or any of its key people previously employed a migrant worker under conditions that were inferior to those stated in their employment agreement?' or 'Yes' response to 'In the past seven years, has your organisation or any of its key people employed a person who was not entitled, under the Immigration Act 2009, to work in that role?' or 'Yes' response to 'Has your organisation or any of its key people ever been convicted or charged for an offence under the Crimes Act 1961 for dealing in slaves, trafficking in persons, or smuggling migrants?' or 'Yes' response to 'Has your organisation or any of its key people ever provided false or misleading information to Immigration New Zealand, or withheld material information?' or 'Yes' response to 'Has your organisation or any of its key people ever provided false or misleading information to Immigration New Zealand, or withheld material information?'

Further compliance information

Breaches that might prevent accreditation being granted include those already mentioned on this page. For example breaches of the Immigration Act 2009 or the Crimes Act 1961, or breaches that would result in your organisation or any of its key people being placed on the Labour Inspectorate stand-down list.

Is your organisation or any of its key people aware of any ongoing investigations or cases pending for any breach that, if proven, might prevent accreditation being granted?
 Yes No

Question visible where 'Yes' response to 'Is your organisation or any of its key people aware of any ongoing investigations or cases pending for any breach that, if proven, might prevent accreditation being granted?'

Provide details
Maximum of 500 characters. Please upload any further information as a document.

In the last seven years, has your organisation been re-established as a new legal entity which is substantially similar to the previous organisation?
 For example, involving a lot of the same key people, and operating in the same sector providing the same goods or services.
 Yes No

Question visible where 'Yes' response to 'In the last seven years, has your organisation been re-established as a new legal entity which is substantially similar to the previous organisation?'

Provide details of the re-established business, and the reasons for re-establishment
Maximum of 500 characters. Please upload any further information as a document.

Are you aware of any key people in your organisation who are currently or have previously been involved in any other organisation that has not been compliant with immigration standards?
 For example, someone who has acted as a key person in another organisation that has employed migrants who are not entitled, under the Immigration Act 2009, to work in that role.
 Yes No

Question visible where 'Yes' response to 'Are you aware of any key people in your organisation who are currently or have previously been involved in any other organisation that has not been compliant with immigration standards?'

Please explain how your organisation will prevent similar non-compliance from occurring in your organisation.
Maximum of 500 characters. Please upload any further information as a document.

Employer modules agreement

Your organisation must ensure that during every accreditation period, the people who make recruitment decisions within your organisation complete online employer modules created by Employment New Zealand.

[Employment New Zealand online employer modules](#)

Will your organisation ensure that the people in your organisation who make recruitment decisions complete online employer modules while the accreditation is current?

Yes No

WARNING

It is a requirement of accreditation that your organisation agrees to ensure that those in your organisation who make recruitment decisions complete online employer modules while the accreditation is current.

Please explain why your organisation does not agree to have those who make recruitment decisions complete these modules while the accreditation is current.

Section visible where 'No' response to 'Will your organisation ensure that the people in your organisation who make recruitment decisions complete online employer modules while the accreditation is current?'

Previous employer modules agreement

Has your organisation ensured that, while the last accreditation was current, the people in your organisation who make recruitment decisions completed the online employer modules?

Yes No

Please explain why those making recruitment decisions did not complete the modules while the last accreditation was current.

Section visible where renewal application

Question visible where 'No' response to 'Has your organisation ensured that, while the last accreditation was current, the people in your organisation who make recruitment decisions completed the online employer modules?'

Recruitment costs and fees agreement

Your organisation must not pass on any of the following recruitment costs or fees to Accredited Employer Work Visa holders inside or outside New Zealand:

- advertising costs
- recruitment agency fees
- employer and job gateway application fees and other associated costs, for example, immigration adviser costs related to employer applications
- compulsory training and induction costs related to the job (including on-the-job training)
- equipment required to safely undertake work
- branded uniforms
- trade testing (including testing centre, testing accommodation and salary costs)
- tools, where the employer retains ownership of the tools
- any other recruitment costs or any other hiring-related fees.

Does your organisation agree to not pass on any recruitment costs or fees to Accredited Employer Work Visa holders?

Yes No

WARNING

It is a requirement of accreditation that your organisation agrees to ensure recruitment costs or fees are not passed on to Accredited Employer Work Visa holders.

Please explain why your organisation does not agree to not pass on recruitment costs or fees

Section visible where 'No' response to 'Does your organisation agree to not pass on any recruitment costs or fees to Accredited Employer Work Visa holders?'

Previous recruitment costs and fees agreement

Has your organisation passed on any recruitment costs or fees to Accredited Employer Work Visa holders since your previous accreditation was granted?

Yes No

Please explain why recruitment costs and fees were passed on

Section visible where renewal application

Question visible where 'Yes' response to 'Has your organisation passed on any recruitment costs or fees to Accredited Employer Work Visa holders since your previous accreditation was granted?'

Other fees agreement

Your organisation must not charge fees to Accredited Employer Work Visa holders, either inside or outside New Zealand, that would be unlawful if charged within New Zealand. These include:

- any payment made to secure or retain an employment relationship
- bonding agreements for an unlawful purpose
- deductions from wages for accommodation, travel or food that are unreasonable or have not been consented to in writing by the Accredited Employer Work Visa holder.

Does your organisation agree to not charge fees to Accredited Employer Work Visa holders, either inside or outside New Zealand, that would be unlawful if charged within New Zealand?

Yes No

WARNING

It is a requirement of accreditation that your organisation agrees to not charge unlawful fees to Accredited Employer Work Visa holders.

Please explain why your organisation does not agree to not charge unlawful fees

Section visible where 'No' response to 'Does your organisation agree to not charge fees to Accredited Employer Work Visa holders, either inside or outside New Zealand, that would be unlawful if charged within New Zealand?'

Previous other fees agreement

While your organisation held its previous accreditation, did your organisation charge fees to Accredited Employer Work Visa holders, either inside or outside New Zealand, that would have been unlawful if charged inside New Zealand?

Yes No

Please explain why unlawful fees were charged

Section visible where renewal application

Question visible where 'Yes' response to 'While your organisation held its previous accreditation, did your organisation charge fees to Accredited Employer Work Visa holders, either inside or outside New Zealand, that would have been unlawful if charged inside New Zealand?'

SAVE AND CONTINUE

Settlement support activities

Page displays on selection of Save and Continue from previous page

Application ID: undefined
Organisation name: undefined

We use the information you enter in this section to confirm that your organisation will meet its obligations to Accredited Employer Work Visa holders.

Settlement information

Within one month of their starting work, your organisation must provide information to Accredited Employer Work Visa holders who have been in New Zealand for less than two years about the local community and services, including:

- accommodation options
- transport options, including driving and driver's licence information, and public transport options
- cost of living estimates
- how to access healthcare services
- Citizens Advice Bureau
- relevant community groups.

Will your organisation provide the above information to support Accredited Employer Work Visa holders to settle in New Zealand within one month of their starting work?

Yes No

WARNING

It is a requirement of accreditation to agree to provide settlement information to Accredited Employer work visa holders.

Please explain why your organisation does not agree to provide the above information

[Text input field for explanation]

Section visible where 'No' response to 'Will your organisation provide the above information to support Accredited Employer Work Visa holders to settle in New Zealand within one month of their starting work?'

Previous settlement information

Within one month of their starting work, has your organisation provided information about the local community and services to all Accredited Employer Work Visa holders recruited since your last accreditation application?

Yes No

Please explain why settlement information was not provided within one month

[Text input field for explanation]

Section visible where renewal application

Question visible where 'No' response to 'Within one month of their starting work, has your organisation provided information about the local community and services to all Accredited Employer Work Visa holders recruited since your last accreditation application?'

Employee modules

Within one month of their starting work, your organisation must provide Accredited Employer Work Visa holders with paid work time to complete online employee modules created by Employment New Zealand.

[Employment New Zealand online employee modules](#)

Will your organisation provide Accredited Employer Work Visa holders with paid work time to complete online employee modules within one month of their starting work?

Yes No

WARNING

It is a requirement of accreditation to agree to provide Accredited Employer Work Visa holders with paid work time to complete online employee modules within one month of their starting work.

Please explain why your organisation does not agree to provide this paid work time within one month of their starting work

[Text input field for explanation]

Section visible where 'No' response to 'Will your organisation provide Accredited Employer Work Visa holders with paid work time to complete online employee modules within one month of their starting work?'

Previous employee modules

Has your organisation provided paid work time to complete online employee modules, within one month of their starting work, to all Accredited Employer Work Visa holders recruited since your last accreditation application?

Yes No

Please explain why your organisation did not provide paid work time within one month of their starting work

[Text input field for explanation]

Section visible where renewal application

Question visible where 'No' response to 'Has your organisation provided paid work time to complete online employee modules, within one month of their starting work, to all Accredited Employer Work Visa holders recruited since your last accreditation application?'

Work-related settlement information

Your organisation must provide work-related settlement information to Accredited Employer Work Visa holders, within one month of their starting work, about:

- how to obtain an IRD number
- available options for industry training and qualifications
- specific job and industry hazards.

Will your organisation provide the above work-related settlement information to Accredited Employer Work Visa holders?

Yes No

WARNING

It is a requirement of accreditation to agree to provide work-related settlement information to Accredited Employer Work Visa holders.

Provide an explanation as to why your organisation does not agree to provide work-related settlement information

Section visible where 'No' response to 'Will your organisation provide the above work-related settlement information to Accredited Employer Work Visa holders?'

Previous work-related settlement information

Has your organisation provided the required work-related settlement information to all Accredited Employer Work Visa holders, within one month of their starting work, since your previous accreditation was granted?

Yes No

Provide details and explain why work-related settlement information was not provided within one month

Section visible where renewal application

Question visible where 'No' response to 'Has your organisation provided the required work-related settlement information to all Accredited Employer Work Visa holders, within one month of their starting work, since your previous accreditation was granted?'

SAVE AND CONTINUE



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HOKIINA WAKARATUTURI

New Zealand Government

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Triangular employer accreditation

Application ID: undefined
Organisation name: undefined

We use the information you enter in this section to check that your organisation meets the requirements for triangular employer accreditation.

Controlling third party compliance

A controlling third party is a separate legal entity to your organisation. It may have an arrangement or contract with your organisation, allowing your employees to perform work for their benefit and can direct or control the employees that you place with them, similar to the control they would have if they were the direct employer. More information can be found at [Employment New Zealand](#).

As a triangular employer, you must only place Accredited Employer Work Visa holders with controlling third parties who are compliant with New Zealand employment, immigration and safety standards.

Will your organisation only place Accredited Employer Work Visa holders with controlling third parties who have a registered NZBN?
 Yes No

Provide details

Page displays on selection of Save and Continue from previous page where 'Yes' response to 'Based on the above definition, will your organisation place Accredited Employer Work Visa holders with a controlling third party?'

Question visible where 'No' response to 'Will your organisation only place Accredited Employer Work Visa holders with controlling third parties who have a registered NZBN?'

Will your organisation only place Accredited Employer Work Visa holders with controlling third parties who are not on the employer stand-down list issued by the Labour Inspectorate?
 [Employers who have breached minimum employment standards](#)
 Yes No

Provide details

Question visible where 'No' response to 'Will your organisation only place Accredited Employer Work Visa holders with controlling third parties who are not on the employer stand-down list issued by the Labour Inspectorate?'

Will your organisation only place Accredited Employer Work Visa holders with controlling third parties who have declared they are unaware of any cases pending, prosecutions underway or investigations which, if proven, would result in the controlling third party being placed on the employer stand-down list issued by the Labour Inspectorate?
 [Employers who have breached minimum employment standards](#)
 Yes No

Provide details

Question visible where 'No' response to 'Will your organisation only place Accredited Employer Work Visa holders with controlling third parties who have declared they are unaware of any cases pending, prosecutions underway or investigations which, if proven, would result in the controlling third party being placed on the employer stand-down list issued by the Labour Inspectorate?'

Factors that might prevent accreditation being granted include:

- being subject to a stand-down period for an offence under sections 342(1)(a), 343(1)(d), 344(d), 347 or 350(1)(a) of the [Immigration Act 2009](#), or
- receiving a prison sentence for an offence under sections 343(1)(d) or 344(d) of the [Immigration Act 2009](#), or
- Being convicted of an offence under sections 343(1)(a), 345, 348, 342(1)(b) or 351 of the [Immigration Act 2009](#), or
- Being convicted of an offence under sections 98, 98C or 98D of the [Crimes Act 1961](#).

Looking at the above list, will your organisation only place Accredited Employer Work Visa holders with controlling third parties who have declared they are unaware of factors that might prevent accreditation being granted if they were to apply themselves?
This includes situations where there are cases pending, prosecutions underway, or investigations which, if proven, might result in a conviction for one of the above.

Yes No

Provide details

Question visible where 'No' response to 'Looking at the above list, will your organisation only place Accredited Employer Work Visa holders with controlling third parties who have declared they are unaware of factors that might prevent accreditation being granted if they were to apply themselves?'

Previous controlling third party compliance

Has your organisation previously placed Accredited Employer Work Visa holders with controlling third parties whose organisation or key people had not been on the published employer stand-down list issued by the Labour Inspectorate?
 Yes No

Has your organisation previously placed Accredited Employer Work Visa holders with controlling third parties who were listed on the published employer stand-down list issued by the Labour Inspectorate?
 Yes No

Provide details of the prior placement with a non-compliant controlling third party
Maximum of 500 characters. Please upload any further information as a document.

Section visible where renewal application

Question visible where 'Yes' response to 'Has your organisation previously placed Accredited Employer Work Visa holders with controlling third parties whose organisation or key people had factors that might have prevented accreditation being granted if they were to apply themselves?' or 'Yes' response to 'Has your organisation previously placed Accredited Employer Work Visa holders with controlling third parties who did not have an NZBN?' or 'Yes' response to 'Has your organisation previously placed Accredited Employer Work Visa holders with controlling third parties who were listed on the published employer stand-down list issued by the Labour Inspectorate?'

Monitoring employment conditions and safety of employees

ALERT

Previous controlling third party compliance

Has your organisation previously placed Accredited Employer Work Visa holders with controlling third parties whose organisation or key people had Has your organisation previously placed Accredited Employer Work Visa holders with controlling third parties who did not have an NZBN?
 Yes No

Has your organisation previously placed Accredited Employer Work Visa holders with controlling third parties who were listed on the published employer stand-down list issued by the Labour Inspectorate?
 Yes No

Provide details of the prior placement with a non-compliant controlling third party
 Maximum of 500 characters. Please upload any further information as a document.

Monitoring employment conditions and safety of employees

ALERT
 As a triangular employer, you must have good plans in place to monitor the employment and safety conditions of Accredited Employer Work Visa holders when they are placed with controlling third parties. This includes checks completed before placing an Accredited Employer work visa holder with a controlling third party and ongoing checks throughout the placement period.

Checks your organisation must carry out include but are not limited to:

- assessing documentation from the organisation about their plan to prevent and address workplace bullying
- assessing documentation from the organisation about their plan to assess and prevent risk
- assessing documentation from the organisation about their health and safety induction
- providing information to the organisation about the employment terms and visa conditions of Accredited Employer Work Visa holders
- obtaining declarations from the organisation regarding requirements they must meet.

Does your organisation have a process in place to ensure that controlling third parties have effective processes of their own in place to prevent and address workplace bullying?
 This includes a complaints process for Accredited Employer Work Visa holders to report bullying, and a plan to address and resolve any issues reported.
 Yes No

Explain why your organisation does not have these processes in place
 Maximum of 500 characters. Please upload any further information as a document.

Does your organisation have processes in place to ensure that controlling third parties have effective processes of their own in place to assess and prevent risk?
 This includes maintaining a risk register.
 Yes No

Explain why your organisation does not have these processes in place
 Maximum of 500 characters. Please upload any further information as a document.

Does your organisation have processes in place to ensure that controlling third parties will carry out health and safety inductions for Accredited Employer Work Visa holders on starting their placement with them?
 Yes No

Explain why your organisation does not have these processes in place
 Maximum of 500 characters. Please upload any further information as a document.

Does your organisation have processes in place to ensure that controlling third parties understand the visa conditions of Accredited Employer Work Visa holders being placed with them?
 This includes understanding the roles and locations that visa holders may work in.
 Yes No

Explain why your organisation does not have these processes in place
 Maximum of 500 characters. Please upload any further information as a document.

Does your organisation have processes in place to ensure that controlling third parties will not require or force Accredited Employer Work Visa holders placed with them to undertake work that is inconsistent with their employment agreement or visa conditions?
 This includes hours of work that aren't allowed by the employment agreement or visa conditions. This can be met by obtaining a declaration of such from controlling third parties.
 Yes No

Explain why your organisation does not have these processes in place
 Maximum of 500 characters. Please upload any further information as a document.

Does your organisation have processes in place to ensure that controlling third parties will not require or force Accredited Employer Work Visa holders placed with them to work hours that will not align with health and safety standards?
 For example, not allowing rest breaks, not allowing reasonable sleep and recovery time between shifts or workdays, or requiring workers to work excessive hours on high risk critical tasks to the extent that the worker's health and safety is put at risk. This can be met by obtaining a declaration of such from controlling third parties.
 Yes No

Section visible where renewal application

Question visible where 'Yes' response to 'Has your organisation previously placed Accredited Employer Work Visa holders with controlling third parties whose organisation or key people had factors that might have prevented accreditation being granted if they were to apply themselves?' or 'Yes' response to 'Has your organisation previously placed Accredited Employer Work Visa holders with controlling third parties who did not have an NZBN?' or 'Yes' response to 'Has your organisation previously placed Accredited Employer Work Visa holders with controlling third parties who were listed on the published employer stand-down list issued by the Labour Inspectorate?'

Question visible where 'No' response to 'Does your organisation have a process in place to ensure that controlling third parties have effective processes of their own in place to prevent and address workplace bullying?'

Question visible where 'No' response to 'Does your organisation have processes in place to ensure that controlling third parties have effective processes of their own in place to assess and prevent risk?'

Question visible where 'No' response to 'Does your organisation have processes in place to ensure that controlling third parties will carry out health and safety inductions for Accredited Employer Work Visa holders on starting their placement with them?'

Question visible where 'No' response to 'Does your organisation have processes in place to ensure that controlling third parties understand the visa condition of Accredited Employer Work Visa holders being placed with them?'

Question visible where 'No' response to 'Does your organisation have processes in place to ensure that controlling third parties will not require or force Accredited Employer Work Visa holders placed with them to undertake work that is inconsistent with their employment agreement or visa conditions?'

Explain why your organisation does not have these processes in place
Maximum of 500 characters. Please upload any further information as a document.

Question visible where 'No' response to 'Does your organisation have processes in place to ensure that controlling third parties will not require or force Accredited Employer Work Visa holders placed with them to work hours that will not align with health and safety standards?'

Regular contact with Accredited Employer Work Visa holders

Regular contact must be made with Accredited Employer Work Visa holders, including:

- Contact at least once per fortnight for the first two months of a placement
- Contact at least once per month after the first two months of placement
- Additional contact as necessary, for example where the duration of placement is less than a month, or where a complaint has been made

Does your organisation have plans in place to ensure regular contact with Accredited Employer Work Visa holders placed with controlling third parties?
 Yes No

Explain why your organisation does not have these plans in place
Maximum of 500 characters. Please upload any further information as a document.

Question visible where 'No' response to 'Does your organisation have plans in place to ensure regular contact with Accredited Employer Work Visa holders placed with controlling third parties?'

Does your organisation have plans in place to undertake site visits with Accredited Employer Work Visa holders placed with controlling third parties at least once every six months?
 Yes No

Explain why your organisation does not have these plans in place or will not conduct site visits every six months
Maximum of 500 characters. Please upload any further information as a document.

Question visible where 'No' response to 'Does your organisation have plans in place to undertake site visits with Accredited Employer Work Visa holders placed with controlling third parties at least once every six months?'

Will your organisation provide Accredited Employer Work Visa holders with a copy of your organisation's complaints process and guidance for directly reporting issues to your organisation?
 Yes No

Explain why your organisation will not provide copies of these
Maximum of 500 characters. Please upload any further information as a document.

Question visible where 'No' response to 'Will your organisation provide Accredited Employer Work Visa holders with a copy of your organisation's complaints process and guidance for directly reporting issues to your organisation?'

Will your organisation seek agreement from the controlling third party for Immigration New Zealand to undertake site visits?
 Yes No

Explain why your organisation will not seek this agreement
Maximum of 500 characters. Please upload any further information as a document.

Question visible where 'No' response to 'Will your organisation seek agreement from the controlling third party for Immigration New Zealand to undertake site visits?'

Will your organisation seek agreement from the controlling third party to provide you with records about the placement of Accredited Employer Work Visa holders?
Controlling third parties must agree to provide records to your organisation. Records should include start and finish dates, work locations, hours worked and pay details.
 Yes No

Explain why your organisation will not seek this agreement
Maximum of 500 characters. Please upload any further information as a document.

Question visible where 'No' response to 'Does your organisation have plans in place to maintain records about the placement of Accredited Employer Work Visa holders with controlling third parties?'

Issue resolution

Your organisation must have processes in place to:

- investigate issues identified and record the findings of the investigation, and
- work with Accredited Employer Work Visa holders and the organisations they are placed with to resolve the issues, where practicable, and
- implement actions and review organisation policies and processes to ensure they are effective and to prevent issues recurring, and
- where issues cannot be resolved internally, seek help from an external party, and
- reporting significant breaches to the relevant authority.

Does your organisation have an informal disputes and complaints resolution process for issues that can be resolved early?
For example, minor issues that are one-off or unlikely to recur.
 Yes No

Explain why your organisation does not have an informal disputes and complaints resolution plan
Maximum of 500 characters. Please upload any further information as a document.

Question visible where 'No' response to 'Does your organisation have an informal disputes and complaints resolution process for issues that can be resolved early?'

Does your organisation have plans in place to raise, investigate, and resolve moderate issues?
Moderate issues include poor workplace culture and bullying.
 Yes No

Explain why your organisation does not have plans in place to raise, investigate and resolve moderate issues
Maximum of 500 characters. Please upload any further information as a document.

Does your organisation have a formal disputes and complaints resolution process for serious issues?
Serious issues include working outside of visa conditions, recurring or numerous breaches, and working unrecorded overtime.
 Yes No

Explain why your organisation does not have a formal disputes and complaints resolution process
Maximum of 500 characters. Please upload any further information as a document.

Does your organisation have processes in place to remove Accredited Employer Work Visa holders from the control of third parties, and to ensure that no further Accredited Employer Work Visa holders are placed with that third party, until an issue has been resolved?
This process may be initiated where a moderate issue has been raised, but must be initiated where a serious issue has been raised.
 Yes No

Explain why your organisation does not have these processes in place
Maximum of 500 characters. Please upload any further information as a document.

Previous issue resolution

During the last accreditation period, did your organisation apply its informal disputes and complaints resolution process in response to an issue or complaint?
 Yes No

During the last accreditation period, did your organisation apply its formal disputes and complaints resolution process in response to a serious issues or complaint?
 Yes No

During the last accreditation period, did your organisation remove any Accredited Employer Work Visa holders from the control of third parties in response to an issue or complaint?
 Yes No

Employee placement history

NOTE
As a triangular employer, at least 15% of the employees your organisation places with controlling third parties must be New Zealand citizens or residents who are guaranteed at least 30 paid hours per week. This does not apply if your organisation is placing no more than one employee with a controlling third party.

How many employees does your organisation currently place with controlling third parties?
This total should include New Zealand citizens or residents, and migrants.

How many of these employees are New Zealand citizens or residents that work a minimum of 30 hours per week?

ALERT
Triangular employer accreditation is unlikely to be granted if at least 15% of the employees your organisation places with controlling third parties are not New Zealand citizens or residents who are guaranteed at least 30 paid hours per week.

History of employing staff

Has your organisation employed staff in New Zealand throughout the last 12 months?
Do not count key people employed during this time.
 Yes No

Although it has not employed staff in New Zealand throughout the last 12 months, your organisation may rely on another organisation's history of employing staff in New Zealand if both your organisation and the other organisation:

- share at least 66% ownership, and
- operate in the same sector, and
- provide the same goods or services.

Does your organisation and another organisation meet all the above requirements?
 Yes No

WARNING
To qualify for triangular employer accreditation, your organisation must have employed staff in New Zealand throughout the last 12 months, unless it can rely on the employment history of another business that meets the above requirements.

Question visible where 'No' response to 'Does your organisation have plans in place to raise, investigate and resolve moderate issues?'

Question visible where 'No' response to 'Does your organisation have a formal disputes and complaints resolution process for serious issues?'

Question visible where 'No' response to 'Does your organisation have processes in place to remove Accredited Employer Work Visa holders from the control of third parties, and to ensure that no further Accredited Employer Work Visa holders are placed with that third party, until an issue has been resolved?'

Section visible where renewal application

Alert visible where data has been entered in 'How many employees does your organisation currently place with controlling third parties?' and in 'How many of these employees are New Zealand citizens or residents that work a minimum of 30 hours per week?'

Section visible where 'No' response to 'Has your organisation employed staff in New Zealand throughout the last 12 months?'

Alert visible where 'No' response to 'Does your organisation and another organisation meet all the above requirements?'

Provide details of the other organisation

Does the other organisation have a New Zealand Business Number (NZBN)?
 Yes No

NZBN of other organisation
 You can search for the right NZBN here.

CONFIRMED NZBN validated.

ACTION REQUIRED We were unable to validate the NZBN you entered. Re-enter the NZBN to try again.

ACTION REQUIRED The NZBN you entered belongs to an organisation that is no longer current in the register. Check the NZBN and re-enter.

CONFIRMED NZBN validated, however there is no organisation name available to display.

Other organisation name
 If the organisation name looks wrong, check that the NZBN you have entered matches the one in the Companies Register.

Legal name of other organisation

Explain why the other organisation does not have an NZBN
 Maximum of 500 characters. Please upload any further information as a document.

Explain the relationship between your organisation and the other organisation
 Maximum of 500 characters. Please upload any further information as a document.

Section visible where 'Yes' response to 'Does your organisation and another organisation meet all the above requirements?'

Section visible where 'Yes' response to 'Does the other organisation have a New Zealand Business Number (NZBN)?'

Confirmation visible where NZBN is validated with a display name

Alert visible where NZBN is unable to be validated

Alert visible where NZBN is validated but organisation is no longer current

Alert visible where NZBN is validated but organisation is no longer current

Section visible where 'No' response to 'Does the other organisation have a New Zealand Business Number (NZBN)?'

SAVE AND CONTINUE

Franchisee employer accreditation

Application ID: undefined
 Organisation name: undefined

We use the information you enter in this section to check that your organisation meets the requirements for franchisee employer accreditation.

Employee history

NOTE

As a franchisee employer, at least 15% of your organisation's employees must be New Zealand citizens or residents who are guaranteed at least 30 paid hours per week. This does not apply if your organisation has no more than one employee.

How many employees does your organisation have?

This total should include New Zealand citizens or residents and migrants.

How many of these employees are New Zealand citizens or residents that work a minimum of 30 hours per week?

ALERT

Franchisee employer accreditation is unlikely to be granted if at least 15% of your organisation's employees are not New Zealand citizens or residents who are guaranteed at least 30 paid hours per week.

Page displays on selection of Save and Continue from previous page where 'Yes' response to 'Based on the above definition, is your organisation a franchisee employer?'

Alert visible where data has been entered in 'How many employees does your organisation have?' and in 'How many of these employees are New Zealand citizens or residents that work a minimum of 30 hours per week?'

History of employing staff

Has your organisation been operating in New Zealand as a franchisee throughout the last 12 months?

Yes No

Although it has not been operating in New Zealand as a franchisee throughout the last 12 months, your organisation may rely on another organisation's history of employing staff in New Zealand if both your organisation and the other organisation:

- share at least 66% ownership, and
- operate in the same sector, and
- provide the same goods or services.

Does your organisation and another organisation meet all of the above requirements?

Yes No

WARNING

To qualify for franchisee employer accreditation, your organisation must have been operating in New Zealand as a franchisee throughout the last 12 months, unless it can rely on the employment history of another business which meets the above requirements.

Section visible where 'No' response to 'Has your organisation been operating in New Zealand as a franchisee throughout the last 12 months?'

Alert visible where 'No' response to 'Does your organisation and another organisation meet all the above requirements?'

Provide details of the other organisation

Does the other organisation have a New Zealand Business Number (NZBN)?

Yes No

NZBN of other organisation

You can search for the right NZBN here.



CONFIRMED

NZBN validated.

Section visible where 'Yes' response to 'Does your organisation and another organisation meet all the above requirements?'

Section visible where 'Yes' response to 'Does the other organisation have a New Zealand Business Number (NZBN)?'

Confirmation visible where NZBN is validated with a display name



ACTION REQUIRED

We were unable to validate the NZBN you entered. Re-enter the NZBN to try again.

Alert visible where NZBN is unable to be validated



ACTION REQUIRED

The NZBN you entered belongs to an organisation that is no longer current in the register. Check the NZBN and re-enter.

Alert visible where NZBN is validated but organisation is no longer current



CONFIRMED

NZBN validated, however there is no organisation name available to display.

Alert visible where NZBN is validated but organisation is no longer current

Other organisation name

If the organisation name looks wrong, check that the NZBN you have entered matches the one in the Companies Register.

Legal name of other organisation

Explain why the other organisation does not have an NZBN
Maximum of 500 characters. Please upload any further information as a document.

Explain the relationship between your organisation and the other organisation
Maximum of 500 characters. Please upload any further information as a document.

Section visible where 'No' response to 'Does the other organisation have a New Zealand Business Number (NZBN)?'

SAVE AND CONTINUE

Immigration assistance

Application ID: undefined
 Organisation name: undefined

We use the information you enter in this section to check that any immigration advice was provided lawfully, and to contact you if necessary.

Person completing form

In what capacity are you completing this form?

If you are contracted to the organisation, for example, an external HR adviser, select 'Employee or owner of the organisation'.

What type of exemption do you have?

The Immigration Advisers Licensing Act 2007 requires that anyone providing immigration advice is licensed, unless exempt. Adviser licensing information

Personal details

NOTE

If the you have a mononym (a single name), enter it in the Surname or family name field and leave the first and middle name fields blank.

Given or first name

Surname or family name

Role or job title

Company name – if applicable

New Zealand Business Number (NZBN) of company – if applicable

The NZBN applies for New Zealand businesses only. You can search for the right NZBN online.

CONFIRMED NZBN validated.

ACTION REQUIRED We were unable to validate the NZBN you entered. Re-enter the NZBN to try again or clear the NZBN from the field.

ACTION REQUIRED The NZBN you entered belongs to an organisation that is no longer current in the register. Check the NZBN and re-enter or clear the NZBN from the field.

CONFIRMED NZBN validated, however there is no organisation name available to display.

Business name for this NZBN

Check that this is the correct name for the business.

Email address

This can be your work email address.

Contact number

This can be your work contact number. Enter country code, area code and phone number separated by spaces, for example +64 123 9876544.

- Options:
- Employee or owner of the organisation
 - Licensed immigration adviser
 - Person exempt from licensing
 - Assisting by recording information on the form

- Options:
- Informal advice: I provided immigration advice in an informal or family context only, not systematically or for a fee
 - Lawyer: I hold a current practicing certificate as a barrister or barrister and solicitor of the High Court of New Zealand
 - Foreign diplomat/consular staff: I am diplomatic or consular staff accorded protection under New Zealand law
 - Citizens Advice Bureau: I work/volunteer at a New Zealand Citizens Advice Bureau
 - Community law centre: I work/volunteer at a qualifying New Zealand community law centre
 - Member of Parliament or staff: I am a New Zealand member of Parliament/ member of their staff providing advice within the scope of my employment agreement
 - Public servant: I am a New Zealand public servant providing advice within the scope of my employment agreement

Page displays on selection of Save and Continue from previous page

Question visible where 'Person exempt from licensing' response to 'In what capacity are you completing this form?'

Section visible where 'Employee or owner of the organisation', 'Person exempt from licensing' or 'Assisting by recording information on the form' response to 'In what capacity are you completing this form?'

Confirmation visible where NZBN is validated with a display name

Alert visible where NZBN is unable to be validated

Alert visible where NZBN is validated but organisation is no longer current

Confirmation visible where NZBN is validated with no display name

Should the details you have given above be used to contact you about the application?
 Yes No
 I confirm that the organisation has consented to me receiving information about this application

Immigration adviser details

Provide your adviser number
Start typing and select your adviser number from the list...

Email address

Contact number
Enter country code, area code and phone number separated by spaces e.g. +64 123 9876544

Do you want to use these details for all correspondence regarding the application?
If correspondence is to be sent directly to the organisation, select No.
 Yes No

Primary contact details

NOTE
 This application should be shared with the primary contact.
[→ Sharing applications](#)

Enter the details of the primary contact for this application

NOTE
 If the primary contact has a mononym (a single name), enter it in the Surname or family name field and leave the Given or first name field blank.

Given or first name

Surname or family name

Role or job title

Email address

Contact number
Enter country code, area code and phone number separated by spaces, for example +64 123 9876544.

Postal country or territory
Start typing and select a country from the list...

Postal address

Business name – if applicable

New Zealand Business Number (NZBN) – if applicable
The NZBN applies for New Zealand businesses only. You can search for the right NZBN online.

CONFIRMED NZBN validated.

ACTION REQUIRED We were unable to validate the NZBN you entered. Re-enter the NZBN to try again or clear the NZBN from the field.

ACTION REQUIRED The NZBN you entered belongs to an organisation that is no longer current in the register. Check the NZBN and re-enter or clear the NZBN from the field.

CONFIRMED NZBN validated, however there is no organisation name available to display.

Business name for this NZBN
Check that this is the correct name for the business.

Question visible where 'Yes' response to 'Should the details you have given above be used to contact you about the application?'

Section visible where 'Licensed immigration adviser' response to 'In what capacity are you completing this form?'

Section visible where 'No' response to 'Should the details you have given above be used to contact you about the application?' or 'No' response to 'Do you want to use these details for all correspondence regarding the application?'

Confirmation visible where NZBN is validated with a display name

Alert visible where NZBN is unable to be validated

Alert visible where NZBN is validated but organisation is no longer current

Confirmation visible where NZBN is validated with no display name

Advice

Section 7 of the Immigration Advisers Licensing Act 2007 defines immigration advice as 'using, or purporting to use, knowledge of or experience in immigration to advise, direct, assist, or represent another person in regard to an immigration matter relating to New Zealand, whether directly or indirectly and whether or not for gain or reward.'

[→ Adviser licensing information](#)

Have you, or your organisation, received assistance or immigration advice relating to this application?
 Yes No

Have you, or the organisation you assisted, received assistance or immigration advice relating to this application?
 Yes No

What was the nature of the advice or assistance?

Detail the advice or assistance that was provided

Was the immigration advice provided by a licensed immigration adviser?
 Yes No

Provide their adviser number
 You can search for their adviser number on the Immigration Advisers Authority website.

Was the immigration advice provided by a person exempt from licensing?
 The Immigration Advisers Licensing Act 2007 requires that anyone providing immigration advice is licensed, unless exempt. Licensing
 Yes No

What type of exemption from licensing does the person have?

Provide the name, address and contact details of the person who provided advice or assistance

NOTE
 If the person has a mononym (a single name), enter it in the Surname or family name field and leave the Given or first name field blank.

Given or first name

Surname or family name

Email address

Contact number
 Enter country code, area code and phone number separated by spaces, for example +64 123 9876544.

Section visible where 'Employee or owner of the organisation' or 'Assisting by recording information on the form' response to 'In what capacity are you completing this form?'

Question visible where 'Employee or owner of the organisation' response to 'In what capacity are you completing this form?'

Question visible where 'Assisting by recording information on the form' response to 'In what capacity are you completing this form?'

Section visible where 'Yes' response to 'Have you, or your organisation, received assistance or immigration advice relating to this application?' or 'Yes' response to 'Have you, or the organisation you assisted, received assistance or immigration advice relating to this application?'

Section visible where 'Immigration advice (as defined in the Immigration Advisers Licensing Act 2007)' response to 'What was the nature of the advice or assistance?'

Question visible where 'Yes' response to 'Was the immigration advice provided by a licensed immigration adviser?'

Question visible where 'Yes' response to 'Was the immigration advice provided by a person exempt from licensing?'

Section visible where 'Interpretation/translation' or 'Other' response to 'What was the nature of the advice or assistance?', or 'No' response to 'Was the immigration advice provided by a person exempt from licensing?'

- Options:
- Interpretation/translation
 - Immigration advice (as defined in the Immigration Advisers Licensing Act 2007)
 - Other

- Options:
- Informal advice: I provided immigration advice in an informal or family context only, not systematically or for a fee
 - Lawyer: I hold a current practicing certificate as a barrister or barrister and solicitor of the High Court of New Zealand
 - Foreign diplomat/consular staff: I am diplomatic or consular staff accorded protection under New Zealand law
 - Citizens Advice Bureau: I work/volunteer at a New Zealand Citizens Advice Bureau
 - Community law centre: I work/volunteer at a qualifying New Zealand community law centre
 - Member of Parliament or staff: I am a New Zealand member of Parliament/ member of their staff providing advice within the scope of my employment agreement
 - Public servant: I am a New Zealand public servant providing advice within the scope of my employment agreement

SAVE AND CONTINUE

Supporting documents

Application ID: undefined
Organisation name: undefined

We use the information and documents you upload in this section as evidence that your organisation meets the requirements for accreditation.

Guidance

Based on the information you have provided, you must upload the following documents to support your organisation's application for accreditation
The size of each document must not exceed 10MB. If you have more than one document as evidence for the same requirement, combine them into one PDF file to upload. Documents translated into English must be certified official translations.
→ See our help pages for uploading documents

NOTE

If you are unable to provide a required document as evidence, you can upload a document explaining why it cannot be provided instead.

Based on the information you have provided, you do not need to upload any documents

Financial evidence

Provide evidence that shows that your organisation has had positive cash flow in every month for the last six months. Where possible, it is recommended that you upload financial statements, GST returns, income tax returns, PAYE returns and bank statements. Further evidence can also be uploaded.

Provide evidence that shows your organisation has sufficient capital or external investment to pay staff wages and salaries, all other operating costs and expenses, and to purchase inventory (if relevant). Where possible, it is recommended that you upload evidence of start-up capital or funding, cash-flow or revenue forecasts, contracts for work, and stock lists/orders. Further evidence can also be uploaded.

Provide evidence that shows your organisation has a two-year plan enabling it to pay staff wages and salaries, and to pay all other operating costs and expenses, as well as to purchase inventory (if relevant). Where possible, it is recommended that you upload evidence of start-up capital or funding, cash-flow or revenue forecasts, and contracts for work. Further evidence can also be uploaded.

Provide evidence that shows that your organisation is financially stable and will be able to continue operating over the next two years. Where possible, it is recommended that you upload financial statements, evidence of start-up capital or funding, cash-flow or revenue forecasts, contracts for work, income tax returns, PAYE returns, and stock lists/orders. Further evidence can also be uploaded.

Upload financial evidence

 BROWSE

Type of evidence

Description of evidence

+ ADD FURTHER FINANCIAL EVIDENCE

Settlement support activities evidence

You have indicated that your organisation has not provided information about the local community and services, within one month of their starting work, to all Accredited Employer Work Visa holders recruited since your last accreditation application.

Upload evidence of policies implemented or steps taken to ensure that this information is provided within one month in future

 BROWSE

You have indicated that your organisation did not provide paid work time to complete online employee modules, within one month of their starting work, to all Accredited Employer Work Visa holders recruited since your last accreditation application.

Upload evidence showing that time has been provided to complete modules

 BROWSE

Upload evidence of policies implemented or steps taken to ensure that time is provided, within one month, in future

 BROWSE

- Options:
- Financial statements
 - Evidence of start-up capital or funding
 - Cash-flow or revenue forecasts
 - Contracts for work
 - GST returns
 - Income tax returns
 - PAYE returns
 - Bank statements
 - Stock lists/orders
 - Lease agreements for premises
 - Other

Page displays on selection of Save and Continue from previous page

Text displays where 'No' response to 'Has your organisation been operating or trading for more than 12 months?', or 'Yes' response to 'Based on the above definition, will your organisation place Accredited Employer Work Visa holders with a controlling third party?', or 'Yes' response to 'Based on the above definition, is your organisation a franchisee employer?', or an adverse response to a question necessitating an upload given on the 'Viable and genuine organisation' page, 'Organisational compliance' page or 'Settlement support activities' page

Text displays where no uploads required – the inverse of the previous display rule

Section visible where 'No' response to 'Has your organisation been operating or trading for more than 12 months?' or 'No' response to 'Does your organisation have a credible two-year plan to ensure it can continue to cover all of the above?'

Text visible where 'Yes' response to 'In every month for the last six months, has your organisation had positive cash flow?'

Text visible where 'Yes' response to 'Does your organisation have sufficient capital and/or external investment to cover all of the above?'

Text visible where 'Yes' response to 'Does your organisation have a credible two-year plan to ensure it can continue to cover all of the above?'

Text visible where 'No' response to 'Does your organisation have a credible two-year plan to ensure it can continue to cover all of the above?'

Question visible where 'Other' response to 'Type of evidence'

Button repeats section allowing further instances of financial evidence uploads to be added

Section visible where renewal application and adverse response necessitating an upload given on the 'Settlement support activities' page

Section visible where 'No' response to 'Within one month of their starting work, has your organisation provided information about the local community and services to all Accredited Employer Work Visa holders recruited since your last accreditation application?'

Section visible where 'No' response to 'Has your organisation provided paid work time to complete online employee modules, within one month of their starting work, to all Accredited Employer Work Visa holders recruited since your last accreditation application?'

You have indicated that your organisation did not provide information to Accredited Employer Work Visa holders on how to obtain an IRD number, available options for industry training, or specific job and industry hazards.

Upload evidence of policies implemented or steps taken to ensure that this information is provided in future

BROWSE

Section visible where 'No' response to 'Has your organisation provided the required work-related settlement information to all Accredited Employer Work Visa holders, within one month of their starting work, since your previous accreditation was granted?'

Evidence of organisational compliance

You have indicated that your organisation or its key people had employed a migrant worker under conditions that were inferior to those stated in their employment agreement.

Upload evidence of policies implemented or steps taken to ensure that this does not occur in future

BROWSE

Section visible where adverse response necessitating an upload given on the 'Organisational compliance' page

Section visible where 'Yes' response to 'Has your organisation or any of its key people previously employed a migrant worker under conditions that were inferior to those stated in their employment agreement?'

You have indicated that your organisation or its key people had employed a person who was not allowed to work in that role under the Immigration Act 2009.

Upload evidence of the issue being rectified, and policies implemented or steps taken to ensure that this does not occur again in future

BROWSE

Section visible where 'Yes' response to 'In the past seven years, has your organisation or any of its key people employed a person who was not entitled, under the Immigration Act 2009, to work in that role?'

You have indicated that your organisation passed on costs or fees to Accredited Employer Work Visa holders.

Upload evidence of the costs or fees passed on and surrounding circumstances

BROWSE

Section visible where 'Yes' response to 'Has your organisation passed on any recruitment costs or fees to Accredited Employer Work Visa holders since your previous accreditation was granted?' or 'Yes' response to 'Since your previous accreditation was granted, has your organisation charged fees to Accredited Employer Work Visa holders, either inside or outside New Zealand, that would have been unlawful if charged inside New Zealand?'

Upload evidence of any policies implemented or steps taken to ensure that this does not occur in future

BROWSE

You have indicated that the people in your organisation who make recruitment decisions did not complete required online modules during the accreditation period.

Upload evidence showing that the modules have or will be completed

BROWSE

Section visible where 'No' response to 'Has your organisation ensured that, while the last accreditation was current, the people in your organisation who make recruitment decisions completed the online employer modules?'

Upload evidence of any policies implemented or steps taken to ensure that these modules are completed during the accreditation period in future

BROWSE

Evidence of triangular employer accreditation policies or plans

You must provide evidence of organisational policies or plans which will ensure that Accredited Employer Work Visa 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 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.

Upload organisational policy or plan to ensure all of the above

BROWSE

Section visible where 'Yes' response to 'Based on the above definition, will your organisation place Accredited Employer Work Visa holders with a controlling third party?'

Section visible where 'Yes' response to 'Will your organisation only place Accredited Employer Work Visa holders with controlling third parties who have a registered NZBN?' or 'Yes' response to 'Will your organisation only place Accredited Employer Work Visa holders with controlling third parties who are not on the employer stand-down list issued by the Labour Inspectorate?' or 'Yes' response to 'Looking at the above list, will your organisation only place Accredited Employer Work Visa holders with controlling third parties who have declared they are unaware of factors that might prevent accreditation being granted if they were to apply themselves?'

Evidence of previous triangular employer accreditation policies or procedures

Upload the following information provided by controlling third parties during the previous accreditation period.

List of controlling third parties that Accredited Employer Work Visa holders were placed with during the previous accreditation period and their NZBNs

BROWSE

Section visible where renewal application

Sample of evidence provided by controlling third parties showing that they keep relevant records of Accredited Employer Work Visa holders placed with them

BROWSE

Upload samples of declarations provided by controlling third parties during the previous accreditation period:

- stating that they are not subject to an immigration stand-down period
- stating that they have not been convicted of specific offences under the Immigration Act 2009 or Crimes Act 1961
- stating 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
- stating 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
- confirming that Accredited Employer Work Visa holders placed with them are not required or forced to undertake work that is inconsistent with their employment agreement or visa conditions
- confirming that Accredited Employer Work Visa holders placed with them are not required or forced to undertake work that does not align with health and safety standards.

Samples of controlling third party declarations demonstrating each of the above

BROWSE

Evidence of triangular employer record maintenance

Upload organisational policies or procedures that ensure that controlling third parties provide relevant records for Accredited Employer Work Visa holders placed with them

BROWSE

Evidence of controlling third party processes

Upload organisational policies or procedures that ensure that controlling third parties understand the visa conditions of Accredited Employer Work Visa holders placed with them

BROWSE

Upload organisational policies or procedures that ensure that controlling third parties do not require or force Accredited Employer Work Visa holders placed with them to undertake work that is inconsistent with their employment agreement or visa conditions

This includes obtaining a declaration to this effect from the controlling third party.

BROWSE

Upload organisational policies or procedures that ensure that controlling third parties do not require or force Accredited Employer Work Visa holders placed with them to undertake work that does not align with health and safety standards

This includes obtaining a declaration to this effect from the controlling third party.

BROWSE

You must provide evidence of organisational policies or procedures that ensure that controlling third parties have a plan for:

- addressing workplace bullying, including a complaints process for Accredited Employer Work Visa holders placed with them
- addressing and resolving any issues reported by Accredited Employer Work Visa holders via the complaints process
- assessing and preventing risk, including a risk register.

Upload organisational policy or plan to ensure all of the above

BROWSE

Evidence of previous controlling third party processes

Upload a sample of evidence provided by controlling third parties that shows they understand the visa conditions of Accredited Employer Work Visa holders placed with them

BROWSE

Upload a sample of plan documents provided by controlling third parties for:

- addressing workplace bullying, including a complaints process for Accredited Employer Work Visa holders placed with them

BROWSE

- addressing and resolving any issues reported by Accredited Employer Work Visa holders via the complaints process

BROWSE

- assessing and preventing risk, including a risk register

BROWSE

- carrying out health and safety inductions for Accredited Employer Work Visa holders placed with them

BROWSE

Section visible where 'Yes' response to 'Does your organisation have processes in place to ensure that controlling third parties understand the visa conditions of Accredited Employer Work Visa holders being placed with them?'

Section visible where 'Yes' response to 'Does your organisation have processes in place to ensure that controlling third parties will not require or force Accredited Employer Work Visa holders placed with them to undertake work that is inconsistent with their employment agreement or visa conditions?'

Section visible where 'Yes' response to 'Does your organisation have processes in place to ensure that controlling third parties will not require or force Accredited Employer Work Visa holders placed with them to work hours that will not align with health and safety standards?'

Section visible where 'Yes' response to 'Does your organisation have a process in place to ensure that controlling third parties have effective processes of their own in place to prevent and address workplace bullying?' or 'Yes' response to 'Does your organisation have processes in place to ensure that controlling third parties have effective processes of their own in place to assess and prevent risk?' or 'Yes' response to 'Does your organisation have processes in place to ensure that controlling third parties will carry out health and safety inductions for Accredited Employer Work Visa holders on starting their placement with them?'

Section visible where renewal application

Evidence of triangular employer accreditation completion of checks

NOTE

Checks must be completed both prior to the placement of Accredited Employer Work Visa holders with controlling third parties, and throughout their placement.

Upload evidence that the required checks were undertaken prior to the placement of Accredited Employer Work Visa holders with controlling third parties

BROWSE

Upload evidence that required checks continued to be undertaken throughout the period that Accredited Employer Work Visa holders were placed with controlling third parties

BROWSE

Sample of records showing which controlling third party each Accredited Employer Work Visa holder has been placed with, including start and finish dates, working hours, location, pay, and other information

BROWSE

Evidence of triangular employer accreditation complaint and issue resolution

Upload the complaints process and guidance for Accredited Employer Work Visa holders placed with controlling third parties to directly report issues to your organisation

BROWSE

Upload the organisational procedures for an informal disputes and complaints resolution process

BROWSE

Upload the organisational procedures for a formal disputes and complaints resolution process

BROWSE

Section visible where 'Yes' response to 'Will your organisation provide Accredited Employer Work Visa holders with a copy of your organisation's complaints process and guidance for directly reporting issues to your organisation?'

Section visible where 'Yes' response to 'Does your organisation have an informal disputes and complaints resolution process for issues that can be resolved early?'

Section visible where 'Yes' response to 'Does your organisation have a formal disputes and complaints resolution process for serious issues?'

Evidence of previous triangular employer accreditation complaint and issue resolution

Upload an example of your organisation applying its informal disputes and complaints resolution process in response to an issue or complaint

BROWSE

Upload an example of your organisation applying its formal disputes and complaints resolution process in response to a serious issue or complaint

BROWSE

Upload evidence of any Accredited Employer Work Visa holders removed by your organisation from the control of third parties in response to an issue or complaint during the last accreditation period

BROWSE

Section visible where renewal application

Section visible where 'Yes' response to 'During the last accreditation period, did your organisation apply its informal disputes and complaints resolution process in response to an issue or complaint?'

Section visible where 'Yes' response to 'During the last accreditation period, did your organisation apply its formal disputes and complaints resolution process in response to a serious issues or complaint?'

Section visible where 'Yes' response to 'During the last accreditation period, did your organisation remove any Accredited Employer Work Visa holders from the control of third parties in response to an issue or complaint?'

Evidence of franchisee employer accreditation

Provide a letter from the franchiser which includes the following:

- the legal name of the franchiser
- the NZBN of the franchiser if they have one
- contact details for the franchiser
- the legal name and NZBN of your organisation
- a brief description of the franchise relationship between the franchiser and your organisation
- the date that your organisation began operating as a franchisee under the franchiser.

As you are relying on the history of another organisation operating as a franchisee, also include:

- a brief description of the franchise relationship between the franchiser and the other organisation
- the date the other organisation began operating as a franchisee under the franchiser.

Upload confirmation letter from franchiser

BROWSE

Provide evidence demonstrating that your organisation is a franchisee
Where possible, it is recommended that you upload at least two pieces of evidence. Further evidence can also be uploaded.

Section visible where 'Yes' response to 'Based on the above definition, is your organisation a franchisee employer?'

Text visible where 'Yes' response to 'Does your organisation and another organisation meet all of the above requirements?'

- Options:
- Certificates of occupancy or lease agreements for business premises or space
 - Evidence of bank transactions
 - Tax records
 - Stock lists/orders
 - Evidence of owners of the employer (organisation) and affiliated organisation

Upload franchisee evidence

BROWSE

Type of evidence

Description of evidence

+ ADD MORE EVIDENCE

Button repeats section allowing for further instances of franchisee evidence to be uploaded

Authority

Upload authorisation for another person to submit this application on behalf of your organisation

→ [Employer accreditation declaration form](#)

BROWSE

Section visible where 'licensed immigration adviser', 'Person exempt from licensing' or 'Assisting by recording information on the form' response to 'In what capacity are you completing this form?'

Optional evidence

Would you like to upload any evidence in support of this application?

Yes No

The size of each document must not exceed 10MB. Documents translated into English must be certified official translations.

→ [See our help pages for uploading documents](#)

Section visible where no uploads are required

Text visible where 'Yes' response to 'Would you like to upload any evidence in support of this application?'

Further evidence

Would you like to upload any further evidence in support of this application?

Yes No

Section visible where uploads are required

Upload further evidence

BROWSE

Description of evidence

+ ADD MORE EVIDENCE

Section visible where 'Yes' response to 'Would you like to upload any evidence in support of this application?' or 'Yes' response to 'Would you like to upload any further evidence in support of this application?'

Button repeats section allowing further instances of additional evidence to be added

SAVE AND CONTINUE