



# Long-Term Business Visa Application

application for a multiple entry work visa



## Use the guide to help you complete the application form

Read the *Long-Term Business Visa Guide (INZ 1059)* **before** you complete this application form. The guide contains helpful information about how to complete the application form. When you have completed the form, use the checklist at the end to make sure you have sent all the documents and information we need.

We will process your application only when we receive **all** the information and documents we need. If you do not send all the required information, we will return your application.

### Immigration Advisers Licensing Act 2007

Under the Immigration Advisers Licensing Act 2007 it is an offence to provide immigration advice without being licensed or exempt. If your immigration adviser is not licensed when they should be, INZ will return your application.

For more information and to view the register of licensed advisers, go to the Immigration Advisers Authority website [www.iaa.govt.nz](http://www.iaa.govt.nz) or email [info@iaa.govt.nz](mailto:info@iaa.govt.nz).

Lawyers provide immigration advice and are exempt from licensing under the Immigration Advisers Licensing Act 2007. For more information and to view the register of immigration lawyers, go to the New Zealand Law Society website [www.lawsociety.org.nz](http://www.lawsociety.org.nz).

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

## Section A Principal applicant's personal details

**All principal applicants must complete this section.**

Attach **two** passport-size photographs of yourself here.

The photographs must be less than six months old.

Write your full name on the back of each photograph.

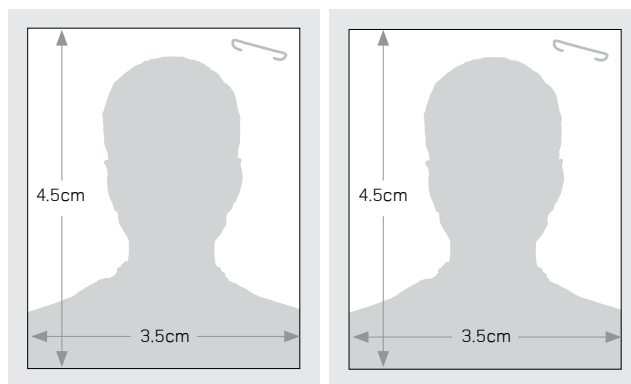
- i** For more information about the questions in this section, see 'Completing Section A: Principal applicant's personal details' in the *Long-Term Business Visa Guide*.

### A1 Name as shown in passport

Family/last name

Given/first name(s)

A2 Preferred title Mr  Mrs  Ms  Miss  Dr   other (specify)



**A3** Other names you are known by or have ever been known by

\_\_\_\_\_

**A4** Your name in ethnic script

\_\_\_\_\_

**A5** Gender  Male  Female

**A6** Date of birth

\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|

**A7** Town/city of birth

\_\_\_\_\_

Country of birth

\_\_\_\_\_

**A8** Passport details

Number \_\_\_\_\_

Country \_\_\_\_\_

Expiry date \_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|

**A9** Other citizenships currently held

\_\_\_\_\_

**Section B** Principal applicant's contact details

All principal applicants must complete this section.

**B1** Current home address and telephone number

\_\_\_\_\_

Telephone (daytime) \_\_\_\_\_ Telephone (evening) \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

**B2** Address in your home country (if different from above)

Address \_\_\_\_\_

\_\_\_\_\_

**B3** Name and address for communication about this application

Same as address at **B1**, or  Same as address at **B2**, or  as below

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone (daytime) \_\_\_\_\_ Telephone (evening) \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

**B4** If you have given the name and address of an agent at **B3**, do you authorise that agent to act on your behalf?

Yes  No  Not applicable

**B5** Have you received immigration advice on this application?

**i** You can find a definition of immigration advice at [www.immigration.govt.nz/advice](http://www.immigration.govt.nz/advice).

Yes *Make sure that your immigration adviser completes Section Q: Immigration adviser's details.*

No

**B6**  Tick here if you would like us to email you instructions for registering to check online how your application is progressing.

By ticking this option you will also be advised by email when your application has been decided. *Note: this facility is only available for applications lodged at an Immigration New Zealand branch office listed in the 'For more information' section of this form.*

*Note: If you elect an adviser to act on your behalf your adviser will be sent instructions for online enquiry.*

## Section C Principal applicant's family details

**C1** Give details of all your family, whether migrating with you or not, including those adopted legally or by custom. It is not necessary to list deceased family members.

Parents (biological and adoptive). If both parents are deceased, give details of legal guardians (if any) and/or grandparents.

Full name	Gender (M/F)	Date of birth (DD/MM/YY)	Partnership status	Country of residence
		/ /		
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		/ /		
		/ /		

Brothers and sisters (including half, step- and adopted brothers and sisters).

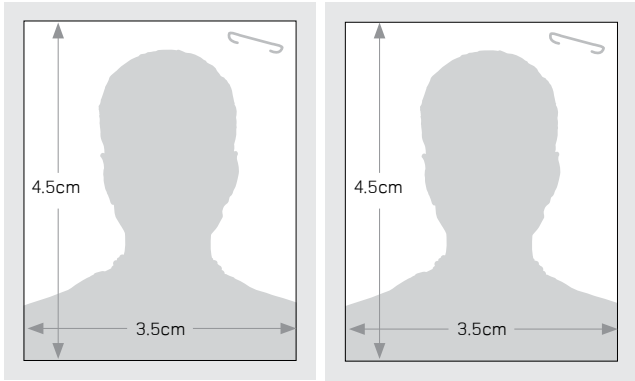
Full name	Gender (M/F)	Date of birth (DD/MM/YY)	Partnership status	Country of residence
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Children (including biological, adopted and step-children, including those from previous marriages/relationships).					
Full name	Gender (M/F)	Date of birth (DD/MM/YY)	Partnership status	Country of residence	Does the person intend to migrate with you? (Y/N)
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**Section D Partner's personal details**

**i** For a definition of partner and more information on the questions in this section see 'Completing Section D: Partner's personal details' in the Long-Term Business Visa Guide.

Attach **two** passport-size photographs of your partner here. The photographs must be less than six months old. Write your partner's full name on the back of each photograph.



**D1** Partner's name as shown in passport

Family/last name

Given/first name(s)

**D2** Partner's preferred title Mr  Mrs  Ms  Miss  Dr  Other (specify)

**D3** Other names your partner is known by or has ever been known by

**D4** Partner's name in ethnic script

**D5** Partner's gender  Male  Female **D6** Partner's date of birth

**D7** Partner's town/city of birth   
 Partner's country of birth

**D8** Other citizenships your partner holds

**D9** Passport detailsNumber Country  Expiry date **D10** Is your partner applying for a work or visitor visa?  Work  Visitor**D11** How long have you been living together in this partnership?  Years  Months**D12** Do you meet the minimum requirements for recognition of partnership?  Yes  No**D13** Are you living together in a genuine and stable partnership?  Yes  No *Explain why you are not living together.*


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**Section E** Partner's family details**E1** Give details of **all** your partner's family, whether migrating with you or not, including those adopted legally or by custom. It is not necessary to list deceased family members.

Parents (biological and adoptive). If both parents are deceased, give details of legal guardians (if any) and/or grandparents.

Full name	Gender (M/F)	Date of birth (DD/MM/YY)	Partnership status	Country of residence
		/ /		
		/ /		
		/ /		
		/ /		

Brothers and sisters (including half, step- and adopted brothers and sisters).

Full name	Gender (M/F)	Date of birth (DD/MM/YY)	Partnership status	Country of residence
		/ /		
		/ /		
		/ /		
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Children (including biological, adopted and step-children, including those from previous marriages/relationships).					
Full name	Gender (M/F)	Date of birth (DD/MM/YY)	Partnership status	Country of residence	Does the person intend to migrate with you? (Y/N)
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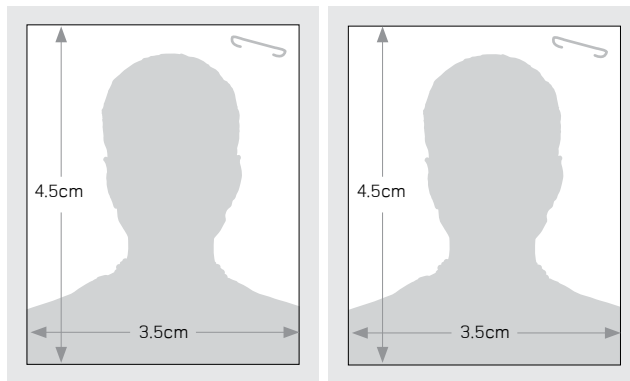
**Section F** Dependent children

Supply the following details for each dependent child included in this application. Ensure that you complete **F29** (at the end of this section). If you have no dependent children included in this application, go to Section G: Additional details.

**i** For more information on the questions in this section see 'Completing Section F: Dependent children' in the *Long-Term Business Visa Guide*.

**Dependent child one**

Attach **two** recent passport-size photographs of the child here. The photographs must be less than six months old. Write the child's full name on the back of each photograph.



**F1** Child's name as shown in passport

Family/last name

Given/first name(s)

**F2** Child's gender  Male  Female

**F3** Child's date of birth

**F4** Child's country of birth

**F5** Child's passport details

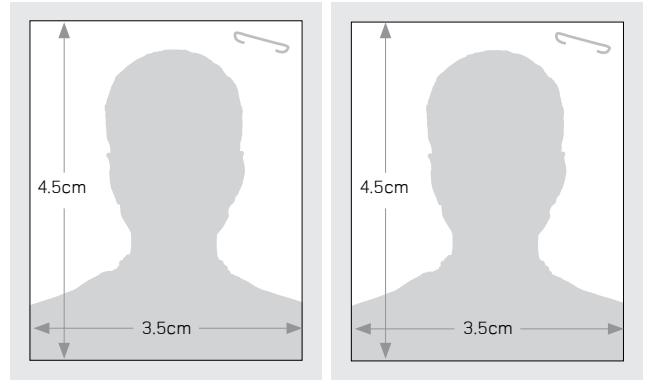
Number  Country

**F6** Other citizenships child holds

**F7** Is your child applying for a student or visitor visa?  Student  Visitor

### Dependent child two

Attach **two** recent passport-size photographs of the child here.  
The photographs must be less than six months old.  
Write the child's full name on the back of each photograph.



**F8** Child's name as shown in passport  
Family/last name  
\_\_\_\_\_  
Given/first name(s)  
\_\_\_\_\_

**F9** Child's gender  Male  Female **F10** Child's date of birth 

D	D	M	M	Y	Y	Y	Y
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**F11** Child's country of birth \_\_\_\_\_

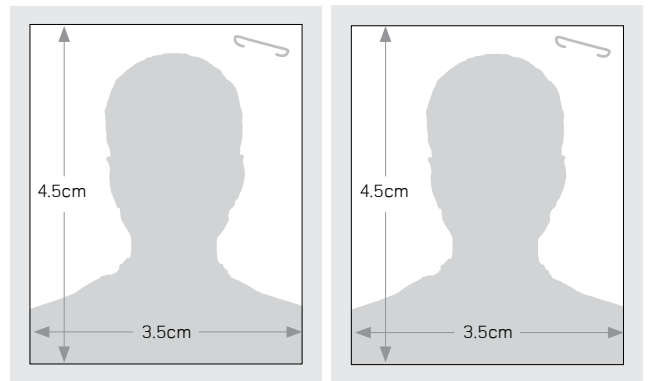
**F12** Child's passport details  
Number \_\_\_\_\_ Country \_\_\_\_\_

**F13** Other citizenships child holds \_\_\_\_\_

**F14** Is your child applying for a student or visitor visa?  Student  Visitor

### Dependent child three

Attach **two** recent passport-size photographs of the child here.  
The photographs must be less than six months old.  
Write the child's full name on the back of each photograph.



**F15** Child's name as shown in passport  
Family/last name  
\_\_\_\_\_  
Given/first name(s)  
\_\_\_\_\_

**F16** Child's gender  Male  Female **F17** Child's date of birth 

D	D	M	M	Y	Y	Y	Y
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**F18** Child's country of birth \_\_\_\_\_

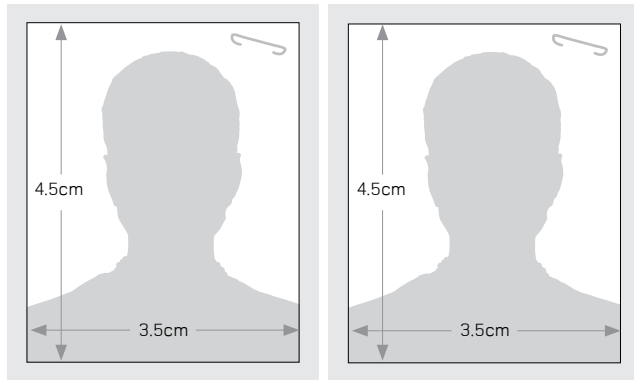
**F19** Child's passport details  
Number \_\_\_\_\_ Country \_\_\_\_\_

**F20** Other citizenships child holds \_\_\_\_\_

**F21** Is your child applying for a student or visitor visa?  Student  Visitor

### Dependent child four

Attach **two** recent passport-size photographs of the child here. The photographs must be less than six months old. Write the child's full name on the back of each photograph.



**F22** Child's name as shown in passport

Family/last name

Given/first name(s)

**F23** Child's gender  Male  Female

**F24** Child's date of birth

**F25** Child's country of birth

**F26** Child's passport details

Number  Country

**F27** Other citizenships child holds

**F28** Is your child applying for a student or visitor visa?  Student  Visitor

**F29** Does any person not included in this application have custody or visitation rights over any of the above children?

Yes *Supply evidence that you have been granted the right to bring this child permanently to New Zealand.*

No

## Section G Additional details

Complete this section for everyone included in the application aged 17 years or over.

**G1** Do you or any other person included in this application have a national identity number, or other unique identifier that was issued to you by any government?

Yes *Provide details*  No

Name of applicant	National identity number/unique identifier
1.	
2.	
3.	
4.	
5.	
6.	



**G2** Have you or any other person included in this application completed military service in any country?

Yes *Provide information about your/their military service including the dates of your/their military service, your/their position and rank, the unit or units that you/they served in, and your/their role within each unit.*

No

Name of applicant	Date from (DD/MM/YY)	Date to (DD/MM/YY)	Rank	Unit name or number	Role
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List any military identity numbers you/they were given.

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**G3** Are you or any other person included in this application presently subject to military service obligations in any country?

Yes  No *If no, and you/they are a citizen of a country in which compulsory military service exists, give details.*

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**G4** Have you or any other person included in this application been associated with any intelligence agency or group, or law enforcement agency?

Yes *Describe how you/they were involved.*  No

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**G5** Have you or any other person included in this application been associated with any group or organisation that has used or promoted violence to further their aims?

Yes *Describe how you/they were involved.*  No

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**G6** Have you or any other person included in this application ever committed or been involved in war crimes, crimes against humanity, and/or human rights abuses?

Yes *Describe how you/they were involved.*  No

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## Section H Character requirements

Answer **H1** and **H2** in respect of every person in your application 17 years of age and over if:

- this is your first application under LTBV instructions; or
- you have held a work visa under LTBV instructions for three years and are applying for a further work visa.

**i** For more information about the questions in this section, see 'Completing Section H: Character requirements' in the *Long-Term Business Visa Guide*.

**H1** List the countries, including all countries of citizenship, you and/or your family (if applicable) have lived in for more than five years since attaining the age of 17 and attach police certificates from each of these countries.

Name of applicant or family member

Name of country

Date of arrival           Date of departure

Name of applicant or family member

Name of country

Date of arrival           Date of departure

Name of applicant or family member

Name of country

Date of arrival           Date of departure

Name of applicant or family member

Name of country

Date of arrival           Date of departure

Name of applicant or family member

Name of country

Date of arrival           Date of departure

**H2** Are you and/or any of your accompanying family members currently under investigation, or wanted, by any law enforcement agency in any country?

Yes  No

Have you or any of your family members included in your application ever been:

- convicted or found guilty of any offence(s) against the law in any country?  Yes  No

- sentenced to serve a period of time in prison or other form of detention?  Yes  No
- placed on probation?  Yes  No
- charged with any offences against the law in any country?  Yes  No
- excluded, or removed or deported from any country, including New Zealand?  Yes  No
- asked to leave any country, including New Zealand?  Yes  No
- refused entry to any country, including New Zealand?  Yes  No
- refused a visa to visit, work, study or reside in any country, including New Zealand?  Yes  No
- involved in any terrorist activities or advocated similar violent activities?  Yes  No
- a member of, or adhered to, any terrorist organisation?  Yes  No
- involved in the illicit drug trade?  Yes  No
- a member of, or associated with, any organisation or group with criminal objectives or which has engaged in criminal activities or advocated such activities?  Yes  No
- a member of, or associated with, any group of persons or organisation which, at the time of membership or association, had objectives which were based on hostility against persons or groups of persons on the basis of their colour, race, or ethnic or national origin, or were based on a representation that persons of a particular race or colour are inherently inferior or superior to other races or colours?  Yes  No
- convicted of an offence (including a traffic offence), committed within the last five years, involving dangerous driving, driving having consumed excessive alcohol (including drunk driving and driving with a blood or breath alcohol content in excess of a specified limit) or driving having consumed drugs?  Yes  No

If you answered **Yes** to any of the questions in **H2** give full details and the name of the family member(s).

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Continue on a separate sheet if necessary.

## Section I Health requirements

**i** For more information see 'Completing Section I: Health requirements' in the *Long-Term Business Visa Guide*, and read our *Health Requirements Leaflet (INZ 1121)*

**I1** Have you, and every person included in this application, attached completed *Medical and Chest X-ray Certificates (INZ 1007)*?

Yes  No

## Section J English language requirements

**i** For more information see 'Completing Section J: English language requirements' in the *Long-Term Business Visa Guide (INZ 1059)*

Minimum English language requirements apply to first-time applicants or applicants seeking a further three-year long-term business visa who have not previously met English language requirements.

**J1** Do you meet the minimum standard of English language?

Yes *Provide evidence of your English language ability.*  No

*Note: If you have held a work visa under LTBV instructions for less than three years, you are applying for a further work visa, and the business proposal consented to by INZ has not changed, you do not need to answer the questions in Sections K to O. Go to Section P: Declaration*



**L2** What do you expect the business to achieve in its first three years?

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**L3** What is the proposed ownership structure of the business?

Sole trader  Partnership  Limited liability company  Subsidiary of overseas company

Other

**L4** Will the business have any links with other overseas businesses?

Yes *Give details of overseas company, activities, location, and nature of proposed relationship.*

No

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**L5** How will your proposed business benefit New Zealand?

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**L6** What is your intended involvement/role in the operation of the proposed business?

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**L7** How many full-time employees will the business require?

**L8** What type of skills will these employees require, and are these skills readily available in New Zealand?

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**L9** Provide details of the proposed marketing strategy of the business, including details on market size, estimated market share, market positioning, competitor analysis, distribution and pricing strategy.

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**L10** Prepare a brief SWOT (strengths, weaknesses, opportunities, threats) analysis of the proposed business.

Strengths	Weaknesses
Opportunities	Threats

**L11** Provide details of the operational plan and timeline for establishing the business in New Zealand, including an estimation of the time required for establishing the company, obtaining approvals (if required), finding premises, purchasing equipment, recruiting staff and establishing a distribution network etc.

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## Section M Financial information

**i** For more information about the questions in this section, see 'Completing Section M: Financial information' in the *Long-Term Business Visa Guide*.

### Financial forecasts

**M1** Provide details of the start-up costs for the business, research and development, recruitment, asset purchase, including legal and professional fees etc.

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**M2** Provide details of the forecast profit and loss statements for the business in the format detailed below. Complete form or attach forecasts separately.

Forecast profit and loss statement			
NZ\$000	Year 1	Year 2	Year 3
Revenue (A)			
Cost of sales (B):			
Labour			
Overheads			
Raw materials			
.....			
Gross margin (C=A-B)			
Expenses (D):			
Salaries			
Rent			
Depreciation			
Administration			
Audit fees			
Legal fees			
.....			
.....			
Earnings before interest (E=C-D)			
Interest (F)			
Net profit (G=E-F)			
Tax (H =G x 33%)			
Net profit after tax, available to shareholders (I=G-H)			
Ratios			
Gross margin % (= C/A x100)			
Net profit after tax/revenue % (=I/A x100)			
Interest cover — times (=E/F)			

**M3** Provide a three-year cash flow forecast for the proposed business, in the format detailed below. Complete the form below or attach forecasts separately.

Cash flow forecasts			
NZ\$000	Year 1	Year 2	Year 3
Net profit after tax			
Add: Depreciation			
Gross cash-flow			
Working capital required			
Debtors			
Inventory			
Creditors			
Other assets			
Creditors			
Other liabilities			
Cash flow from operations (A)			
Financing activities			
Increase/(decrease) in bank debt			
Increase/(decrease) in overdraft			
Increase/(decrease) in capital			
Dividend payments			
Cash provided from financing (B)			
Investment activities			
Sale/(purchase) of fixed assets (before depreciation)			
Increase/(decrease) in shareholder loans			
Increase/(decrease) of inter-company loans			
Cash provided from investing (C)			
Net cash flow (D=A+B+C)			
Opening cash balance (E)			
Plus/(minus) net cash flow (F=D)			
Closing cash balance profits (G=E+F)			





**N2** Provide details of your existing businesses, including business type, background, turnover, profitability, number of employees and contact details for the businesses.

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**N3** What is your share of ownership in each of your existing businesses?

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**N4** Have you ever been involved in a business failure or bankruptcy?

Yes *Provide details*

No

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**N5** Have you ever been convicted of fraud or financial impropriety?

Yes *Provide details*

No

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**N6** Provide details of any business or trade qualifications and university degrees, including institution, date and qualification type, and attach certified copies of these.

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**N6** Does your proposed business require you to utilise any professional qualifications?

Yes *Provide proof that you have obtained full registration of these qualifications in New Zealand*

No

## Section 0 Knowledge of New Zealand market

**i** For more information about the questions in this section, see 'Completing Section 0: Knowledge of New Zealand market' in the *Long-Term Business Visa Guide*.

**01** Describe the extent of your knowledge regarding the New Zealand business environment.

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**02** Have you had any previous involvement with/in any business in New Zealand?

Yes *Provide details of your involvement*

No

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**03** Have you made contact or sought advice from any relevant trade associations in New Zealand?

Yes *Provide details of the contact*

No

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**04** Have you commissioned any independent research regarding the potential and the viability of your proposed business in New Zealand?

Yes *Provide details of the research*

No

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**05** Have you received any professional advice regarding the establishment of the business?

Yes *Provide details of the advice and the outcome*

No

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**06** Will your business require any consents under the Resource Management Act or the Overseas Investment Act?

Yes *Provide details*

No

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**07** Do you have any family members or associates who are currently operating similar businesses in New Zealand?

Yes *Provide details of this business*

No

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## Section P Declaration

**This section must be signed by the principal applicant and any partner and dependent children aged 18 years and over who are included in the application. Make sure you understand the declarations below before you sign them.**

**i** For more information about the declaration, see Section 'Completing Section P: Declaration' in the *Long-Term Business Visa Guide*.

I understand that if I make any false statements or provide any false or misleading information, or have changed or altered this form in any material way after it has been signed, my application may be declined, and I may become liable for deportation. I may also be committing an offence and I may be imprisoned.

I understand that I am required to inform Immigration New Zealand of any relevant fact or change of circumstances that may (i) affect the decision on my application for a visa, or (ii) affect the decision to grant entry permission based on the visa for which I am applying.

I understand the notes and questions in this form and I declare the information given about myself, partner and any children is true and complete.

I declare that there are no matters or warrants outstanding, or investigations of any kind, which could have any current or future effect on the assessment of my good character or the good character of any other persons included in this application.

I authorise INZ to make any enquiries it deems necessary in respect of the information provided on this form and to share information about me with other government agencies (including overseas agencies) to the extent necessary to make decisions about my immigration status. I also consent to any organisation providing relevant information to INZ about me.

I authorise INZ to provide information about my state of health and my immigration status to any health service agency.

I authorise any health service agency to provide information about my state of health to INZ.

I accept that any advice given to me by INZ before lodging this application was intended to assist me and acting on that does not mean that my application for a long-term business visa will be approved.

I understand that if I have received immigration advice from an immigration adviser and if that immigration adviser is not licensed under the Immigration Advisers Licensing Act 2007 when they should be, INZ will return my application.

I understand that in order to work in certain occupations in New Zealand registration is required by law. I accept that the grant of a visa does not guarantee that registration will be granted.

I agree that information about my personal resources and the contents of this form may be provided to Work and Income (a service of the Ministry of Social Development) if I apply for an emergency benefit. I understand that I will need to give a copy of this declaration to Work and Income if I apply for an emergency benefit.

Should my application be approved I agree to participate in an evaluation of the Long-Term Business Visa Category for a period of up to five years after the approval of my application. I agree to inform INZ of any changes to my postal/contact address within five years from the date of approval for the purpose of participating in the aforementioned evaluation.

Signature of principal applicant

Date

Signature of partner

Date

Signature of accompanying dependent child one over 18 years of age (if applicable)

Date

Signature of accompanying dependent child two over 18 years of age (if applicable)

Date

Signature of accompanying dependent child three over 18 years of age (if applicable)

Date

Signature of accompanying dependent child four over 18 years of age (if applicable)

Date

## Section Q Immigration adviser's details

**This section must be completed by the applicant's immigration adviser. If the applicant does not have an immigration adviser, this section does not have to be completed.**

**Q1** Tick the one option that applies to you.

- I am a licensed immigration adviser under the New Zealand Immigration Advisers Licensing Act 2007. Go to **Q2**
- I am exempt from licensing under the New Zealand Immigration Advisers Licensing Act 2007. Go to **Q3**

*If you are unlicensed when you should be licensed under the Immigration Advisers Licensing Act 2007, Immigration New Zealand will return your client's application. It is an offence to provide immigration advice without holding a licence, unless you are exempt.*

**Q2** Licensed advisers. Provide your licence details.

Licence type

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

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Licence number 

2	0																			
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 Go to Section R: Declaration by person helping the applicant to complete this form.

**Q3** Exempt from licensing. Tick one box below to show why you are exempt from licensing.

- I provided immigration advice in an informal or family context only, and I did not provide the advice systematically or for a fee.
- I am a New Zealand member of Parliament or member of their staff and I provided immigration advice as part of my employment agreement.
- I am a foreign diplomat or consular staff.
- I am an employee of the New Zealand public service and I provided immigration advice within the scope of my employment agreement.
- I am a lawyer and I hold a current practising certificate as a barrister or as a barrister and solicitor of the High Court of New Zealand.
- I am employed by, or I am working as a volunteer for, a New Zealand community law centre where at least one lawyer is on the employing body of the community law centre or is employed by or working as a volunteer for the community law centre in a supervisory capacity.
- I am employed by, or I am working as a volunteer for, a New Zealand citizens advice bureau.

*Go to Section R: Declaration by person helping the applicant to complete this form.*

**Section R****Declaration by person helping the applicant to complete this form**

**This section must be completed and signed by the applicant's immigration adviser, or by any person who has assisted the applicant by providing immigration advice, explaining, translating, or recording information on the form for the applicant. If the applicant does not have an immigration adviser, and no one helped the applicant to fill in this form, this section does not have to be completed.**

*If you are unlicensed when you should be licensed under the Immigration Advisers Licensing Act 2007, Immigration New Zealand will return your client's application. It is an offence to provide immigration advice without holding a licence.*

*For more information, go to the Immigration Advisers Authority website [www.iaa.govt.nz](http://www.iaa.govt.nz), or email [info@iaa.govt.nz](mailto:info@iaa.govt.nz) or write to them at PO Box 6222, Wellesley Street, Auckland 1141, New Zealand.*

Name and address of person assisting applicant  Same as address given at **B3**, or  as below.

Family/last name

Given/first name(s)

Company name (if applicable) and address

Telephone (daytime)

Telephone (evening)

Fax

Email

I understand that after the applicant has signed this form it is an offence for me to change or add further information, change any documents attached to the form, or attach any further documents to the form. However, if changes are needed, the person making the changes must state on the form what information or documents have been changed and give reasons for the changes.

I note that the maximum penalty for this offence is a fine of up to NZ\$100,000 and/or a term of imprisonment of up to seven years.

I certify that the applicant asked me to help them complete this form and any additional forms. I certify that the applicant agreed that the information provided was correct before signing the declaration.

I have **assisted** the applicant as an interpreter/translator

I have **assisted** the applicant with recording information on the form

I have **assisted** the applicant in another way. *Specify*

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

Signature of person assisting

Date

## Application checklist

Ensure you enclose the correct documents with your *Long-Term Business Visa Application (INZ 1058)* according to the table below. **If you fail to provide any of these documents, your application may be returned.**

OFFICE USE ONLY	If you are a first-time long-term business visa applicant ('interim')	CHECK LIST
<input type="checkbox"/>	I have completed and signed the application form.	<input type="checkbox"/>
<input type="checkbox"/>	I have provided my application fee.	<input type="checkbox"/>
<input type="checkbox"/>	I have attached passport(s) or certificate(s) of identity (the original document).	<input type="checkbox"/>
<input type="checkbox"/>	I have attached <b>two</b> recent passport-sized photographs.	<input type="checkbox"/>
<input type="checkbox"/>	I have attached evidence of my relationship to my partner and dependent children that are listed on my application and will be accompanying me to New Zealand.	<input type="checkbox"/>
<input type="checkbox"/>	I have attached evidence that I meet English language requirements.	<input type="checkbox"/>
<input type="checkbox"/>	I have attached completed <i>Medical and Chest X-ray Certificate(s)</i> .	<input type="checkbox"/>
<input type="checkbox"/>	I have attached police certificates.	<input type="checkbox"/>
<input type="checkbox"/>	I have attached business plan(s) and supporting documents.	<input type="checkbox"/>

OFFICE USE ONLY	If you have held a work visa under LTBV instructions for less than three years and are applying for a further work visa ('balance')	CHECK LIST
<input type="checkbox"/>	I have completed and signed the application form.	<input type="checkbox"/>
<input type="checkbox"/>	I have attached passport(s) or certificate(s) of identity (the original document).	<input type="checkbox"/>
<input type="checkbox"/>	I have attached <b>two</b> recent passport-sized photographs.	<input type="checkbox"/>
<input type="checkbox"/>	I have attached evidence of my relationship to my partner and dependent children that are listed on my application and will be accompanying me to New Zealand. <i>Provide this evidence only if you have not provided it before.</i>	<input type="checkbox"/>
<input type="checkbox"/>	I have attached evidence that I meet English language requirements. <i>Provide this evidence only if you have not provided it before.</i>	<input type="checkbox"/>
<input type="checkbox"/>	I have attached completed <i>Medical and Chest X-ray Certificate(s)</i> . <i>Provide this only if you have not provided it before.</i>	<input type="checkbox"/>

OFFICE USE ONLY	If you are applying for consent to change your business plan ('consent to a change')	CHECK LIST
<input type="checkbox"/>	I have completed and signed the application form.	<input type="checkbox"/>
<input type="checkbox"/>	I have attached business plan(s) and supporting documents.	<input type="checkbox"/>

OFFICE USE ONLY	If you have held a work visa under LTBV instructions for three years and are applying for a further work visa ('renewal')	CHECK LIST
<input type="checkbox"/>	I have completed and signed the application form.	<input type="checkbox"/>
<input type="checkbox"/>	I have provided my application fee.	<input type="checkbox"/>
<input type="checkbox"/>	I have attached passport(s) or certificate(s) of identity (the original document).	<input type="checkbox"/>
<input type="checkbox"/>	I have attached <b>two</b> recent passport-sized photographs.	<input type="checkbox"/>
<input type="checkbox"/>	I have attached evidence of my relationship to my partner and dependent children that are listed on my application and will be accompanying me to New Zealand. <i>Provide this evidence only if you have not provided it before.</i>	<input type="checkbox"/>
<input type="checkbox"/>	I have attached evidence that I meet English language requirements. <i>Provide this evidence only if you have not provided it before.</i>	<input type="checkbox"/>
<input type="checkbox"/>	I have attached completed <i>Medical and Chest X-ray Certificate(s)</i> .	<input type="checkbox"/>
<input type="checkbox"/>	I have attached police certificates.	<input type="checkbox"/>
<input type="checkbox"/>	I have attached business plan(s) and supporting documents.	<input type="checkbox"/>

## Returning your documents

Tick one of the following options

I wish to collect my documents when ready. <i>(This option is not available to applicants in the Auckland region.)</i>	<input type="checkbox"/>
Return all documents to me by secure post at the address given at <b>B3</b> .	<input type="checkbox"/>





## About the information you provide

Immigration New Zealand collects the information about you on this form to decide whether you are eligible for a long-term business visa. We may also use the information to contact you for research purposes or to advise you on immigration matters.

The address of Immigration New Zealand is PO Box 3705, Wellington, New Zealand. **This is not where your application should be sent.**

Collecting the information is authorised by the Immigration Act 2009 and the Immigration Regulations made under that Act. You do not have to provide the information, but if you do not we are likely to decline your application.

### Deciding whether you are eligible to board a flight to New Zealand

The information we collect may also be used to determine whether you are allowed to board a flight to New Zealand. We will not share your personal information with airline check-in agents; however, we will send a boarding message to the airline check-in agent based on the information you have provided in this form.

Immigration New Zealand may also share the information you have provided with other government agencies that are entitled to it by law, or with other agencies (as you have agreed in the declaration).

If you come to New Zealand, you will be able to ask to see the information we hold about you and have any of it corrected if you think it is necessary.

### Other documents we may need

Sometimes we may ask for additional documents or information so that we can consider it with this application.

### Other documents you may wish to send

You may wish to send other documents or information so that we can consider it with this application. Send photocopies only (not original documents), as these documents will not be returned to you. If we need to see an original document, you will be asked to produce it later.

### For more information

If you have questions about completing the form:

- see our website [www.immigration.govt.nz](http://www.immigration.govt.nz)
- telephone our call centre on 0508 558 855 (within New Zealand)
- contact one of Immigration New Zealand's offices.

Immigration New Zealand has offices in Apia, Bangkok, Beijing, Dubai, Ho Chi Minh City, Hong Kong, Jakarta, London, Manila, Moscow, New Delhi, Nuku'alofa, Pretoria, Shanghai, Singapore, Suva, Sydney and Taipei.

Our New Zealand offices are located in Auckland, Henderson, Manukau, Hamilton, Palmerston North, Wellington, Christchurch, and Dunedin.

You can also contact your nearest New Zealand Embassy or New Zealand High Commission.

## Section S Paying your application fee

See our *Fees Guide (INZ 1028)* or our website [www.immigration.govt.nz/fees](http://www.immigration.govt.nz/fees) for more information about current fees and payment methods.

### Your application fee

#### Amount you are paying:

Currency

Application number   
*(office use only)*

#### Preferred methods of payment

We recommend that you use one of the following methods of payment for better security and faster processing.

Bank cheque/bank draft

Credit card\* (choose one)

Mastercard  Visa

SWITCH card (UK only)  SWITCH card issue number

#### Credit card\*/SWITCH card details

Name of cardholder

Card number

Expiry date

Signature of cardholder

Date

#### Other methods of payment

**Personal cheque.** Note that we will hold your application for 10 working days to allow the cheque to be cleared.

**Cash.** Our New Zealand branches do not accept cash. Most of our branches outside New Zealand do not accept cash.

#### We do not accept money orders.

*To be removed and securely destroyed after credit card transaction is processed.*

\*Your CVC/CVV number is required if you are paying by electronic credit card and your application is being lodged at Immigration New Zealand's Bangkok branch or London branch, or the MFAT post in The Hague. If your application will be lodged in one of these branches, provide your CVC/CVV number here.

Note: your CVC/CVV number is the three-digit number found on the signature strip on the back of your credit card.





[newzealand.govt.nz](http://newzealand.govt.nz)