

## EMPLOYER ACCREDITATION APPLICATION CHECKLIST

The objective of the Talent (Accredited Employers) Work Policy is to allow accredited employers to **supplement** (not replace or substitute) their own New Zealand workforce in their core area of business activity.

For an accreditation application to be approved, the employer must demonstrate that they:

- Are in a sound financial position;
- Have high standard human resource policies;
- Have a commitment to training and employing New Zealanders; and
- Have good workplace practices – the Immigration will cross check with various other governmental departments such as ACC and the Dept of Labour.

Please note that, if your application is approved, the accreditation status would remain valid for 12 months. You will need to apply for a renewal of this status at a lower renewal fee which is currently \$400.00.

The below checklist should assist you when preparing your accreditation application.

Basic Requirements	Note
<i>Fully completed and signed application form – Application for Employer Accreditation</i>	If you are unsure about any question(s), please leave it blank and talk with us about it.
<i>Application fee</i>	The fee amount required changes often and hence please complete your credit card details on the last page (pg 6) and leave the amount in blank or write “as required”. Currently, the application fee is \$1,400.00 (renewal application is for \$400)
<i>Business records – Company’s annual return records, director, shareholder details, annual reports (if any), organisation chart, etc</i>	We will download your company’s basic information from the companies website but let us have other relevant information that positively reflects your company or business.
<i>Evidence of business reputation and history</i>	Can include brochure, articles, advertisements, or if the company has sponsored anything in the community, taken part in community projects etc. – anything that show the positive aspect of your business/company
<i>Human Resource Information</i>  <i>Eg: employment contract, work place practice &amp; policy concerning safety issues, etc</i>	Immigration’s assessment criteria includes to see if your company has well established human resource policies. Please provide us with your employment manual, agreement, work place safety and health policy, etc – again let us have any information about your employment policy which would reflect positively on your business / company. – if you do not have any written policy, etc then please talk with us.

<i>Evidence of Staff Training</i>	Immigration would like to see if your company/business is interested in training local resident employees. This policy is to grant an employer to <b>supplement</b> its workforce by hiring high quality foreign workers and not to replace its local workers who can possibly be trained. Hence, your in house work training program or policy to have your workers attend various training programmes would help your application to be approved.
<i>Business Plans</i>	If your business is currently too small or less attractive in light of its financial position, then it would be ideal to support your future expansion or business improvement by including your business plan – talk with us if you think you need this.
<i>Financial information</i> <i>E.g.: Financial records, GST returns, PAYE schedules, etc</i>	This is very basic and important information as the case officer normally makes the first impression and determination based on your financial position. All financial records should be included and especially, a set of financial statements prepared by your accountant. PAYE schedule and GST records must be included.
<i>Profit and loss statements</i>	It is preferable to include this.
<i>Cashflow Statements</i>	Also preferable to include this if your current financial position doesn't look too positive.
<i>Business association or membership details:</i>	Immigration values a business association or membership with supporting organisations in your business industry. If you do not have any association or membership, please talk to us and we will look for a suitable association in your industry which can assist your business and your application.
<i>Other evidence / supporting documents:</i>	Any information or documents that you consider makes your business or company viewed positively, please give us such documents. As an example, your banker's letter to confirm that their dealing with your business/company for say 5 years has been satisfactory, or your suppliers/customers letter to testify satisfying relationship with your business would be helpful.

## Advice and information

Queen City Law's Immigration Team can advise on all aspects of work visa and permit applications. For further information contact:

For further information please contact:

**Marcus N Beveridge**  
Principal  
(Immediate Past Chairman NZAMI)

E-Mail: [marcus@queencitylaw.co.nz](mailto:marcus@queencitylaw.co.nz)  
Direct Dial: 09 970 8817

**Stephen Chan**  
Law Clerk

E-Mail: [stephen@queencitylaw.co.nz](mailto:stephen@queencitylaw.co.nz)  
Direct Dial: 09 970 8827

**Disclaimer:** This publication is necessarily brief and general in nature. You should seek professional advice before taking any further action in relation to matters dealt with in this publication.