

# Application for Client Registration



## Applicant Details Client Type

Please tick one to indicate which client type best describes your entity, then specify the entity in the sections below.

Please note if you specify a company or incorporated society you must complete section A. If you specify anything else you must fill in section B.

Note: A Company includes a limited liability company, a body corporate and a statutory body with corporate status.

Please note you are required to provide additional documentation as detailed in the checklist at the bottom of this form.

Company     Incorporated Society    → Please complete section A

Partnership     Trust  
 Individual     Joint Individuals    → Please complete section B

### A Complete the following if you are registering as a Company or Incorporated Society

Legal name of Company or Incorporated Society

### B Individual, Partnership, Trust, Joint Individuals

Complete the following if you are registering as an Individual, Partnership, Trust, Joint Individuals

*Individuals, Joint Individuals: Complete the White Section below.*

*Only complete the purple section if you are registering as a trust or partnership where one or more of the partners are a trust.*

*For each partner/trustee/joint individual please specify the Full Legal Name and Date of Birth, Commencement or Incorporation Date.*

Full Legal Name	Date of Birth or Incorporation	Only complete this section if you are registering as a trust or your partnership includes a trust		
		Trust Name	Trust Commencement Date	
	/ /	As trustee of →		/ /
	/ /	As trustee of →		/ /
	/ /	As trustee of →		/ /
	/ /	As trustee of →		/ /
	/ /	As trustee of →		/ /
	/ /	As trustee of →		/ /

If there are more individuals than space provided, please continue on a photocopy of this page.

## Checklist

Tick if you have included:

- Copy of proof of your identity *(birth certificate, passport, drivers licence)*
- Copy of Certificate of Incorporation *(if a Company or Incorporated Society)*
- Copy of Partnership agreement *(if a partnership)*
- Copy of Trust deed *(if a trust)*
- Evidence of type of entity *(if Joint Individuals)*
- Evidence of identity of each authorised signatory entered on page four of this form. *(birth certificate, passport, drivers licence)*

## C All Applicants

### Trading As

Please specify your trading name (if any). This cannot be the name of a registered company.

Trading as (if applicable)

### Commencement date

Please specify the date that the entity was formed. (Leave blank if trading as an individual)

Commencement date

### Overseas Person

The definition of an overseas person is provided in the notes section at the back of this form.

Is the applicant an overseas person for the purposes of the Fisheries Act 1996?

 Yes  No

### Security Question and Password

To ensure the applicant's information is not released to unauthorised persons, please provide a question and answer. For example:

**Q:** Where was Joe born? **A:** Wairoa

The answer is the applicant's password and will be requested when dealing with FishServe by telephone. The applicant should only release its password to persons the applicant wishes to have access to its information.

Please provide a question and answer for security and password purposes

Question

Answer (Password)

Has the applicant had previous dealings with the Ministry of Fisheries or FishServe?  Yes  No

Client number used

### Previous Client Number

If the applicant has had previous dealings with the Ministry of Fisheries and/or FishServe please indicate this and specify the client number that was used during

Is the applicant currently prohibited by court order from any of the following:

Holding any licence, approval, permission or fishing permit obtained under the Fisheries Act 1996  
Engaging in fishing or any activity associated with the taking of fish, aquatic life or seaweed.  
Deriving any beneficial income from activities associated with the taking of fish, aquatic life or seaweed.

 Yes  No

## Applicant Communication Details

### Residential/Registered Office Postal Address

If the applicant is registered as a Company or an Incorporated Society, please specify the applicant's Registered Office Postal Address.

If the applicant is registering as any other entity, please specify the applicant's Residential Postal Address.

Residential/Registered Office postal address (number, street, suburb, city, country)

### Residential/Registered Office Street Address

Complete this only if the applicant's Residential/Registered Office Street Address is different to its Residential/Registered Office Postal Address.

Residential/Registered Office street address

### Business Postal Address

Please specify the applicant's Business Postal Address in full.

Business postal address (number, street, suburb, city, country)

### Business Street Address

Complete this only if the applicant's Business Street Address is different to its Business Postal Address.

Business street address

Daytime telephone number

After hours telephone number

Fax

Mobile

Email

Website

### Email Address

Providing your email address is optional. However, please note that if you provide your email address it will form part of a public register under the Fisheries Act 1996 which is available on the internet upon payment of the prescribed fee.

### Preferred Method of Communication

Please indicate which of the listed methods of communication the applicant would prefer to receive general correspondence by.

Preferred method of communication (tick one)

 Email  Residential/Registered Office postal address  Business postal address

## Contact Person Details

If the applicant has a person to nominate as the contact person for a specific aspect of its fishing activity, please specify that persons details here.

### Postal address of the contact person

This address is only required if the contact person will be receiving correspondence for the specified contact type at a postal address which is different from the applicant's Business Postal Address.

Please note for the following in relation to contact persons:

- If a contact person is specified for an aspect of the fishing activity, all correspondence for that aspect will be sent directly and only to that person.
- The applicant may have many contact persons; however it may have only one person for each contact type.
- A contact person may be a person from either within or outside of the applicant's organisation.  
e.g. Accountant, Consultant.
- If you want a contact person to also have signing authority for an aspect of your organisation's fishing activity, please complete the following Authorised Signatories section.

## 1 Full legal name of contact person

First or given name(s)

Surname or family name

Postal address of contact person See notes

  

### Key position

Please specify the key position which the person holds.

For example

- Agent
- Director
- Secretary
- Accountant
- General Manager
- Shareholder
- Contact Manager
- Solicitor
- Consultant
- Managing Director
- Other
- Chief Executive
- Power of Attorney

Key Position

### Contact type

Please specify the aspect(s) of the applicant's fishing activity which this person will be the contact person for. You can choose one or more of the following contact types:

- All
- Foreign Fishing
- Quota
- High Seas Permits
- ACE
- LFR Licences
- Aquaculture
- Clients
- Mortgages
- Special Approvals
- Finance
- Permits
- Vessels
- Returns Management (MHRs, LFRRs)

Contact Type

Telephone number

Fax number

Email

## 2 Full legal name of contact person (if any)

First or given name(s)

Surname or family name

Postal address of contact person see notes

  

### Key position

Please specify the key position which the person holds.

For example

- Agent
- Director
- Secretary
- Accountant
- General Manager
- Shareholder
- Contact Manager
- Solicitor
- Consultant
- Managing Director
- Other
- Chief Executive
- Power of Attorney

Key Position

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- Special Approvals
- Finance
- Permits
- Vessels
- Returns Management (MHRs, LFRRs)

Contact Type

Telephone number

Fax number

Email

### Authorised Signatories

You may specify signing rules that FishServe will monitor and enforce

- If you specify an authorised signatory for an aspect of your organisation when dealing with FishServe
- An authorised signatory is in addition to the person who are legally authorised without this additional authorisation to sign on behalf of your organisation.
- If you have more than 2 authorised signatories, please use a photocopy of this form, or obtain an additional form from FishServe.
- Please note this excludes Online Services. If you wish to register to use Online Services please download a form from: [www.fishserve.co.nz](http://www.fishserve.co.nz) or contact the FishServe helpline on (04) 460 9555

#### Authorised Signatory For:

Please specify the aspect(s) of your organisation's fishing activity which this person will be authorised to sign for:

- All
- High Seas Permits
- Finance
- LFR Licences
- Permits
- Quota
- Vessels
- Foreign Fishing
- Aquaculture
- ACE
- Clients
- Mortgages
- Returns Management (MHRs, LFRRs)
- Special Approvals

#### Authority to start on

This date will be the date this form is received by FishServe unless a later date is specified.

### Signing Rules


If you have a person who you would like as an authorised signatory for a specific aspect of your organisation's fishing activity, please specify that person's details below:

- You may have more than one authorised signatory, and may also authorise more than one signatory for a particular aspect of your fishing activity.
- An authorised signatory may be a person from either within or outside of your organisation, E.G. Head of Accounts, Quota Broker.

## 1 Full legal name of Authorised Signatory

First or given name(s)

Surname or family name

Client Number of authorised signatory (if applicable)

Aspect(s) of your organisation's fishing activity this person will be authorised to sign for (see notes)

Authority to start on:  /  /

To:  Until further notice

Or: Authority to cease on:  /  /

A copy of the following is included as proof of identity for the authorised signatory

Birth Certificate     Passport     Drivers Licence

I, the authorised signatory, have read and understood the "Collection of Personal Information" at the end of this form

Signature

Date

## 2 Full legal name of Authorised Signatory

First or given name(s)

Surname or family name

Client Number of authorised signatory (if applicable)

Aspect(s) of your organisation's fishing activity this person will be authorised to sign for (see notes)

Authority to start on:  /  /

To:  Until further notice

Or: Authority to cease on:  /  /

A copy of the following is included as proof of identity for the authorised signatory

Birth Certificate     Passport     Drivers Licence

I, the authorised signatory, have read and understood the "Collection of Personal Information" at the end of this form

Signature

Date

**Authorised Signatory For:**  
Please specify the aspect(s) of your organisation's fishing activity which this person will be authorised to sign for:

- All
- High Seas Permits
- Finance
- LFR Licences
- Permits
- Quota
- Vessels
- Foreign Fishing
- ACE
- Clients
- Mortgages
- Returns Management (MHRs, LFRRs)
- Special Approvals
- Aquaculture

#### Authority to start on

This date will be the date this form is received by FishServe unless a later date is specified.

## Included Persons

This section is a declaration by you about your relationships with other persons in the fishing industry (included persons), for the purposes of administering sections 59, 60 and 61 (aggregation limits) and sections 78 and 79 (prohibitions and suspensions of permits) of the Fisheries Act 1996. **If you have no included persons to declare or if you are a Fish Farmer only, please leave this section blank.**

### A Aggregation Limits

Please list below all included persons for the purposes of administering sections 59, 60, 61 of the Fisheries Act 1996

#### Description of Relationship

Please select the word that best describes your relationship and use this word in the 'Description of Relationship' section below. For example:

- Partnership
- Director/Employee
- Trustee/Beneficiary
- Relative
- Associate
- Other

Client Number	Legal Name	Start Date of Relationship	Description of Relationship
		/ /	
		/ /	
		/ /	
		/ /	
		/ /	

### B Permit Suspensions/Conditions

Please list below all included persons for the purposes of administering sections 78 and 79 of the Fisheries Act 1996

#### Description of Relationship

Please select the word that best describes your relationship and use this word in the 'Description of Relationship' section below. For example:

- Partnership
- Parent Company
- Subsidiary Company
- Unincorporated Joint Venture
- Other

Client Number	Legal Name	Start Date of Relationship	Description of Relationship
		/ /	
		/ /	
		/ /	
		/ /	
		/ /	

If you wish to add more included persons that the space provided please photocopy this page.

## Additional Pages

Have you attached any additional pages?

No  Yes → Total number of additional pages

## Declaration

**If you are registering as a company, please have at least two directors sign the declaration.**

**If you are registering as a trust please ensure all trustees sign the declaration.**

**If you are registering as a partnership, please ensure all partners sign the declaration. Included Persons do not need to sign this form.**

If there are more signatories than space provided make further declarations on a copy of this page.

#### I declare that:

- The information I have given on this application is true and correct;
- I am authorised to provide this information and make this declaration;
- I have informed the persons listed in the included persons sections that I have declared them as included with me for the purposes of the Fisheries Act 1996;
- I understand that the information provided on this application from will be used to administer sections 59,60,61,78,79 and 255 of the Fisheries Act 1996, which may result in the forfeiture of quota of an included person, or suspension or prohibition of a permit of an included person;
- I am aware it is an offence to knowingly provide false or misleading information or omit any material information to obtain a benefit under the Fisheries Act 1996;
- I understand the applicant is required to notify FishServe if there are any changes in the particulars I have provided in this application form;
- I have read and understood the "Collection of Personal Information" details supplied with this form;
- I agree that Commercial Fisheries Services Ltd (trading as FishServe) is entitled to recover from me all costs, commissions, legal fees or otherwise, incurred in the recovery of any monies, goods or services that may be outstanding from me from time to time.

Full Legal Name (Please PRINT)	Position	Signature	Date
			/ /
			/ /
			/ /
			/ /

**Notes**

- Upon successful registration as a client, the applicant will be issued with a Client Number. This number is unique and will be used to identify the applicant and all its dealings with FishServe and the Ministry of Fisheries.
- Incomplete forms will be returned to the applicant and may result in a delay with the processing of the application.
- The Application for Client Registration may be submitted concurrently with other applications; for example, with an "Application for a Fishing Permit". However, until the applicant has been successfully registered as a client, other applications will not be processed.

**Definition of Overseas person**

An "overseas person" is expressly defined in the Fisheries Act 1996 by section 7 of the Overseas Investment Act 2005. Please consider that definition when you answer the overseas person question on page two of this form. If you are uncertain about whether the applicant is an overseas person, we suggest you contact your solicitor.

**Collection of Personal Information**

In regard to any information being collected on this form that is personal information, notification is hereby provided, in accordance with Principle 3 of the Privacy Act 1993 of the following matters:

- This information is being collected for purposes relating to the management of fisheries resources in accordance with the Fisheries Act 1996 and regulations made pursuant to the Act.
- The agency that will collect and hold this information is FishServe (PO Box 297, Wellington, 6140) on behalf of SeaFIC (Private Bag 24901, Wellington, 6142).
- The collection of this information is mandatory under regulation 14(2) of the Fisheries (Reporting) Regulations 2001.
- It is an offence under the Fisheries Act 1996 and the Fisheries (Reporting) Regulations 2001 to neglect or refuse to supply the information required, to fail to complete and furnish any of the required information, to make a false or misleading statement or entry of information. Penalties are set out in the Fisheries Act 1996 and in the Fisheries (Reporting) Regulations 2001.
- You are reminded that under Principles 6 and 7 of the Privacy Act 1993, you have the right of access to, and correction of, any personal information which has been provided.

**Relationships for the purposes of administering Aggregation Limits in accordance with Section 59, 60(4) and 61 of the Fisheries Act 1996**

For the purposes of section 59, 60(4) and 61, the term person, in relation to a particular person includes:

- (a) Any person who is in partnership with the person;
- (b) Any person who is a director or employee of the company of which the person is a director or employee;
- (c) Any person who is a relative of a person as defined in paragraph (a) of the definition of that term in section OB 1 of the Income Tax Act 1994;
- (d) Any person who would be an associated person under the test provided in section OD 7 of the Income Tax Act 1994, except that subparagraph (a)(v) of the definition of market value circumstance in section OB 1 of that Act does not apply;

Some exceptions apply. Please refer to the Act for more information.

**Relationships for the purposes of administering Conditions and Suspensions of Permits in accordance with sections 78 and 79 of the Fisheries Act 1996.**

For the purposes of sections 78 & 79 a person or entity is to be treated as a person included with the commercial fisher if the person or entity is:

- (a) Subsidiary of the commercial fisher within the meaning of section 5 of the Companies Act 1993; or
- (b) A company of which the commercial fisher is a subsidiary within the meaning of section 5 of the Companies Act 1993; or
- (c) A partnership or unincorporated joint venture that would be a subsidiary of the commercial fisher, or of which the commercial fisher would be a subsidiary, if the partnership or joint venture were incorporated as a company with shareholders corresponding to the interests, including returns, of the partners in the partnership or participants in the joint venture.

Some exceptions apply. Please refer to the Act for more information.

**FishServe Use Only**

Initials \_\_\_\_\_

Data entry completed \_\_\_/\_\_\_/\_\_\_

Client number

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OFFICE USE ONLY

DATE RECEIVED