

# Request for Information

held by FishServe



This form should be used when requesting copies of information held by FishServe.

## Applicant Details

These are the details of the person requesting the information.

Client Number (if applicable)

Full legal name

Telephone number

**Please note:** If you are requesting copies of paper records, these can only be posted to you. Electronic records (e.g. register information) can be sent to you by post, fax or email.

How you would like to receive this information? (please tick and complete relevant details)

**Post** → Postal address

**Fax** → Fax number

**Email** → E-mail

## Payment

If you know the amount required for your request, please select the method of payment. If you do not know the amount of the payment required for your request, please select the method of payment you intend to use, and we will contact you with the cost before charging you and sending the information.

**Cheque** → Attached  Yes  No

**Credit Card** (after receiving your request we will contact you to obtain your credit card details)

**Invoice** (only applicable for pre-paid exempt clients)

## Request Type

All requests for information are dealt with under the Official Information Act 1982 (OIA) unless:

- Your request is for personal information about you. E.g. your MHRs, CELRs, people named as your signing authorities, or your addresses held by us.
- Your request is for information that is publicly available on one of the ACE, Quota, Permit, Vessel or High Sea Permit registers.

Personal Information - please complete section 1

Register Information - please complete section 2

Official Information Act - please complete section 3

## Personal Information

This information is information that we hold about you.

If you have further details relating to your request, please specify them overleaf in the space provided.

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Do you require copies of your:

Monthly Harvest Return (MHR)

Licensed Fish Receiver Return (LFRR)

Quota Management Report (QMR)

Client information held on file (provide details on next page)

LFR client information held on file (provide details on next page)

Catch effort/landing returns

Other personal information (provide details on next page)

Please complete the following details (if applicable) for the forms you require:

Client number

Vessel registration number

Vessel name

Date range

to

month

year

month

year

If the previous details do not describe your requirements, please state your request with all relevant information here. E.g. all correspondence between July and October 2002 for me, client number 1234567.

If you need more space to write your request please use the space provided in section 3 for Official Information Act requests.

### Further details of personal information request

## Register Information

This is information held on the public registers available to all members of the public under the Fisheries Act 1996.

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### Which register (s) do you require information from:

- ACE Registers
- Quota Register
- Permit Register
- Vessel Register
- High Seas Permit Register
- Transitional Register

### Please complete the applicable details of the information you require from the registers:

Client number

Full legal name

Vessel registration number

Vessel name

Date range

to

month

year

month

year

Stock/species code

Fishing Year (ACE Registers only)

### Further Details

Please provide as much information as possible to help us complete your application quickly and accurately.

For example: If you would like to know all ACE transfers from Joe Bloggs (Client number: 1234567) to John Smith (Client number: 7654321) in the 2001/2002 fishing year, between 1 August and 30 September 2002.

### Further details of register information request

## Official Information Act

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*If the information you require is not covered under the Personal Information or Register Information sections, then you are requesting information under the Official Information Act 1982. Please provide as much information as possible to help us complete your application quickly and accurately.*

A large, empty rectangular area with horizontal dashed lines, intended for providing details of the information request. The area is white with a thin blue border and is set against a light blue background.

### General Notes

- All information on this form must be typewritten or handprinted in legible letters using ink.
- Please post this form to FishServe, PO Box 297, Wellington, deliver in person to Level 4, Feltex House, 156-158 Victoria Street, Wellington, fax to (04) 4609515, or email to [requests@fishserve.co.nz](mailto:requests@fishserve.co.nz).
- If you have any queries regarding this form, please contact FishServe.

### 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 the information is Commercial Fisheries Services Ltd, (trading as FishServe) (PO Box 297, Wellington) and the Ministry of Fisheries.

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 to FishServe.

### FishServe Use Only

Application Fee \$ \_\_\_\_\_

GST \$ \_\_\_\_\_

Amount \$ \_\_\_\_\_

Receipt No. \_\_\_\_\_

Initials \_\_\_\_\_

Data Entry  
completed \_\_\_\_ / \_\_\_\_ / \_\_\_\_

OFFICE USE ONLY

DATE RECEIVED