

May 2019

INZ 1197



Entertainment Industry Accreditation Application

Under Specific Purpose or Event Instructions

Entertainment industry accreditation

What is an entertainment industry 'accredited employer'?

Accredited entertainment industry companies may engage workers under the Specific Purpose or Event instructions who are not New Zealand citizens or residence class visa holders, without the need to seek agreement of the relevant New Zealand entertainment union or professional association.

Who can get work visas under the Specific Purpose or Event (Entertainment) Instructions?

Applicants can get a work visa under these instructions if they are non-New Zealand citizens or residence class visa holders who:

- hold an offer of employment or contract for services (see over page) from an accredited entertainment industry company
- meet immigration health and character requirements, and
- are bona fide applicants intending to comply with their visa conditions.

Applicants may apply at any onshore or offshore receiving office of INZ and meet the relevant application requirements (completed application form and photos, fee and immigration levy, passport, an employment or contract offer from an accredited entertainment industry employer, and any other documents or information required by the application form or INZ).

See the *Performing Artists, Entertainers and Entertainment Industry Personnel Work Visa Application (INZ 1187)* for details.

Applications for entertainment industry accreditation

Applications for entertainment industry accreditation must be made on this form and be accompanied by the application fee (see our *Fees Guide (INZ 1028)*). Completed applications should be sent to: Immigration New Zealand, PO Box 22111, Christchurch 8140.

Accreditation criteria

To qualify for accreditation, INZ must be satisfied that the entertainment industry company:

- is in a sound financial position
- has a sound industry track record
- has a demonstrable commitment to training and employing New Zealanders, and
- has good workplace practices – including a history of compliance with all immigration and employment laws and policies such as: the Immigration Act; the Accident Compensation Act; the Minimum Wage Act; the Health and Safety in Employment Act; the Employment Relations Act; and the Holidays Act.

Accreditation assessment

When deciding whether to grant accreditation, INZ will consider all the information and evidence supplied in the application for accreditation, and will take into account such factors as:

- the period for which the employer has been a going concern
- whether the employer has engaged with any relevant guild, union or professional association
- a sound industry track record, including knowledge of the industry sector in which they operate.

Note: In the case of 'single purpose vehicle' (SPV) production companies applying for accreditation, the length of the involvement of the parent company in New Zealand will be taken into consideration.

INZ is required by the Specific Purpose or Event Instructions to be satisfied that all the information and documents included in an application for accreditation are genuine and accurate, and may take any steps it considers necessary to verify such information or documents, including interviews. It may also, where necessary, seek the approval of an employer to conduct a site visit to the employer's premises.

Consultation process

INZ will consult with relevant unions, guilds, or professional associations when determining whether the applicant company has:

- a commitment to training and employing New Zealanders,
- a sound industry track record, including knowledge of the industry sector in which they operate, and
- good workplace practices.

You must send a completed copy of sections A, C and G of this form along with associated supporting documentation to all the relevant professional associations, unions and guilds at the same time you submit your application. Their contact details can be found at <http://glossary.immigration.govt.nz/UnionsAndProfessionalAssociations.htm>. INZ will confirm that this information has been received by the relevant professional associations, unions and guilds. Failure to submit this information will delay the processing of your application.

The relevant professional association, union or guild, will have 10 working days to provide feedback/comment to INZ. Feedback can be submitted to accreditation@mbie.govt.nz.

Employers must consent to INZ seeking information from other groups within the Ministry of Business, Innovation and Employment, WorkSafe New Zealand, and the Accident Compensation Corporation concerning the employer's compliance with New Zealand's employment laws. Where such consent is not given, the application for accreditation will be declined.

Use of accreditation

In the event an accredited New Zealand (domestic) production company is required to establish an SPV company to operate a production (New Zealand Film Commission funding for example), the accreditation can be used for the SPV. If the New Zealand production company intends doing this, they must inform INZ as soon as possible.

Duration of accreditation

Approved employers are initially granted accreditation for 12 months. Accreditation may be renewed two-yearly, on application by the employer, provided INZ is satisfied the employer still meets accreditation requirements. A lower fee is payable for accreditation renewal.

Offers of employment or contracts by accredited companies

Offers of employment made by accredited companies to non-New Zealand workers under the Specific Purpose or Event Instructions must be:

- for genuine employment in New Zealand in the capacity or position stated
- for employment in the accredited employer's core area of business activity
- current at the time the holder's work visa application is assessed, and
- compliant with all relevant employment law* in force in New Zealand.

* Compliance with relevant New Zealand employment law includes but is not limited to:

- a written employment agreement that contains the necessary statutory specified terms and conditions
- meeting holiday and special leave requirements and other minimum statutory criteria
- meeting occupational safety and health obligations.

Accreditation may be refused or rescinded

An employer's application for accreditation will be declined if an employer does not meet the criteria for accreditation, or if INZ considers that accrediting that employer would create unacceptable risks to the integrity of New Zealand's immigration or employment laws or policies.

Accreditation may be rescinded or not renewed if INZ considers an employer's conduct has created an unacceptable risk to the integrity of New Zealand's immigration or employment laws or policies. Decisions to rescind accreditation will not be made by INZ without the consent of the Minister of Immigration.

Applications for reconsideration

There is no statutory right of appeal against a decision by INZ to decline an application for accreditation, however INZ will reconsider a decline decision if the employer provides new information and does so promptly. Any application for reconsideration must be made in writing. INZ's decision on a reconsideration is final.

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, Immigration New Zealand 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 or email 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.

Work entitlement

It is an offence under the Immigration Act 2009 to employ a person who is not entitled to work in New Zealand. One way for employers to avoid committing this offence is to check a person's entitlement to work through Immigration New Zealand's online VisaView system. For more information or to register please visit www.immigration.govt.nz/visaview. Disclosure of information through VisaView is authorised by legislation.

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

Detach and retain pages 1 to 3, if desired.

When filling in this form, please write clearly using CAPITAL LETTERS.

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Entertainment Industry Accreditation Application

Under Specific Purpose or Event Instructions

Section A Employer details

This form must be completed and signed by a person who has authority to make representations and enter into agreements on the employer's behalf. Please answer all questions. If any question does not apply please answer "N/A" for "not applicable".

A1 Employer's name

A2 Employer's legal status
(eg limited liability company, sole trader, partnership)

A3 Name of person completing this application for accreditation

Family/last name	Given/first name(s)
<input type="text"/>	<input type="text"/>

A4 Position or title

A5 Employer's contact details.

Name of contact person if different from that given at

Company name (if applicable) and physical and postal addresses

New Zealand Business Number

For help search: www.nzbn.govt.nz

Telephone (daytime) Telephone (evening)

Fax Email

Website

A6 Name and address for communication about this application

Same as address at **A5** or Other *Give details below*

Family/last name

Given/first name(s)

Company name (if applicable) and address

New Zealand Business Number (for New Zealand businesses only)

For help search: www.nzbn.govt.nz

Telephone (daytime)

Telephone (evening)

Fax

Email

A7 Do you authorise the person stated at **A6** to act on your behalf? Yes No

A8 Have you received immigration advice on this application?

Yes *Please make sure that your immigration adviser completes Section I: Immigration adviser's details.*

No

i You can find a definition of immigration advice at www.immigration.govt.nz/advice

A9 If your application for accreditation is approved, do you wish your contact details to be published on the list of accredited employers on the INZ website at no cost to you?

Yes No

Section B Employer's need for accreditation

B1 Why are you seeking accreditation?

Current need to recruit offshore for talent.

Anticipate future need to recruit offshore for talent .

Seeking accreditation to enable fast track offshore recruitment of talent should the need arise.

Other reason – or any additional comments if desired.

B2 How many non-New Zealand workers you are likely to recruit in the first year (if known)?

B3 Provide a list of roles your company seeks to fill.

Section C Employer's business details

C1 How many years has the business been operating?

C2 When was the business established?

C3 Is the business an SPV owned and operated by an offshore production company?

Yes *You must list any previous SPVs the parent company has operated in New Zealand.*

No

C4 Number of current employees/contractors.

Current employees/ contractors	Non-New Zealanders	New Zealand citizens or residents
Producers		
Directors		
Production Department/Assistant director		
Actor/Performer/Talent		
Principals		
Supporting cast		
Feature extras		
Extras		
Camera department		
Lighting/Electrical/Grip department		
Sound department		
Art department/Makeup/Wardrobe department		
Post-production		
VFX/SPFX (visual/special effects)		
Other		

C5 Entertainment industry sector

Film Television Television commercial Live performance

Other (*please specify*)

C6 Please give brief details of your business (if further details are given in a separate document please state this).

Type of business | _____

Products or services (including names and dates of previous productions, television commercials and live performances worked on in New Zealand). If your company is new, include details of the specific productions or performances the company directors and managers have worked on.

| _____

Engagement of New Zealanders on previous productions or performances. Provide details on Heads of Departments and lead/support performers engaged.

| _____

Targeted customers | _____

Marketing and promotion activities | _____

Suppliers | _____

Distributors | _____

C7 Does your business have any business partnerships with other overseas businesses?

Yes *Provide details of overseas businesses, including their location, activities, and nature of your business relationship.*

No

| _____

C8 Has your company received any New Zealand government funding from, for example, NZ on Air, New Zealand Film Commission, Large Budget Screen Production Grants?

Yes *Provide details of the grant type and when received.*

No

C9 Has your company worked on any official co-productions?

Yes *Provide details.*

No

Section D Business record

D1 Is your business registered with the Companies Office? Yes No

D2 Have you, or any of the directors or managers of your business, ever been declared bankrupt?

Yes *Provide details including names, dates and when discharged.*

No

D3 Have you or any of the directors or managers of your business ever been investigated by the Serious Fraud Office or the New Zealand Police for any offences arising in the course of, or resulting from, business dealings?

Yes *Provide details including name, date and outcome and any penalty imposed and/or remedial action required.*

No

D4 What evidence can you provide of your business record and financial position? If the business is an SPV owned and operated by an offshore production company, evidence from previous SPVs operated in New Zealand by the offshore production company can also be provided. Where possible, information supplied should cover at least two financial years. The more evidence you can enclose, the sooner INZ will be able to complete its assessment of your application.

Available	Business record information available	Evidence enclosed with application?
	Please tick to show whether information is available and whether evidence enclosed with your application. Where any information listed is contained in another document, please state this (eg "See annual reports attached").	
<input type="checkbox"/>	Startup company/new business – no evidence of established business record	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Annual reports	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Business plans	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Sets of accounts certified by an accountant	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	GST returns showing turnover, revenue and expenses	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Profit and loss statements	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Cash flow statements	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Statements of financial position	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Companies Office registration details, showing directors, shareholders etc	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Evidence of our business reputation and history in the marketplace as a successful established business	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Other evidence (please specify below)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section E Human resources

E1 Have you attached an organisation chart showing the structure of your business, the number of people employed, and the areas in which they are employed/contracted?
 Yes No

E2 Does your business have written human resource policies and/or procedures? (For example, standard employment/contract agreements based on either the *Code of Practice for the Engagement of Cast in the New Zealand Screen Production Industry* ('The Pink Book') or the *Code of Practice for the Engagement of Crew in the New Zealand Screen Production Industry* ('The Blue Book').
 Yes *Attach evidence*
 No

E3 Who normally has overall responsibility for human resource or personnel matters in your business?
 Name of person responsible | _____
 Position or title | _____

E4 Who is normally responsible for staff recruitment in your business? (Eg yourself, human resource manager, local managers, recruitment agency.)

E5 What checks will be carried out to verify information provided by foreign workers being considered for employment in your business? (If staff recruitment is contracted to a recruitment agency, please state this and attach a written statement from the recruitment agency describing what checks that agency will carry out on your behalf.)

References/referees

Qualifications or training certificates

E6 Before seeking to fill roles and positions with non-New Zealanders, what are your company's recruitment practices to ensure your commitment to engaging New Zealanders?

Section F Workplace practices

F1 Has your business ever been found to be in breach of employment or labour law by the Ministry of Business, Innovation and Employment, WorkSafe New Zealand, or by any New Zealand tribunal, authority or court? (This includes any breaches of the Accident Compensation Act 2001, the Minimum Wage Act 1983, the Health and Safety in Employment Act 1992, the Employment Relations Act 2000, Wages Protection Act 1983, Parental Leave and Employment Protection Act 1987 and the Holidays Act 2003).

Yes Give details including type of breach, date of notification (or date of tribunal, authority or court decision) and penalty imposed or remedial action required. (If full details are set out in an attached document please state this.)

No

F2 Has your business ever been found to be in breach of the provisions of the Immigration Act 2009 or the Immigration Act 1987?

Yes Give details including: type of breach, date of notification by INZ (or date of court decision if convicted), penalty imposed or remedial action required. (If details are set out in an attached document please state this.)

No

F3 Please list the relevant unions, guilds and professional associations you have provided copies of sections A, C and G of this form to along with any supporting documentation.

Name	Phone	Fax	Email

As advised in the 'Accreditation assessment' section on page 2, Immigration New Zealand will consult with relevant unions, guilds or professional associations as part of the application process.

Section G Training details

G1 What training does your business provide to New Zealand employees/contractors? For example, any in-house training and development programmes in place for those areas in which you are seeking to fill with non-New Zealanders, traineeships, internships, presentation of master classes, and seminars by non-New Zealand contractors to upskill New Zealand staff.

G2 Under the Specific Purpose or Event (Entertainment) Instructions, INZ must seek information from the Ministry of Business, Innovation and Employment's employment relations and occupational health and safety services, WorkSafe New Zealand and the Accident Compensation Corporation, concerning your compliance with New Zealand's immigration and employment laws.

Note: if you do not give your consent to INZ seeking this information from these agencies, your application for accreditation will be declined.

Do you consent to INZ seeking information concerning your compliance with New Zealand's immigration and employment laws from the agencies listed above?

Yes No

Section H Declaration by employer

This section must be read and signed by a person who has authority to make representations and enter into agreements on the employer's behalf.

I understand the notes and questions in this form and I declare that the information given about my business is true and correct.

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 way, this application for accreditation may be declined, and that I may also be committing an offence under sections 342 and 348 of the Immigration Act 2009 and may be liable to prosecution.

I understand that I am required to inform Immigration New Zealand about any relevant changes to the circumstances of my business that occur after I lodge this application.

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 ability of my business to honour its obligations as an accredited entertainment industry employer under the Specific Purpose or Event Instructions.

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, Immigration New Zealand will return my application.

I authorise Immigration New Zealand to make any enquiries it deems necessary in respect of the documents or information provided in respect of this application, and to share information provided about me or my business with other government agencies (including overseas agencies) to the extent necessary to make decisions about whether I qualify for approval as an accredited employer under the Specific Purpose or Event Instructions.

I accept that any advice given to me by Immigration New Zealand before lodging this application was intended to assist me, and that acting on that advice does not mean that this application to be an accredited employer under the Specific Purpose or Event Instructions will be approved.

Signature of employer

Date

Job title or position

Section I 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.

i1 If you are a licensed adviser, please provide your licence details.

Licence type full provisional limited *List conditions specified in the register.*

Licence number *Go to Section J: Declaration by person assisting the applicant.*

i2 If you are 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 have provided immigration advice in the course my work (employed or volunteer) and that work exempts me from the requirement to be licensed. Indicate the reason for your exemption below.

Lawyer Community Law Centre New Zealand Member of Parliament Citizens Advice Bureau

New Zealand public servant Foreign Diplomatic/Consular

i See www.immigration.govt.nz/adviserlicensing for more information about who is exempt from licensing.

Section J

Declaration by person helping the employer

This section must be completed and signed by the employer’s immigration adviser, or by any person who has assisted the employer by providing immigration advice, explaining, translating, or filling in the form for the employer. If the employer does not have an immigration adviser, and no one helped the employer 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, or email info@iaa.govt.nz or write to them at PO Box 6222, Wellesley Street, Auckland 1141, New Zealand.

Name and address of person assisting employer. Same as address given at **A6**, or as below.

Family/last name

Given/first name(s)

Company name (if applicable) and address

New Zealand Business Number (for New Zealand businesses only)

For help search: www.nzbn.govt.nz

Telephone (daytime)

Telephone (evening)

Fax

Email

I understand that after the employer 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 or attached and give reasons for the changes or attachments.

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

I have assisted the employer as an interpreter/translator.

I have assisted the employer with recording information on the form.

I have assisted the employer in another way. *Please specify*

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

Signature of person assisting

Date

____|____|____|____|____|____|____|____|____|____|

Application checklist

OFFICE USE ONLY	Information and documents you must supply	CHECK LIST
<input type="checkbox"/>	I have read the declaration, and signed and dated the application form.	<input type="checkbox"/>
<input type="checkbox"/>	I have enclosed the application fee or authorised a credit card payment.	<input type="checkbox"/>
<input type="checkbox"/>	I have checked that all supporting documents required by this form or indicated by me as being attached, are either attached or enclosed for submission with the application.	<input type="checkbox"/>
<input type="checkbox"/>	I have sent a completed copy of sections A, C and G of this form to all the relevant professional associations, unions and guilds.	<input type="checkbox"/>

Send your completed application to:

Immigration New Zealand
PO Box 22111
Christchurch 8140
New Zealand.

Section K Paying your application fee

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

Your application fee

Amount you are paying:

Amount

Currency
(e.g. NZD, USD, RMB)

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

Name of cardholder

Card number

Expiry date

CVC/CVV number

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

Signature of cardholder

Date

Other methods of payment

Cash. Our New Zealand offices do not accept cash.

We do not accept money orders.



About the information you provide

Deciding whether you are eligible to become an accredited employer

Immigration New Zealand collects the information about you on this form to decide whether you are eligible to be an accredited employer under the Specific Purpose or Event (Entertainment) Instructions. 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 1473, Wellington 6140, New Zealand.

Do not send your application to this address.

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.

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).

You have the right to access the information we hold about you and have any of it corrected if you think it is necessary.

For more information

If you have questions about completing this form:

- see our website www.immigration.govt.nz/contactus
- telephone our call centre on 0508 558 855 (within New Zealand).