

Authority to act as an agent form

Last updated: 4 March 2015

About this form

Use this form if you are a seafarer or maritime operator wanting to authorise a person or company to act as your agent in respect of an application for

- a maritime document such as:
 - a new New Zealand certificate of competency, proficiency or endorsement
 - recognition of a foreign certificate
 - renewal or replacement of an existing certificate or recognition
 - a maritime transport operator certificate (MTOC)
 - vessel certificates
- a non-maritime document such as:
 - a single voyage permit or a certificate of international voyage
 - a specified limit permit

How to complete this form

You need to read and provide all of the information on this form including:

- the person or representative of the company you are nominating needs to fill in their details and sign this form under *4. Declarations*
- you need to read and understand *6. Explanatory notes*.

1. Applicant and nominee details

Please complete all of these fields.

Your details

Surname	<input type="text"/>
First name(s)	<input type="text"/>
Date of birth	<input type="text"/> <small>DD / MM / YYYY</small>
Home phone	<input type="text"/> <small>Eg +64 1 234-5678</small>
Mobile phone	<input type="text"/> <small>Eg +64 21 123-4567</small>
Email address	<input type="text"/>
Postal address	<input type="text"/> <input type="text"/>
City and country	<input type="text"/>
Postcode	<input type="text"/>

Details of the person or company you are nominating

Surname	<input type="text"/>
First name(s)	<input type="text"/>
Company name	<input type="text"/>
Position title	<input type="text"/> <small>Eg position in the company listed above</small>
Phone	<input type="text"/> <small>Eg +64 1 234-5678</small>
Email address	<input type="text"/>

2. Scope of authority

Specify the tasks that your agent or representative will be performing on your behalf.

Applying for maritime or non-maritime document(s) (list these below)

Documents applying for

Discussing with Maritime New Zealand matters regarding your fit and proper person status

Receiving any of your documents released by Maritime New Zealand

Please note that Maritime New Zealand (MNZ) is unable to provide New Zealand criminal history information to anybody other than the applicant. In the event that MNZ needs to discuss or obtain information about the applicant’s criminal history, MNZ will contact the applicant directly.

3. Duration

Specify how long the nominated person or company is authorised to act as your agent.

Select only one of the following options

Indefinitely

For a fixed period

If you have ticked this box, please specify the time period below

Start date	<input type="text"/>	End date	<input type="text"/>
	DD / MM / YYYY		DD / MM / YYYY

4. Declarations

Both you and the person or company you are nominating must complete this section.

You must complete this section

- By ticking this box, you (the person named as applicant on this form) agree to the appointment of the agent or representative named below.

Your signature

Sign here

Date

DD / MM / YYYY

Caution

Providing false information or failing to disclose information relevant to the granting or holding of a maritime document is an offence under section 406 of the Maritime Transport Act. The penalty for this offence in the case of an individual is imprisonment for a term of up to 12 months or a fine of up to NZ\$10,000.

The nominated person or company must complete this section

- By ticking this box, I/we (the person/company nominated by the applicant) agree to act as the agent or representative for the person named as applicant on this form.

Agent or
representative's
signature

Sign here

Date

DD / MM / YYYY

Privacy information

Personal information collected in this form will be used for the purpose of assessing your application. MNZ will not disclose personal information other than when permitted or required by law to do so.

If you wish to access or correct personal information MNZ holds about you, please contact the MNZ Privacy Officer at PO Box 25620, Wellington 6146, or phone (04) 473 0111.

5. Where to send your application

Send your completed form and the other documents required to MNZ by email, courier or post.

Sending your application by email is preferred. Make sure the scanned copies of your documents are legible and of a good quality.

Seafarers use these details	Operators use these details
<p>Email your application to:</p> <p>seafarers@maritimenz.govt.nz</p> <p>Or</p> <p>Courier your application to:</p> <p>Seafarer Certification Maritime New Zealand 1 Grey Street Wellington 6011 NEW ZEALAND</p> <p>Or</p> <p>Post your application to:</p> <p>Seafarer Certification Maritime New Zealand PO Box 25620 Wellington 6146 NEW ZEALAND</p>	<p>Email your application to:</p> <p>operators@maritimenz.govt.nz</p> <p>Or</p> <p>Courier your application to:</p> <p>Operator Certification Maritime New Zealand 1 Grey Street Wellington 6011 NEW ZEALAND</p> <p>Or</p> <p>Post your application to:</p> <p>Operator Certification Maritime New Zealand PO Box 25620 Wellington 6146 NEW ZEALAND</p>

6. Explanatory notes

- A. 'Maritime Document' means any licence, permit, certificate or other document issued by the Director under section 41 of the Maritime Transport Act and includes certificates of competency, surveyor recognitions, maritime transport operator certificates and safe crewing documents.
- B. Examples of maritime documents are:
1. a New Zealand certificate of competency, proficiency or endorsement
 2. recognition of a foreign certificate
 3. renewal of an existing certificate or recognition
 4. a replacement certificate or recognition
 5. a maritime transport operator certificate (MTOC)
 6. a New Zealand certificate of compliance for vessels which operate under a safe operational plan (SOP)
 7. other vessel certificates such as international and NZ loadline, international tonnage, international oil pollution prevention.
- C. Examples of non-maritime documents are:
1. a single voyage permit
 2. a certificate of international voyage
 3. a specified limit permit.