

# Application for approval to issue industry-specific certificates

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Last updated: July 2019

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## About this form

Use this form to apply for approval to issue industry-specific certificates.

## To complete this application, you need to:

- provide all of the information we require
- provide a completed industry training plan which includes the following:
  - contact details
  - overview of the organisation providing the training
  - training framework – including course details, trainer information, training programme and trainee requirements
  - vessel details
  - certificates to be issued to trainees including name(s) of person(s) issuing certificates and sample certificates
- a completed *Fit and Proper Person* form.

# 1. Applicant and contact details

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## Provide details for the organisation this application is for.

Complete all of these fields.

Name of organisation

Name of legal entity if different from above

Date of application   
DD / MM / YYYY

## Provide details for the main contact person for the organisation.

Complete all of these fields.

Surname

Given name(s)

Organisation name

Phone (daytime)   
Eg +64 1 234 5678

Phone (after hours)   
Eg +64 1 234 5678

Mobile phone   
Eg +64 21 123 4567

Fax number   
Eg +64 1 234 6789

Email address

Physical address

City and country

Postcode

Contact person's signature

Sign here

## 2. Personal declaration

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### All applicants must complete this section.

I declare that the details provided on this form are true and correct. I confirm that any other documents sent with this form are true and genuine, and were given and signed by the persons whose names appear on them. (Note: MNZ will only accept certified copies of any supporting documents.)

#### 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.

Your name

Your 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.

## 3. Fees and payment

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### Application fee

There is a fee for your application. This is charged at an hourly rate of \$245 (including GST).

Refer to the MNZ website for more information about fees.

[maritimenz.govt.nz/fees](http://maritimenz.govt.nz/fees)

### Invoice

You will be invoiced once we have processed your application. A reference number and instructions explaining how to pay will be sent with the invoice.

You can pay:

- online using a credit card or debit card, *or*
- by internet banking or bank deposit.

#### Invoice



The invoice will be in your name **unless** you indicate below the name and address of a different entity or individual who has agreed to be invoiced (eg your employer).

Name on the invoice

Postal address

City and country

Postcode

Refer to the MNZ website for more information about how to pay your fees.

[maritimenz.govt.nz/howtopay](http://maritimenz.govt.nz/howtopay)

## 4. Where to send your application

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Email, courier or post the completed form to MNZ, with the other documents required.

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

**Email your application to:**

operators@maritimenz.govt.nz

**Or**

**Courier your application to:**

Operator Certification  
Maritime New Zealand  
1 Grey Street  
Wellington 6011  
NEW ZEALAND

**Or**

**Post your application to:**

Operator Certification  
Maritime New Zealand  
PO Box 25620  
Wellington 6140  
NEW ZEALAND