

# Company Officer Form Supporting a Company Application



## PRIVATE SECURITY PERSONNEL LICENSING AUTHORITY

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### When to use this form

Use this form in conjunction with a company licence application if you need to add company officers to your company licence. Each additional company officer must complete a copy of this form.

A company officer is a Director, Chief Executive Officer or person(s) occupying an equivalent position.

### What you need with your application

To complete your application, you need to send:

- A fully completed form

### Completing this form

- Print clearly in CAPITALS
- Use a black pen or blue pen to complete this form
- Answer every question on the form unless the instructions tell you otherwise

### Payment information

There is no filing fee with this application.

### Application process

In normal circumstances it will take 2 months to hear the outcome of the company application, once all company officers have sent in a company officer form supporting a company licence.

If the company or any of the officers have disqualification criteria, for example criminal convictions, then it will take much longer to determine the outcome.

### Important information

If you:

- Provide false or misleading information to the Licensing Authority, you may be liable for a fine of up to \$20,000.
- Work for a licensee, as a Crowd Controller or Repossession Agent without holding a Certificate of Approval you could be fined up to \$20,000.



Do you have a different postal address? (Please tick to confirm)

Yes     No

If yes, please provide us your postal address

Address    No.                      Street    Suburb  
\_\_\_\_\_  
City    State (if outside NZ)  
\_\_\_\_\_  
Country    Post code  
\_\_\_\_\_

Phone    Day    Mobile    \_\_\_\_\_

Email    \_\_\_\_\_

I consent to being contacted regarding my application at this email address     Yes     No

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## Step 3. Company officer identification details

Photo identification is required to verify your identity when you pick up your Certificate of Approval and ID badge. Please provide details of your Passport, New Zealand Driver's Licence, HANZ 18+ card or New Zealand Firearms Licence below:

Passport number    \_\_\_\_\_

Nationality as shown on passport    \_\_\_\_\_

Date issued    \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (day/month/year)

Passport expiry date    \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (day/month/year)

or

New Zealand Drivers Licence number    \_\_\_\_\_

Drivers Licence expiry date    \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (day/month/year)

Drivers licence version number    \_\_\_\_\_

or

Other identification type     HANZ 18+     NZ Firearms licence

Other identification number    \_\_\_\_\_

## Step 4. Company officer disqualification criteria

Section 62 of the Act sets out the grounds for disqualification of a company officer. Disqualification of a company officer may cause disqualification of the company. If you meet any of the grounds of disqualification listed below, you will be able to make a statement about your character, circumstances or background.

The Licensing Authority may still grant the company application, but only if the Authority is satisfied that you are suitable to operate as an officer of a licensee in the class or classes of work to which the application relates. Please note that no refund is payable if your application is unsuccessful.

You can find more information at [www.PSPLA.govt.nz](http://www.PSPLA.govt.nz)

**Please answer each individual question on the next page. (Please tick to confirm)**

Have you ever been convicted of a 'specified offence' as defined in section 4 of the Criminal Records (Clean Slate) Act 2004?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you been convicted by a New Zealand court of an offence under the Arms Act 1983?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you been convicted by a New Zealand court of an offence under sections 216H to 216J of the Crimes Act 1961?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you ever been convicted by a New Zealand court of an offence under sections 10, 11, 13, 16, 19, 21, 24, 47F, or 47J of the Fair Trading Act 1986?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you ever been convicted by a New Zealand court of an offence under section 103(1) of the Credit Contracts and Consumer Finance Act 2003 that involves a breach of any provision of Part 3A of that Act?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you ever been convicted by a New Zealand court of an offence under section 8 or 25 of the Harassment Act 1997?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you ever been convicted by a New Zealand court of an offence under section 6 of the Misuse of Drugs Act 1975 in relation to quantities deemed for supply of a Class A, B or C controlled drug or drugs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you ever been convicted by a New Zealand court of an offence of dishonesty, as defined in section 4 of the Private Security Personnel and Private Investigators Act 2010 ("offence of dishonesty")?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you ever been convicted by a New Zealand court of an offence of violence, as defined in section 4 of the Private Security Personnel and Private Investigators Act 2010 ("offence of violence")?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you ever been convicted by a New Zealand court of an offence under sections 16, 34 or 52 of the Private Investigators and Security Guards Act 1974?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been disqualified from driving for an indefinite period and ordered to attend an assessment centre under section 65 of the Land Transport Act 1998, or an earlier equivalent provision?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been ordered by a court to be imprisoned following conviction for an offence and that conviction or order has not been quashed on appeal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you ever been convicted by a New Zealand court of an offence under the Private Security Personnel and Private Investigators Act 2010 or Private Investigators and Security Guards Act 1974 for working without a licence or certificate or approval or employing or engaging a person without a certificate of approval?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you had a licence or certificate of approval cancelled under the Private Security Personnel and Private Investigators Act 2010 or the Private Investigators and Security Guards Act 1974?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you hold a licence or certificate of approval that has been suspended?	<input type="checkbox"/> Yes	<input type="checkbox"/> No





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## Step 6. Consent and certification

I consent to the Ministry of Justice undertaking a criminal history check using the information contained in my application. I certify that the above particulars are true and correct.

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Name

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Signature

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Date

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## Step 7. Do a quick check

- You have answered every applicable question
- You have signed and dated this form

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## Step 8. Send in this form

You can fill in this form and email it to [PSPLA@Justice.govt.nz](mailto:PSPLA@Justice.govt.nz)

Or you can fill in this form and post it to:

Private Security Personnel Licensing Authority  
SX 10042  
Wellington  
New Zealand

Address: Level 1, 86 Customhouse Quay, Wellington 6011  
Phone: 04 477 752