

# Company Officer Form Supporting a Company Application



## PRIVATE SECURITY PERSONNEL LICENSING AUTHORITY

### 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.

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## Step 1. Company details

### What is the name of your company?

Company registered name \_\_\_\_\_

If you know the application number of your company's licence application, please enter it here

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## Step 2. Company officer details

Full name  First  Middle  Surname

*If you have previously held or currently hold a certificate of approval or licence under the Private Investigators and Security Guards Act 1974 or Private Security Personnel and Private Investigators Act 2010, add your licence or certificate number below:*

Licence or certificate of approval number \_\_\_\_\_

Date of Birth  /  /  (day/month/year)

### What is your gender? (Please tick to confirm)

Male  Female

### What is your occupation?

Occupation \_\_\_\_\_

### Are you known by, or have you ever been known by another name? (Please tick to confirm)

Yes  No

*If yes, please supply the additional names. If no, please skip to the residential address question*

Other names  First  Middle  Surname   
 First  Middle  Surname

### What is your residential address?

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

**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 before we issue your Certificate of Approval and ID badge. Please provide details of your valid Passport, New Zealand Driver's Licence, Kiwi Access 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     Kiwi Access     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



If you have answered yes to one of the above questions, please provide further details below:

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If you need extra space, please attach a separate sheet to this application

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## Step 5. Company officer overseas mental health orders and convictions

Section 25 of the Private Security Personnel and Private Investigators Act 2010 also requires that you specify if you have had an overseas mental health order or conviction. You may provide further information to support your application (for example, information about your character, circumstances, or background) if you have specified a conviction or order as follows:

**Please answer each individual question below. (Please tick to confirm)**

Have you ever had an order imposed in relation to you by any court or tribunal outside of New Zealand, instead of passing sentence, that you be treated or cared for in relation to your mental impairment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of an offence outside of New Zealand?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you have answered yes to one of the above questions, please provide further details below:

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If you need extra space, please attach a separate sheet to this application

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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 11159  
Wellington  
New Zealand

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